

AUDIT AND GOVERNANCE WORK PROGRAMME

containing Audit and Governance Committee work to be undertaken
1 May 2011 - 30 April 2012



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 activity report - first quarter 2011/12	Audit and Governance Committee June 2011	Adrianna Partridge Tel. (01491) 823544 Email: adrianna.partridge@southandvale.gov.uk	The council audits its services through the internal audit service.	To review the outcomes from the internal audits and recommend any further actions or improvements.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit management report - first quarter 2011/12	Audit and Governance Committee June 2011	Adrianna Partridge Tel. (01491) 823544 Email: adrianna.partridge@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.	
Internal audit annual report 2010/11	Audit and Governance Committee June 2011	Adrianna Partridge Tel. (01491) 823544 Email: adrianna.partridge@southandvale.gov.uk	The committee undertakes an annual review of the council's internal audit.	To review internal audit activity in 2010/11 and recommend any corrective actions.	
Statement of accounts 2010/11	Audit and Governance Committee June 2011	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 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.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Statement of accounts 2010/11	Audit and Governance Committee September 2011	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	Following an audit by the Audit Commission, the council has to amend and adopt its statement of accounts by 30 September each year.	To review the draft statement of accounts and approve them for signing off.	
Treasury management strategy - annual review 2010/11	Audit and Governance Committee September 2011	Steve Lawrence Tel. (01235) 540321 Email: stephen.lawrence@whitehorsedc.gov.uk	The council has set a treasury management strategy and policy. Their effectiveness needs to be scrutinised by the committee.	To scrutinise the effectiveness of the treasury management strategy.	
Treasury management strategy - half-year review 2011/12	Audit and Governance Committee December 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. Their effectiveness needs to be scrutinised by the committee.	To scrutinise the half-year performance of the treasury management strategy.	
Treasury management strategy	Audit and Governance Committee December 2011 Executive January 2012	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 committee.	To scrutinise the effectiveness of the treasury management strategy and recommend any changes to the Executive and/or Council.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Audit opinion plan 2011/12	Audit and Governance Committee March 2012	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.	To consider the audit opinion plan from the Audit Commission.	
Internal audit plan 2012/13	Audit and Governance Committee March 2012	Adrianna Partridge Tel. (01491) 823544 Email: adrianna.partridge@southandvale.gov.uk	Each year the committee reviews the planned audits due to be carried out by internal audit and sets a plan for the forthcoming year.	To review the 2010/11 internal audit plan and approve a plan for 2011/12.	