

# Audit and Governance Work programme

containing Audit and Governance Committee work to be undertaken  
1 March 2014 - 31 December 2014



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 - fourth quarter 2013/14</b>   | Audit and Governance Committee 17 Mar 2014 | Craig Pullen Tel. (01491) 823544<br>Email: <a href="mailto:craig.pullen@southandvale.gov.uk">craig.pullen@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 - fourth quarter 2013/14</b> | Audit and Governance Committee 17 Mar 2014 | Craig Pullen Tel. (01491) 823544<br>Email: <a href="mailto:craig.pullen@southandvale.gov.uk">craig.pullen@southandvale.gov.uk</a> | The committee monitors the effectiveness of the internal audit each quarter. | To monitor the management of internal audit.   |       |
| <b>Internal audit plan 2014/15</b>                        | Audit and Governance Committee 17 Mar 2014 | Craig Pullen Tel. (01491) 823544<br>Email: <a href="mailto:craig.pullen@southandvale.gov.uk">craig.pullen@southandvale.gov.uk</a> | The council audits its services through the internal audit service.          | To approve the internal audit plan for 2014/15.  |       |

| Item title  | Meeting date                               | Lead officer  | Why is it here?  | Scope   | Notes |
|---|--|---|--|---|-------|
| <b>External auditor's report</b>                          | Audit and Governance Committee 17 Mar 2014 | Steve Bishop,<br>Strategic Director and Section 151 Officer<br>Tel. (01235) 540332<br>Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a> | The external auditor to bring a progress report.   |   |       |
| <b>Business continuity and risk management update</b>     | Audit and Governance Committee 17 Mar 2014 | Craig Pullen<br>Tel. 01491 823544<br>Email: <a href="mailto:craig.pullen@southandvale.gov.uk">craig.pullen@southandvale.gov.uk</a>  |  |   |       |
| <b>Internal audit annual report 2013/14</b>               | Audit and Governance Committee 3 Jul 2014  | Adrianna Partridge<br>Tel. (01491) 823544<br>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>Risk management and business continuity strategies</b> | Audit and Governance Committee 3 Jul 2014  | Craig Pullen<br>Tel. 01491 823544<br>Email: <a href="mailto:craig.pullen@southandvale.gov.uk">craig.pullen@southandvale.gov.uk</a>  |  |   |       |

| Item title   | Meeting date                               | Lead officer   | Why is it here?  | Scope  | Notes |
|--|--|--|--|--|-------|
| <b>External auditor's annual governance report 2013/14</b> | Audit and Governance Committee 24 Sep 2014 | 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 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 2013/14</b>                       | Audit and Governance Committee 24 Sep 2014 | Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>   | The council must produce a statement of accounts each year.                                  | To approve the statement of accounts 2013/14.                        |       |
| <b>Annual governance statement 2013/14</b>                 | Audit and Governance Committee 24 Sep 2014 | 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 annual governance statement.                          |       |
| <b>Treasury management outturn 2013/14</b>                 | Audit and Governance Committee 24 Sep 2014 | Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>   | The committee is responsible for the scrutiny of the council's treasury management activity. | To consider the treasury management outturn for 2013/14.             |       |
| <b>Comments and complaints 2013/14</b>                     | Audit and Governance Committee 24 Sep 2014 | David Buckle Tel. (01235) 540303 Email c/o: <a href="mailto:jeanette.cox@southandvale.gov.uk">jeanette.cox@southandvale.gov.uk</a>   | The committee is responsible for monitoring the council's comments and complaints.           | To review the comments and complaints received during 2013/14.       |       |