

Audit and Governance Work Programme

containing Joint Audit and Governance
Committee work to be undertaken
JULY 2022 – NOVEMBER 2022



What is the work programme?

The Audit and Governance Work Programme belongs to South Oxfordshire District Council's and Vale of White Horse District Council's Joint Audit and Governance Committee and sets out a schedule of work for the period shown above. It is a rolling plan, subject to change at each committee meeting; however, the councils may allocate additional work without notice.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Amended pension policy and policy statements	Joint Audit and Governance Committee 5 Jul 2022	David Fairall, People and Culture Manager david.fairall@southandvale.gov.uk	The committee is required to consider and approve the pension policy and discretionary policies of both councils.	To approve the pension policy and discretionary policies of both councils.	
Internal audit activity report - first quarter 2022/23	Joint Audit and Governance Committee 5 Jul 2022	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	The council audits its services through the internal audit service in line with the approved internal audit plan. The report will summarise the outcomes of recent audit activity for the committee to consider.	The committee is asked to review the report and the main issues arising and seek assurance that action has been or will be taken as necessary.	

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Internal audit management report - first quarter 2022/23	Joint Audit and Governance Committee 5 Jul 2022	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	The committee monitors the effectiveness of internal audit each quarter against the audit plan.	To report on management issues, summarise progress against the audit plan, and summarise priorities.	
Internal audit annual report 2021/22	Joint Audit and Governance Committee 5 Jul 2022	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	To review the work of internal audit in 2021/22.	To monitor the effectiveness of internal audit and to make recommendations for changes as necessary.	
Health and safety	Joint Audit and Governance Committee 5 Jul 2022	Deborah Porter Deborah.Porter@southandvale.gov.uk	The committee agreed to receive regular reports on health and safety.	To review and comment on the report.	
Corporate risk review	Joint Audit and Governance Committee 5 Jul 2022	Harry Barrington-Mountford, Interim Head of Policy and Programmes harry.barrington-mountford@southandvale.gov.uk	The committee agreed to receive regular progress reports on the implementation of the risk management framework.	To review and comment on progress.	
Treasury management outturn report - 2021/22	Joint Audit and Governance Committee 27 Sep 2022	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee is responsible for monitoring the councils' treasury management activity.	To consider the 2021/22 outturn report and make recommendations to Cabinet.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit activity report - second quarter 2022/23	Joint Audit and Governance Committee 27 Sep 2022	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	The council audits its services through the internal audit service in line with the approved internal audit plan 2021/22. The report will summarise the outcomes of recent internal audit activity for the committee to consider.	The committee is asked to review the report and the main issues arising and seek assurance that action has been or will be taken where necessary.	
Internal audit management report - second quarter 2022/23	Joint Audit and Governance Committee 27 Sep 2022	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	The committee monitors the effectiveness of internal audit each quarter against the approved audit plan.	To report on management issues, summarise progress against the audit plan, and summarise priorities.	
Statement of accounts 2021/22 - verbal update	Joint Audit and Governance Committee 27 Sep 2022	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	To receive an update on the progress of the 2021/22 statement of accounts.		
Corporate landlord project - update	Joint Audit and Governance Committee 27 Sep 2022	James Carpenter, Interim Head of Development and Corporate Landlord james.carpenter@southandvale.gov.uk	The committee agreed to receive a progress update on the corporate landlord project.	To consider the update and provide any comments to officers.	

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Code of conduct annual report - 2021/22	Joint Audit and Governance Committee 27 Sep 2022	Patrick Arran, Head of Legal and Democratic patrick.arran@southandvale.gov.uk	The committee has responsibility for having an overview of the standards of conduct framework for councillors, any co-opted members and parish councillors.	To review operation of the code of conduct.	
Statement of accounts 2021/22	Joint Audit and Governance Committee November 2022 (Provisional)	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	Each year the committee must approve each council's statement of accounts and ensure they comply with the requirements of accounting practice.	The committee is asked to approve each council's statement of accounts and supporting documents for final sign-off by the committee's co-chairs and the councils' external auditor.	