

AUDIT AND GOVERNANCE WORK PROGRAMME

containing Audit and Governance Committee work to be undertaken
1 July 2012 - 31 March 2013



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
Elections 2011 - fees and charges	Audit and Governance Committee 11 Jul 2012	Margaret Reed, Head of Legal and Democratic Tel. (01235) 540408 Email: margaret.reed@southandvale.gov.uk	The committee is asked to receive and note the report on the election fees and charges to parish councils from 2011.	To consider the report.	
Audit Commission's progress report	Audit and Governance Committee 11 Jul 2012	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@southandvale.gov.uk	The Audit Commission is the council's appointed external auditor. It produces a progress report to the committee each quarter.	To consider the Audit Commission's progress report.	The committee will consider this report every quarter.

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Health and safety annual report	Audit and Governance Committee 11 Jul 2012	Sally Truman, Policy and Community Engagement Manager Tel. (01235) 540408 Email: sally.truman@southandvale.gov.uk	Management team has asked the committee to review the annual health and safety report.	To review the report and recommend any further actions or improvements.	
Internal audit annual report 2011/12	Audit and Governance Committee 11 Jul 2012	Adrianna Partridge Tel. 01491 823544 Email: adrianna.partridge@southandvale.gov.uk	Each year internal audit produces an annual report to review activities over the previous year.	To review internal audit activity during 2011/12.	
Internal audit activity report - quarter 1 2012/13	Audit and Governance Committee 11 Jul 2012	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.	
Internal audit management report - quarter 1 2012/13	Audit and Governance Committee 11 Jul 2012	Adrianna Partridge Tel. 01491 823544 Email: adrianna.partridge@southandvale.gov.uk	The committee monitors the effectiveness of the internal audit each quarter.	To monitor the management of internal audit.	

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Draft statement of accounts 2011/12	Audit and Governance Committee 11 Jul 2012	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	The council must produce a statement of accounts each year.	To consider the draft statement of accounts for 2011/12.	
Draft annual governance statement 2011/12	Audit and Governance Committee 11 Jul 2012	Steve Culliford Tel. (01235) 540307 steve.culliford@southandvale.gov.uk	The council is required to publish an annual governance statement.	To consider and comment on the draft annual governance statement.	
Audit Commission's annual governance report 2011/12	Audit and Governance Committee 26 Sep 2012	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@southandvale.gov.uk	The Audit Commission publishes an annual governance report on the council's activities.	To consider the Audit Commission's annual governance report.	
Statement of accounts 2011/12	Audit and Governance Committee 26 Sep 2012	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	The committee is required to approve the statement of accounts.	To approve the statement of accounts 2011/12.	

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Annual governance statement 2011/12	Audit and Governance Committee 26 Sep 2012	Steve Culliford Tel. (01235) 540307 Email: steve.culliford@southandvale.gov.uk	The council is required to publish an annual governance statement.	To approve the annual governance statement.	
Treasury management outturn 2011/12	Audit and Governance Committee 26 Sep 2012	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	The committee is responsible for the scrutiny of the council's treasury management activity.	To consider the treasury management outturn for 2011/12.	
Review of complaints received during 2011/12	Audit and Governance Committee 26 Sep 2012	David Buckle Tel. (01235) 540303 Email: management.team@southandvale.gov.uk	The committee is charged with the responsibility of monitoring the council's comments and complaints.	To review the complaints received during 2011/12.	
Audit Commission's annual audit letter 2011/12	Audit and Governance Committee 30 Jan 2013	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 549332 Email: steve.bishop@southandvale.gov.uk	The Audit Commission produces an annual audit letter for the council's consideration.	To consider the Audit Commission's annual audit letter 2011/12.	

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Certification of claims and returns 2011/12	Audit and Governance Committee 30 Jan 2013	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@southandvale.gov.uk	The external auditor's reports on the council's claims and returns each year.	To consider the external auditor's report on the certification of the council's claims and returns 2011/12.	
Business continuity and risk management update	Audit and Governance Committee 30 Jan 2013	Geoff Bushell Tel. (01235) 547689 Email: geoff.bushell@southandvale.gov.uk	The committee is charged with the responsibility with monitoring the council's business continuity and risk management arrangements.	To receive an update on the council's business continuity and risk management arrangements.	