

# Audit and Governance work programme

containing Audit and Governance Committee work to be undertaken  
1 January 2013 - 31 December 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
<b>Internal audit activity report - quarter 3 2012/13</b>	Audit and Governance Committee 30 Jan 2013	Adrianna Partridge Tel. 01491 823544 Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	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.	
<b>Internal audit management report - quarter 3 2012/13</b>	Audit and Governance Committee 30 Jan 2013	Adrianna Partridge Tel. 01491 823544 Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	The committee monitors the effectiveness of the internal audit each quarter.	To monitor the management of internal audit.	

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<b>External auditor's annual audit letter 2012/13</b>	Audit and Governance Committee 30 Jan 2013	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 549332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	The Audit Commission produces an annual audit letter for the council's consideration.	To consider the Audit Commission's annual audit letter 2011/12.	
<b>Certification of claims and returns 2011/12</b>	Audit and Governance Committee 30 Jan 2013	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>	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.	
<b>Treasury management mid year report 2012/13</b>	Audit and Governance Committee 30 Jan 2013	Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	The committee is charged with monitoring treasury management performance and recommending any changes to the forthcoming year's strategy.	To monitor the half-year performance of the treasury management function.	

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<b>Treasury management strategy 2013/14</b>	Audit and Governance Committee 30 Jan 2013	Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	The committee is charged with monitoring treasury management performance and recommending any changes to the forthcoming year's strategy.	To recommend the 2013/14 treasury management strategy to Cabinet and the Council.	
<b>Business continuity and risk management update</b>	Audit and Governance Committee 20 Mar 2013	Geoff Bushell Tel. (01235) 547689 Email: <a href="mailto:geoff.bushell@southandvale.gov.uk">geoff.bushell@southandvale.gov.uk</a>	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.	
<b>External audit plan 2012/13</b>	Audit and Governance Committee 20 Mar 2013	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>	The council's external auditor produces a plan of the 2012/13 financial statements to be audited.	To consider the external auditor's report.	
<b>Internal audit plan 2013/14</b>	Audit and Governance Committee 20 Mar 2013	Adrianna Partridge Tel. (01491) 823544 Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Each year the committee reviews the planned audits due to be carried out by the council's internal audit team and sets a plan for the forthcoming year.	To review the 2012/13 internal audit plan and approve a plan for 2013/14.	

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<b>Internal audit annual report 2012/13</b>	Audit and Governance Committee June 2013	Adrianna Partridge Tel. (01491) 823544 Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Each year the council's internal audit team produces an annual report to review activities over the previous year.	To review internal audit activity during 2012/13.	
<b>Health and safety annual report 2012/13</b>	Audit and Governance Committee June 2013	Sally Truman, Policy and Community Engagement Manager Tel. (01235) 540408 Email: <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Strategic management board has asked this committee to review the annual health and safety report.	To review the annual report and recommend any further actions or improvements.	
<b>Draft statement of accounts 2012/13</b>	Audit and Governance Committee June 2013	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 must produce a statement of accounts each year.	To consider the draft statement of accounts 2012/13.	
<b>Draft annual governance statement 2012/13</b>	Audit and Governance Committee June 2013	Steve Culliford Tel. (01235) 540307 Email: <a href="mailto:steve.culliford@southandvale.gov.uk">steve.culliford@southandvale.gov.uk</a>	The council is required to publish an annual governance statement.	To approve the draft annual governance statement 2012/13.	

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<b>External auditor's annual governance report 2012/13</b>	Audit and Governance Committee September 2013	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@so outhandvale.gov.u k</a>	The external auditor publishes an annual governance report on the council's activities.	To consider the external auditor's annual governance report 2012/13.	
<b>Statement of accounts 2012/13</b>	Audit and Governance Committee September 2013	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@s outhandvale.gov. uk</a>	The council must produce a statement of accounts each year.	To approve the statement of accounts 2012/13.	
<b>Annual governance statement 2012/13</b>	Audit and Governance Committee September 2013	Steve Culliford Tel. (01235) 540307 Email: <a href="mailto:steve.culliford@southandvale.gov.uk">steve.culliford@s outhandvale.gov. uk</a>	The council is required to publish an annual governance statement.	To approve the annual governance statement.	
<b>Treasury management outturn 2012/13</b>	Audit and Governance Committee September 2013	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@s outhandvale.gov. uk</a>	The committee is responsible for the scrutiny of the council's treasury management activity.	To consider the treasury management outturn for 2012/13.	

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<b>Comments and complaints 2012/13</b>	Audit and Governance Committee September 2013	David Buckle Tel. (01235) 540303 Email: <a href="mailto:david.buckle@southandvale.gov.uk">david.buckle@southandvale.gov.uk</a>	The committee is charged with the responsibility of monitoring the council's comments and complaints.	To review the complaints received during 2012/13.	