

Audit and governance work programme

containing Audit and Governance Committee work to be undertaken
1 JULY 2014 - 30 APRIL 2015



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
3 July 2014 meeting					
Internal audit activity - first quarter 2014/15	Audit and Governance Committee 3 Jul 2014	Craig Pullen Tel. 01491 823544 Email: criag.pullen@southandvale.gov.uk	The council audits its services through the internal audit service in line with the approved internal audit plan 2014/15.	To summarise the outcomes of recent internal audit activity for the committee to consider. The committee is asked to review the report and main issues arising, and seek assurance that action has been or will be taken where necessary.	This is a recurring agenda item, and is updated at each meeting.

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Internal audit management report - first quarter 2014/15	Audit and Governance Committee 3 Jul 2014	Craig Pullen Tel. 01491 823544 Email: craig.pullen@southandvale.gov.uk	The committee monitors the effectiveness of internal audit each quarter against the approved audit plan.	To report on management issues, summarise the first quarter progress of the internal audit team against the 2014/15 audit plan, and summarise the priorities and planned audit work for quarter two.	This is a recurring agenda item, and is updated at each meeting.
Internal audit annual report 2013/14	Audit and Governance Committee 3 Jul 2014	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 report on the work of internal audit in the year ended 31 March 2014, and to advise the committee of the audit manager's opinion on the overall adequacy and effectiveness of the internal control environment.	

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24 September 2014 meeting					
Comments and complaints 2013/14	Audit and Governance Committee 24 Sep 2014	Jeanette Cox Tel. (01235) 540303 Email: jeanette.cox@southandvale.gov.uk	The committee is responsible for monitoring the council's comments and complaints.	To provide the committee with information and statistics about the comments and complaints received during 2013/14.	
Treasury management outturn 2013/14	Audit and Governance Committee 24 Sep 2014	Bob Watson Tel. (01235) 540426 Email: bob.watson@southandvale.gov.uk	The committee is responsible for the scrutiny of the council's treasury management activity.	To consider the treasury management outturn for 2013/14.	
External auditor's annual governance report 2013/14	Audit and Governance Committee 24 Sep 2014	William Jacobs, Head of Finance Tel. (01491) 823326 Email: william.jacobs@southandvale.gov.uk	The external auditor publishes an annual governance report on the council's activities.	To consider the issues raised by Ernst & Young, the council's external auditors, as part of its audit of the council's statement of accounts before it gives its opinion.	
Statement of accounts 2013/14	Audit and Governance Committee 24 Sep 2014	Simon Hewings Tel. 01491 823583 Email: simon.hewings@southandvale.gov.uk	The council must produce a statement of accounts each year and the committee is responsible for approving it.	To approve the statement of accounts 2013/14.	

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Annual governance statement 2013/14	Audit and Governance Committee 24 Sep 2014	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 2013/14.	
Letter of representation to the council's external auditor	Audit and Governance Committee 24 Sep 2014	William Jacobs, Head of Finance Tel. 01491 823326 Email: william.jacobs@southandvale.gov.uk	The committee's chairman and the section 151 officer are required to sign a 'letter of representation' to the external auditor, as part of the process in completing the statement of accounts.	To consider and agree the letter of representation.	
22 January 2015 meeting					
Treasury management mid-year monitoring 2014/15	Audit and Governance Committee 22 Jan 2015	Bob Watson Tel. (01235) 540426 Email: bob.watson@southandvale.gov.uk	The committee is responsible for the scrutiny of the council's treasury management activity.	To review the council's treasury management activities for the first six months of the 2014/15 financial year.	

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Treasury management strategy 2015/16	Audit and Governance Committee 22 Jan 2015	Bob Watson Tel. (01235) 540426 Email: bob.watson@southandvale.gov.uk	The committee is responsible for the scrutiny of the council's treasury management activity and to propose a strategy to Council, via Cabinet, for the management of this function in the forthcoming year.	To scrutinise the treasury management strategy and policy and if required, make recommendations for amendment to Cabinet.	
External auditor's annual audit letter	Audit and Governance Committee 22 Jan 2015	William Jacobs, Head of Finance Tel. 01491 823326 Email: william.jacobs@southandvale.gov.uk	The external auditor, Ernst & Young, is responsible for auditing the council's business.	To consider the external auditor's annual audit letter 2013/14.	