

AUDIT AND GOVERNANCE WORK PROGRAMME

containing Audit and Governance Committee work to be undertaken
15 September 2010 - 30 April 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
Internal audit second quarter 2010/11	Audit and Governance Committee 15 Sep 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	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.

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Internal audit management report second quarter 2010/11	Audit and Governance Committee 15 Sep 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	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.	
Audit Commission's annual governance statement	Audit and Governance Committee 15 Sep 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	The Audit Commission undertakes an annual audit of the council's operations, in particular, its statement of accounts.	To consider the recommendations of the Audit Commission's annual governance statement and decide what action to take.	The Audit Commission produces the annual governance statement. The council has no direct control over its content.
Statement of accounts 2009/10	Audit and Governance Committee 15 Sep 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	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.

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International financial reporting standards	Audit and Governance Committee 15 Sep 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	This item was requested at the committee meeting on 30 June 2010.	To report on if there is an implementation plan, which officer is responsible for implementing the plan, and did the council have the capacity to undertake this work.	
Comments and complaints review 2009/10	Audit and Governance Committee 15 Sep 2010	Lesley Hawkins Tel. (01235) 540303 Email: lesley.hawkins@whitehorsedc.gov.uk	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.	
Annual Audit Letter	Audit and Governance Committee 12 Jan 2011	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@southandvale.gov.uk	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.	

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Treasury management strategy - half year review	Audit and Governance Committee 12 Jan 2011	William Jacobs, Head of Finance Tel. 01235 540455 Email: william.jacobs@southandvale.gov.uk	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.	
Audit opinion plan 2010/11	Audit and Governance Committee 9 Mar 2011	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@southandvale.gov.uk	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.	