



**Supplement for**

**AUDIT AND GOVERNANCE COMMITTEE - THURSDAY, 25TH JULY, 2024**

**Agenda No    Item**

11.    **Audit and Governance Committee Work Programme 2024/25 (Pages 3 - 8)**

Report of FIELD\_AUTHOR

Purpose:

Committee to note the Work Programme 2024/25.

Recommendation:

That the Audit and Governance Committee resolves to:

- I. Note and update where necessary the Work Programme 2024/25.





WEST OXFORDSHIRE  
DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME  
1 JULY 2024 – 31 OCTOBER 2024

The Audit and Governance Committee responsible for monitoring the adequacy and effectiveness of the Council's governance arrangements. This includes overseeing the audit function, annual accounts and the work of the internal auditors, promoting and maintaining high standards of conduct of members and, through its Standards Sub-Committee, determining standards matters.

The Committee has the following powers under the Council's Constitution:

- To require the attendance of any Council officers and/or members in order to respond directly to any issue under consideration;
- To review any issues referred to it by the Chief Executive, other statutory officer or any Council body;
- To report and make recommendations to Council;
- To call expert witnesses from outside the Council to give advice on matters under review or discussion;
- The ability to raise issues at a meeting of the Executive; and
- The power to establish Sub-Committees.

This work programme sets out the expected business for meetings of the Audit and Governance Committee.

| Item   | Meeting Date | Lead Officer  |
|--|--------------|---|
| <b>Thursday, 25 July 2024</b>                                    |              |   |
| Audit Plan for 2023/2024 – Bishop Fleming                        | 25 Jul 2024  | Director of Finance - Madhu Richards  |
| Statement of Accounts – 2023/24 – Update and Accounting Policies | 25 Jul 2024  | Georgina Dyer, Chief Accountant<br>georgina.dyer@publicagroup.uk  |
| Internal Audit Annual Opinion 2023/24                            | 25 Jul 2024  | Lucy Cater, Assistant Director SWAP<br>lucy.cater@publicagroup.uk   |
| Treasury Management Outturn Quarter 4                            | 25 Jul 2024  | Madhu Richards, Director of Finance<br>madhu.richards@westoxon.gov.uk                                     |
| Strategic Risk Register  | 25 Jul 2024  | Cheryl Sloan, Business Manager - Business Continuity,<br>Governance and Risk cheryl.sloan@publicagroup.uk |
| Annual Governance Statement for 2023/24 and Action for 2024/25   | 25 Jul 2024  | Cheryl Sloan, Business Manager - Business Continuity,<br>Governance and Risk cheryl.sloan@publicagroup.uk |
| <b>26 September 2024</b>   |              |   |
| 2023/24 Audit updates TBC – Depends on Audit plan from June      | 26 Sep 2024  | Madhu Richards, Director of Finance<br>madhu.richards@westoxon.gov.uk                                     |
| Final - Statement of Accounts 2022/23                            | 26 Sep 2024  | Director of Finance - Madhu Richards  |

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| FINAL Auditor's Annual Report on West Oxfordshire District Council 2022/23 | 26 Sep 2024 | Director of Finance - Madhu Richards   |
| Annual Summary of Member Conduct Complaints                                | 26 Sep 2024 | Andrea McCaskie andrea.mccaskie@westoxon.gov.uk  |
| Annual Local Government Ombudsman Letter                                   | 26 Sep 2024 | Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk |
| Strategic Risk Register  | 26 Sep 2024 | Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk |
| CFEU Update Report   | 26 Sep 2024 | Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk       |
| Internal Audit Progress Report   | 26 Sep 2024 | Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk   |
| Treasury Management QI Report  | 26 Sep 2024 | Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk                                     |
| <b>Thursday, 28 November 2024</b>  |             |  |
| 2023/24 Audit Updates – Depends on Audit Plan from June                    | 28 Nov 2024 | Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk                                     |
| AUDIT REPORTS VFM  | 28 Nov 2024 | Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk                                     |

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| Treasury Management Mid-Term Report  | 28 Nov 2024 | Madhu Richards, Director of Finance<br>madhu.richards@westoxon.gov.uk                                     |
| Internal Audit   | 28 Nov 2024 | Lucy Cater, Assistant Director SWAP<br>lucy.cater@publicagroup.uk   |
| <b>Thursday, 30 January 2025</b>   |             |   |
| Internal Audit Progress Report   | 30 Jan 2025 | Lucy Cater, Assistant Director SWAP<br>lucy.cater@publicagroup.uk   |
| CFEU Update ?  | 30 Jan 2025 | Madhu Richards, Director of Finance<br>madhu.richards@westoxon.gov.uk                                     |
| Strategic Risk Register  | 30 Jan 2025 | Cheryl Sloan, Business Manager - Business Continuity,<br>Governance and Risk cheryl.sloan@publicagroup.uk |
| Review of Arrangements for Dealing with Allegations of Breaches of the Code of Conduct | 30 Jan 2025 | Andrea McCaskie andrea.mccaskie@westoxon.gov.uk   |
| Review of Standards Sub-Committee Procedure Rules                                      | 30 Jan 2025 | Andrea McCaskie andrea.mccaskie@westoxon.gov.uk   |
| <b>Thursday, 27 March 2025</b>   |             |   |
| Provisional member induction and training programme                                    | 27 Mar 2025 | Andrew Brown, Democratic Services Business Manager<br>andrew.brown@publicagroup.uk                        |
| Quarter 3 Treasury Management Performance  | 27 Mar 2025 | Madhu Richards, Director of Finance<br>madhu.richards@westoxon.gov.uk                                     |

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| Annual Governance Statement Action Plan Update  | 27 Mar 2025 | Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk |
| Corporate Risk Register Update                  | 27 Mar 2025 | Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk |
| CFEU Update Report (RIPA and IPA annual update) | 27 Mar 2025 | Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk       |
| Internal Audit Plan 2025/26                     | 27 Mar 2025 | Lucy Cater, Assistant Director SWAP<br>lucy.cater@publicagroup.uk                                      |
| Internal Audit Progress Report                  | 27 Mar 2025 | Lucy Cater, Assistant Director SWAP<br>lucy.cater@publicagroup.uk                                      |
| <b>Wednesday, 21 May 2025</b>                   |             |  |

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