

Audit and Governance Work Programme

containing Joint Audit and Governance
Committee work to be undertaken
FROM NOVEMBER 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
Treasury Management verbal update	Joint Audit and Governance Committee 15 Nov 2022	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	Due to the treasury management mid-year monitoring report going to the JAGC meeting in January, it was agreed that a verbal update would be provided at the meeting in November.		

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Appointment of an independent member to the Joint Audit and Governance Committee	Joint Audit and Governance Committee 15 Nov 2022	Steven Corrigan, Democratic Services Manager steven.corrigan@southandvale.gov.uk	To invite the committee to agree the principle of the appointment of an independent person to the Joint Audit and Governance Committee, agree a person specification, and recommend each Council to appoint an independent person to the Joint Audit and Governance Committee.		
Statement of accounts 2021/22 - verbal update	Joint Audit and Governance Committee 15 Nov 2022	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	To receive an update on the progress of the 2021/22 statement of accounts.		
Code of conduct annual report - 2021/22	Joint Audit and Governance Committee 15 Nov 2022	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.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Corporate landlord project - update	Joint Audit and Governance Committee 15 Nov 2022	James Carpenter, Head of Development and Corporate Landlord james.carpenter@southandvale.gov.uk	The committee agreed to receive a progress update on the corporate landlord project.	To consider the update and provide any comments to officers.	
Internal Audit Plan - mid year review	Joint Audit and Governance Committee 15 Nov 2022	Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk	The committee is responsible for setting the internal audit plan and ensuring it remains up to date.	To review the revised internal audit plan and update accordingly.	
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
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 2022/3. 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 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.	
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.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
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.	