

Audit and Governance Work Programme

containing Joint Audit and Governance
Committee work to be undertaken
MARCH TO SEPTEMBER 2021



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
Internal audit activity report - fourth quarter 2020/21	Joint Audit and Governance Committee 30 Mar 2021	Richard Green richard.green@southoxfordshire.gov.uk	The council audits its services through the internal audit service in line with the approved internal audit plan 2020/21. 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.	This is a recurring agenda item and is updated at each meeting.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit management report - fourth quarter 2020/21	Joint Audit and Governance Committee 30 Mar 2021	Richard Green richard.green@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.	This is a recurring agenda item and is updated at each meeting.
Internal audit plan 2021/22	Joint Audit and Governance Committee 30 Mar 2021	Richard Green richard.green@southandvale.gov.uk	The council audits its services through its internal audit service.	To approve the internal audit plan for 2021/22.	
Statement of accounts update	Joint Audit and Governance Committee 30 Mar 2021	Simon Hewings simon.hewings@southandvale.gov.uk	To receive an update on progress with the 2019/20 statement of accounts audit and an update on progress with the 2020/21 accounts.		
Statement of accounts 2019/20	Joint Audit and Governance Committee Spring 2021	Simon Hewings simon.hewings@southandvale.gov.uk	Each year the committee must approve each council's statement of accounts and ensure that 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.	The requirement to approve the statement of accounts has been delayed in 2020 due to the Covid-19 pandemic.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit activity report - First quarter 2021/22	Joint Audit and Governance Committee 5 Jul 2021	Richard Green richard.green@southandvale.gov.uk	The council audits its services through the internal audit service in line with the approved internal audit plan 2020/21. 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.	This is a recurring agenda item and is updated at each meeting.
Internal audit management report - First quarter 2021/22	Joint Audit and Governance Committee 5 Jul 2021	Richard Green richard.green@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.	This is a recurring agenda item and is updated at each meeting.
Risk management	Joint Audit and Governance Committee 5 Jul 2021	Yvonne Cutler-Greaves Yvonne.CutlerGreaves@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.	
Health and safety	Joint Audit and Governance Committee 5 Jul 2021	Hanif Brora hanif.brora@southandvale.gov.uk	The committee agreed to receive regular reports on health and safety.	To review and comment on the report.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Statement of accounts 2020/21	Joint Audit and Governance Committee 28 Sep 2021	Simon Hewings simon.hewings@southandvale.gov.uk	Each year the committee must approve each council's statement of accounts and ensure that 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.	
Regulation of Investigatory Powers Act 2000 policy and procedures	Joint Audit and Governance Committee 28 Sep 2021	Margaret Reed, Head of Legal and Democratic margaret.reed@southandvale.gov.uk	To review the policy and procedures.		