

Audit and Governance Work Programme

containing Joint Audit and Governance
Committee work to be undertaken
FROM JANURARY 2023



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
Treasury management mid-year monitoring report 2022/23	Joint Audit and Governance Committee 24 Jan 2023	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee is responsible for the scrutiny of the councils' treasury management activity.	To review the councils' mid-year treasury management mid-year report.	
Treasury Management Strategy 2023/24	Joint Audit and Governance Committee 24 Jan 2023	Simon Hewings, Head of Finance Treasury Management Strategy 2023/24 simon.hewings@southandvale.gov.uk			

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Quarterly update on internal audit recommendations	Joint Audit and Governance Committee 24 Jan 2023	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	The committee approved a plan to receive quarterly updates on internal audit recommendations.	To monitor and ensure that management actions have been effectively implemented.	
Internal audit activity report - third quarter 2022/23	Joint Audit and Governance Committee 24 Jan 2023	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 2022/23. 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 - third quarter 2022/23	Joint Audit and Governance Committee 24 Jan 2023	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 internal audit plan.	To report on management issues, summarise progress against the internal audit plan, and summarise priorities.	
Corporate risk review	Joint Audit and Governance Committee 24 Jan 2023	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.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Health and safety	Joint Audit and Governance Committee 24 Jan 2023	Deborah Porter Deborah.Porter@southandvale.gov.uk	The committee agreed to receive regular reports on health and safety.	To review and comment on progress.	
Annual complaints report - 2021/22	Joint Audit and Governance Committee 24 Jan 2023	Sally Truman, Customer Services Manager sally.truman@southandvale.gov.uk	The committee is responsible for reviewing the formal complaints received and performance in responding to complaints against timescales set out in the corporate complaints policy.	To review the complaints and performance in responding within the timescales set in the corporate complaints policy.	
Statement of accounts 2021/22	Joint Audit and Governance Committee	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.	
Quarterly update on internal audit recommendations	Joint Audit and Governance Committee 28 Mar 2023	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	The committee approved a plan to receive quarterly updates on internal audit recommendations.	To monitor and ensure that management actions have been effectively implemented.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit activity report - fourth quarter 2022/23	Joint Audit and Governance Committee 28 Mar 2023	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 2022/23. 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 - fourth quarter 2022/23	Joint Audit and Governance Committee 28 Mar 2023	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 internal audit plan.	To report on management issues, summarise progress against the internal audit plan, and summarise priorities.	
Review of terms of reference for appointment of independent person	Joint Audit and Governance Committee 4 Jul 2023	Patrick Arran, Head of Legal and Democratic patrick.arran@southandvale.gov.uk	In response to the approval in principle of an independent person to the Joint Audit and Governance committee, that the terms of reference for this committee be reviewed.		