

Audit and Governance Work Programme

containing Joint Audit and Governance
Committee work to be undertaken
JANUARY 2022-MARCH 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
External auditor's annual audit letter - 2019/20	Joint Audit and Governance Committee 25 Jan 2022	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	EY, the councils' external auditor, to report on the process for the signing off of the statement of accounts/		
External audit planning report - 2020/21	Joint Audit and Governance Committee 25 Jan 2022	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	EY, the councils' external auditor, provide the committee with a basis to review the proposed audit approach and scope for the 2020/21 audit.		

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Internal audit activity report - third quarter 2021/22	Joint Audit and Governance Committee 25 Jan 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 the 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 2021/22	Joint Audit and Governance Committee 25 Jan 2022	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	The committee monitors the effectiveness of the internal audit each quarter against the approved audit plan.	To report on management issues, summarise progress against the audit plan, and summarise priorities.	
Future provision of external audit services	Joint Audit and Governance Committee 25 Jan 2022	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee is to be updated on the proposals for appointing the external auditor to the Council for the accounts for the five year-period from 2023/24.	To note the report and make recommendations on the proposals to Cabinet.	

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Treasury management strategy - 2022/23	Joint Audit and Governance Committee 25 Jan 2022	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee is responsible for the scrutiny for the councils' treasury management activity and to propose a strategy to both Councils, via their Cabinets, for the management of this function for the forthcoming year.	To scrutinise the treasury management strategies and policies and if required, make recommendations for amendments to both Cabinets.	
Annual complaints report - 2020/21	Joint Audit and Governance Committee 25 Jan 2022	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.	
Corporate risk review	Joint Audit and Governance Committee 25 Jan 2022	Yvonne Cutler-Greaves Assurance Team Leader 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.	

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Statement of accounts - 2020/21	Joint Audit and Governance Committee 29 Mar 2022	Simon Hewings, Head of Finance 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.	
Internal audit activity report - fourth quarter 2021/22	Joint Audit and Governance Committee 29 Mar 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 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.	
Internal audit management report - fourth quarter 2021/22	Joint Audit and Governance Committee 29 Mar 2022	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	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.	

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Update on exchequer services insourcing project	Joint Audit and Governance Committee 29 Mar 2022	Ben Watson, Exchequer and Procurement Manager ben.watson@southandvale.gov.uk	To receive a progress update on the current position and ongoing work related to the insourcing of Exchequer Services from Capita.	To receive both comments on the progress of insourcing and any follow-up work the committee would seek.	