

Audit and Governance work programme

containing Audit and Governance Committee work to be undertaken
1 June - 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
Risk management and business continuity strategies	Audit and Governance Committee 24 Jun 2013	Penny O'Callaghan Tel. (01491) 823030 Email: penny.ocallaghan@southandvale.gov.uk	To consider the draft strategies for risk management and business continuity, along with a business continuity testing and rehearsal schedule.		
Internal audit activity report	Audit and Governance Committee 24 Jun 2013 23 Sep 2013 27 Jan 2014 17 Mar 2014	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.	

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Internal audit management report	Audit and Governance Committee 24 Jun 2013 23 Sep 2013 27 Jan 2014 17 Mar 2014	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.	
Internal audit annual report 2012/13	Audit and Governance Committee 24 Jun 2013	Adrianna Partridge Tel. (01491) 823544 Email: adrianna.partridge@southandvale.gov.uk	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.	
External auditor's report	Audit and Governance Committee 24 Jun 2013	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@southandvale.gov.uk	The external auditor to bring a progress report.		
External auditor's annual governance report 2012/13	Audit and Governance Committee 23 Sep 2013	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@southandvale.gov.uk	The external auditor publishes an annual governance report on the council's activities.	To consider the external auditor's annual governance report 2012/13.	

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Statement of accounts 2012/13	Audit and Governance Committee 23 Sep 2013	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 approve the statement of accounts 2012/13.	
Annual governance statement 2012/13	Audit and Governance Committee 23 Sep 2013	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 2012/13	Audit and Governance Committee 23 Sep 2013	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 2012/13.	
Comments and complaints 2012/13	Audit and Governance Committee 23 Sep 2013	David Buckle Tel. (01235) 540303 Email: david.buckle@southandvale.gov.uk	The committee is charged with the responsibility of monitoring the council's comments and complaints.	To review the complaints received during 2012/13.	