

Audit and Governance Work Programme

containing Joint Audit and Governance
Committee work to be undertaken
SEPTEMBER 2024 – July 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
26 September 2024					
Review of the Future Oxfordshire Partnership	Joint Audit and Governance Committee 26 Sep 2024	Suzanne Malcolm, Deputy Chief Executive - Place suzanne.malcolm@southandvale.gov.uk	The report has been sent to the committee by resolution of both South and Vale's Cabinets.	To provide recommendations about the future of the Future Oxfordshire Partnership (FOP) to each Council.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Statement of accounts 2022/23	Joint Audit and Governance Committee 26 Sep 2024	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: 1. Consider the report for the council's external auditor 2. Approve each council's statement of accounts 3. Approve each council's annual governance statements 4. Agree that the committee's co-chairs sign-off the letters of representation to the external auditor	
15 October 2024					
Internal audit update report - Q2 2024/25	Joint Audit and Governance Committee 15 Oct 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.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Annual complaints report	Joint Audit and Governance Committee 15 Oct 2024	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.	
Corporate risk review	Joint Audit and Governance Committee 15 Oct 2024	Simon Hewings, Head of Finance simon.hewings@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.	
Treasury management outturn report - 2023/24	Joint Audit and Governance Committee 15 Oct 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee is responsible for monitoring the councils' treasury management activity.	To consider the 2023/24 outturn report and make recommendations to Cabinet.	
2023/24 Annual Joint Audit and Governance Report to Council	Joint Audit and Governance Committee 15 Oct 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	An annual report to inform the councils of the work of the Joint Audit and Governance committee was requested by the committee.		

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Review of the Joint Audit and Governance Committee's Terms of Reference	Joint Audit and Governance Committee 15 Oct 2024	Steven Corrigan, Democratic Services Manager, Darius Zarazel, Democratic Servicez Officer steven.corrigan@southandvale.gov.uk, darius.zarazel@southandvale.gov.uk	In response to a recommendation from an external trainer, the committee agreed to review the terms of reference for the committee.	To review and make recommendations to council for the updating of the Joint Audit and Governance Committee's terms of reference.	
27 January 2025					
Health and Safety	Joint Audit and Governance Committee 27 Jan 2025	Andrew Busby andrew.busby@southandvale.gov.uk	The committee agreed to receive regular reports on health and safety.	To review and comment on progress.	
Regulation of Investigatory Powers Act 2000 (RIPA) annual review	Joint Audit and Governance Committee 27 Jan 2025	Vivien Williams vivien.williams@southandvale.gov.uk	To inform the Joint Audit and Governance Committee regarding the councils' use of directed surveillance and covert human intelligence sources during 2022 as required by the statutory code of practice.	To note the usage of RIPA during 2024. To approve the amendments to the RIPA policy. To agree conclusions in the report and support recommended actions.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit update report - Q3 2024/25	Joint Audit and Governance Committee 27 Jan 2025	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.	
Treasury management mid-year monitoring report 2024/25	Joint Audit and Governance Committee 27 Jan 2025	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 2025/26	Joint Audit and Governance Committee 27 Jan 2025	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk			
25 March 2025					
Corporate risk review	Joint Audit and Governance Committee 25 Mar 2025	Simon Hewings, Head of Finance simon.hewings@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 2024/25	Joint Audit and Governance Committee 25 Mar 2025	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 2025/26	Joint Audit and Governance Committee 25 Mar 2025	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 2025/26.	
July 2025					
Code of conduct annual report - 2024/25	Joint Audit and Governance Committee July 2025	Vivien Williams vivien.williams@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.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit annual report 2024/25	Joint Audit and Governance Committee July 2025	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	To review the work of internal audit in 2024/25 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 2025/26	Joint Audit and Governance Committee July 2025	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.	