

# AUDIT AND GOVERNANCE WORK PROGRAMME

containing Audit and Governance Committee work to be undertaken  
1 APRIL 2010 - 31 MARCH 2011



The audit and governance work programme belongs to the council's 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 Audit and Governance Committee meeting; however, the council may allocate additional work.

You can make representations on any issue below. Please contact the officer shown below by 10am on the day the committee is due to meet.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
<b>Business continuity - update</b>	Audit and Governance Committee 30 Jun 2010	Geoff Bushell Tel. 01491 823024 Email: <a href="mailto:geoff.bushell@southoxon.gov.uk">geoff.bushell@southoxon.gov.uk</a>	The council has a business continuity strategy. The committee is asked to monitor delivery of the strategy.	To review progress against delivery of the business continuity strategy.	
<b>Internal audit annual report 2009/10</b>	Audit and Governance Committee 30 Jun 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The committee undertakes an annual review of the activity of the council's Internal Audit.	To review Internal Audit activity in 2009/10 and recommend any corrective actions.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
<b>Internal audit activity first quarter 2010/11</b>	Audit and Governance Committee 30 Jun 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The council audits its own services through the Internal Audit service	To review the outcomes from the internal audits and recommend any further actions or improvements. This item will appear on the agenda for each committee meeting	This item contains several reports from Internal Audit.
<b>Internal audit management report first quarter 2010/11</b>	Audit and Governance Committee 30 Jun 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The council sees Internal Audit as an important service, undertaking an essential role in ensuring that services are operating effectively and securely. The committee should ensure that the Internal Audit plan is met.	To monitor the management of Internal Audit. This item will appear on the agenda for each committee meeting	
<b>Treasury management - review of activity 2009/10</b>	Audit and Governance Committee 30 Jun 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>			

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
<b>Statement of accounts 2009/10</b>	Audit and Governance Committee 30 Jun 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The council has to produce and sign off a draft statement of accounts by 30 June each year. The accounts will then be audited by the Audit Commission before being resubmitted to the committee for final approval and sign off by 30 September each year.	To review the draft statement of accounts and approve them for signing off and audit by the Audit Commission.	The meeting to approve the accounts but be as late as possible in June to allow time for preparation but must be signed off by 30 June.  The statement of accounts will include the annual governance statement.
<b>Treasury management strategy - annual review</b>	Audit and Governance Committee 15 Sep 2010	William Jacobs, Head of Finance Tel. 01235 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The council has set a treasury management strategy and policy. The effectiveness needs to be scrutinised by the Audit and Governance Committee.	To scrutinise the treasury management strategy.	
<b>Comments and complaints review 2009/10</b>	Audit and Governance Committee 15 Sep 2010	Lesley Hawkins Tel. (01235) 540303 Email: <a href="mailto:lesley.hawkins@whitehorsedc.gov.uk">lesley.hawkins@whitehorsedc.gov.uk</a>	The council has a comments and complaints procedure. The comments and complaints are reviewed annually by the committee.	To review the comments and complaints received in 2009/10 and recommend any corrective actions.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
<b>Statement of accounts 2009/10</b>	Audit and Governance Committee 15 Sep 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The council has to produce and sign off a draft statement of accounts by 30 June each year. The accounts will then be audited by the Audit Commission before being resubmitted to the committee for final approval and sign off by 30 September each year.	To review the draft statement of accounts and approve them for signing off.	The meeting to approve the accounts but be as late as possible in September to allow time for preparation but must be signed off by 30 September.
<b>Annual Audit Letter</b>	Audit and Governance Committee 12 Jan 2011	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	Each year the council receives an annual audit letter from the Audit Commission following an audit the council's performance over the previous year.	To consider the annual audit letter and recommend any action to the Executive.	
<b>Treasury management strategy - half year review</b>	Audit and Governance Committee 12 Jan 2011	William Jacobs, Head of Finance Tel. 01235 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The council has set a treasury management strategy and policy. The effectiveness needs to be scrutinised by the Audit and Governance Committee.	To scrutinise the half-year performance of the treasury management strategy.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
<b>Audit opinion plan 2010/11</b>	Audit and Governance Committee 9 Mar 2011	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@so uthandvale.gov.u k</a>	Each year the council receives an Audit Opinion Plan from the Audit Commission setting out the work required over the next year to audit the council's performance over the previous year.	To receive the Audit Opinion Plan 2010/11 from the Audit Commission.	