



WEST OXFORDSHIRE
DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME
1 MARCH 2024 – 30 JUNE 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
19 March 2024 meeting (final report deadline: 8 March 2024)		
2022/23 Auditors Annual Report for West Oxfordshire District Council, summarising the findings of VfM work	19 Mar 2024	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Internal Audit Progress Report	19 Mar 2024	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Internal Audit Plan and Internal Audit Charter 2024/25	19 Mar 2024	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Counter Fraud and Enforcement Unit Update Report (RIPA and IPA Annual Update)	19 Mar 2024	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Corporate Risk Register Update	19 Mar 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk
Annual Governance Statement Action Plan Update	19 Mar 2024	Andrea McCaskie, Director of Governance andrea.mccaskie@westoxon.gov.uk
Evaluation and Recommendations following completion of the Self-Assessment Toolkit	19 Mar 2024	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Employee Code of Conduct	19 Mar 2024	Andrea McCaskie, Director of Governance andrea.mccaskie@westoxon.gov.uk
Treasury Management Performance	19 Mar 2024	Georgina Dyer, Chief Accountant georgina.dyer@publicagroup.uk

Provisional Member Induction and Training Programme	19 Mar 2024	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Cyber Security Update	19 Mar 2024	Phil Martin, Assistant Director for Business Support phil.martin@publicagroup.uk
Items for subsequent meetings		
Complaints Process	TBC	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk
External Audit Findings Report – year ending 31 March 2023	TBC	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Risk Management Policy	TBC	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk