

AUDIT AND GOVERNANCE WORK PROGRAMME

containing Audit and Governance Committee work to be undertaken
1 March 2010 - 31 January 2011



The audit and governance work programme belongs to the council's Audit and Governance Committee and sets out a schedule of work to be carried out over the period shown above. It is a rolling plan, subject to change at each Audit and Governance Committee meeting, however, the committee may be allocated additional work by the council.

Representations can be made on any of the following issues before an item is considered by the committee. Representations must be made to the relevant contact officer shown below by 10am on the day the committee is due to meet. The meeting dates are shown below.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit activity report 4th quarter 2009/10	Audit and Governance Committee 17 Mar 2010	Adrianna Partridge Tel. (01235) 547615 Email: adrianna.partridge@whitehorsedc.gov.uk	The council audits its own services through the Internal Audit service	To review the outcomes from the internal audits and recommend any further actions or improvements. This item will appear on the agenda for each committee meeting	This item contains several reports from Internal Audit.

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Internal audit management report 4th quarter 2009/10	Audit and Governance Committee 17 Mar 2010	Adrianna Partridge Tel. (01235) 547615 Email: adrianna.partridge@whitehorsedc.gov.uk	The council sees Internal Audit as an important service, undertaking an essential role in ensuring that services are operating effectively and securely. The committee should ensure that the Internal Audit plan is met.	To monitor the management of Internal Audit. This item will appear on the agenda for each committee meeting	
Internal audit plan 2010/11	Audit and Governance Committee 17 Mar 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	Each year the committee reviews the planned audits due to be undertaken by Internal Audit and sets a plan for the forthcoming year.	To review the 2009/10 Internal Audit Plan and to approve a plan for 2010/11.	
Strategic risk register	Audit and Governance Committee 17 Mar 2010	Geoff Bushell Tel. 01491 823024 Email: geoff.bushell@southoxon.gov.uk	The council has a strategic risk registers and the committee is asked to monitor this.	To review the strategic risk register and recommend any changes.	
Operational risk register	Audit and Governance Committee 17 Mar 2010	Geoff Bushell Tel. 01491 823024 Email: geoff.bushell@southoxon.gov.uk	The council has an operational risk register that the committee is asked to review.	To review the operational risk register and make any recommendations for changes.	

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Internal audit annual report 2009/10	Audit and Governance Committee 30 Jun 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	The committee undertakes an annual review of the activity of the council's Internal Audit.	To review Internal Audit activity in 2009/10 and recommend any corrective actions.	
Business continuity - update	Audit and Governance Committee 30 Jun 2010	Geoff Bushell Tel. 01491 823024 Email: geoff.bushell@southoxon.gov.uk	The council has a business continuity strategy. The committee is asked to monitor delivery of the strategy.	To review progress against delivery of the business continuity strategy.	
Statement of accounts 2009/10	Audit and Governance Committee 30 Jun 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	The council has to produce and sign off a draft statement of accounts by 30 June each year. The accounts will then be audited by the Audit Commission before being resubmitted to the committee for final approval and sign off by 30 September each year.	To review the draft statement of accounts and approve them for signing off and audit by the Audit Commission.	The meeting to approve the accounts but be as late as possible in June to allow time for preparation but must be signed off by 30 June.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Statement of accounts 2009/10	Audit and Governance Committee 30 Sep 2010	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	The council has to produce and sign off a draft statement of accounts by 30 June each year. The accounts will then be audited by the Audit Commission before being resubmitted to the committee for final approval and sign off by 30 September each year.	To review the draft statement of accounts and approve them for signing off.	The meeting to approve the accounts but be as late as possible in September to allow time for preparation but must be signed off by 30 September.
Treasury management strategy - annual review	Audit and Governance Committee 30 Sep 2010	William Jacobs, Head of Finance Tel. 01235 540455 Email: william.jacobs@southandvale.gov.uk	The council has set a treasury management strategy and policy. The effectiveness needs to be scrutinised by the Audit and Governance Committee.	To scrutinise the treasury management strategy.	
Strategic risk register	Audit and Governance Committee 30 Sep 2010	Geoff Bushell Tel. 01491 823024 Email: geoff.bushell@southoxon.gov.uk	The council has a strategic risk registers and the committee is asked to monitor this.	To review the strategic risk register and recommend any changes.	

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Annual governance report 2009/10	Audit and Governance Committee 30 Sep 2010	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@so uthandvale.gov.u k	The Audit Commission produces a governance report each year. This includes the external auditor's opinion on the council's financial statements.	To consider the Audit Commission's annual governance report and make any recommendations for corrective actions.	
Annual governance statement 2009/10	Audit and Governance Committee 30 Sep 2010	Carole Nicholl Tel. (01235) 540305 Email: carole.nicholl@w hitehorsedc.gov. uk	The council is required to produce an annual governance statement for submission to the Audit Commission.	To review the annual governance statement and approve it for submission to the Audit Commission.	
Comments and complaints review 2009/10	Audit and Governance Committee 30 Sep 2010	Lesley Hawkins Tel. (01235) 540303 Email: lesley.hawkins@ whitehorsedc.gov .uk	The council has a comments and complaints procedure. The comments and complaints are reviewed annually by the committee.	To review the comments and complaints received in 2009/10 and recommend any corrective actions.	
Treasury management strategy - half year review	Audit and Governance Committee 12 Jan 2011	William Jacobs, Head of Finance Tel. 01235 540455 Email: william.jacobs@s outhandvale.gov. uk	The council has set a treasury management strategy and policy. The effectiveness needs to be scrutinised by the Audit and Governance Committee.	To scrutinise the half-year performance of the treasury management strategy.	