

Audit and Governance Work Programme

containing Joint Audit and Governance
Committee work to be undertaken
JULY 2023 – March 2024



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
To be confirmed					

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
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.	
July 2023					
Code of conduct annual report - 2022/23	Joint Audit and Governance Committee 4 Jul 2023	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.	

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Internal audit annual report 2022/23	Joint Audit and Governance Committee 4 Jul 2023	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	To review the work of internal audit in 2022/23 and to consider the annual internal audit opinion.	To monitor the effectiveness of internal audit and to make recommendations for changes as necessary.	
Internal audit update report - Q1 2023/24	Joint Audit and Governance Committee 4 Jul 2023	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The committee is responsible for monitoring internal audit work to ensure an adequate internal control environment.	The committee is asked to review the outcomes of recent internal audit work and to ensure that timely actions are taken to manage risks effectively.	
September 2023					
Review of terms of reference for appointment of independent person	Joint Audit and Governance Committee 26 Sep 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.		

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Treasury management outturn report - 2022/23	Joint Audit and Governance Committee 26 Sep 2023	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee is responsible for monitoring the councils' treasury management activity.	To consider the 2022/23 outturn report and make recommendations to Cabinet	
Internal audit update report - Q2 2023/24	Joint Audit and Governance Committee 26 Sep 2023	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The committee is responsible for monitoring internal audit work to ensure an adequate internal control environment.	The committee is asked to review the outcomes of recent internal audit work and to ensure that timely actions are taken to manage risks effectively.	
Corporate risk review	Joint Audit and Governance Committee 26 Sep 2023	Tim Oruye, Head of Policy and Programmes tim.oruye@southandvale.gov.uk	The committee agreed to receive regular progress reports on the Corporate risk register and implementation of the risk management framework.	To review and comment on progress.	
Annual complaints report	Joint Audit and Governance Committee 26 Sep 2023	Mark Minion, Head of Corporate Services mark.minion@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.	

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January 2024					
Treasury management mid-year monitoring report 2023/24	Joint Audit and Governance Committee 23 Jan 2024	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 2024/25	Joint Audit and Governance Committee 23 Jan 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk			
Internal audit update report - Q3 2023/24	Joint Audit and Governance Committee 23 Jan 2024	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The committee is responsible for monitoring internal audit work to ensure an adequate internal control environment.	The committee is asked to review the outcomes of recent internal audit work and to ensure that timely actions are taken to manage risks effectively.	
March 2024					
Corporate risk review	Joint Audit and Governance Committee 26 Mar 2024	Tim Oruye, Head of Policy and Programmes tim.oruye@southandvale.gov.uk	The committee agreed to receive regular progress reports on the Corporate risk register and implementation of the risk management framework.	To review and comment on progress.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit update report - Q4 2023/24	Joint Audit and Governance Committee 26 Mar 2024	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The committee is responsible for monitoring internal audit work to ensure an adequate internal control environment.	The committee is asked to review the outcomes of recent internal audit work and to ensure that timely actions are taken to manage risks effectively.	
Internal audit plan 2024/25	Joint Audit and Governance Committee 26 Mar 2024	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The council audits its services through the internal audit service.	To approve the internal audit plan for 2024/25.	