



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.

Thursday, 25 July 2024		
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 georgina.dyer@publicagroup.uk
Internal Audit Annual Opinion 2023/24	25 Jul 2024	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Treasury Management Outturn Quarter 4	25 Jul 2024	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Strategic Risk Register	25 Jul 2024	Cheryl Sloan, Business Manager - Business Continuity, 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, Governance and Risk cheryl.sloan@publicagroup.uk
26 September 2024		
2023/24 Audit updates TBC – Depends on Audit plan from June	26 Sep 2024	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Final - Statement of Accounts 2022/23	26 Sep 2024	Director of Finance - Madhu Richards
FINAL Auditor's Annual Report on West Oxfordshire District	26 Sep 2024	Director of Finance - Madhu Richards

Council 2022/23		
Annual Summary of Member Conduct Complaints	26 Sep 2024	Christine Elsasser christine.elsasser@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
Thursday, 28 November 2024		
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
Treasury Management Mid-Term Report	28 Nov 2024	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk

Internal Audit	28 Nov 2024	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Thursday, 30 January 2025		
Internal Audit Progress Report	30 Jan 2025	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
CFEU Update ?	30 Jan 2025	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Strategic Risk Register	30 Jan 2025	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk
Review of Arrangements for Dealing with Allegations of Breaches of the Code of Conduct	30 Jan 2025	Christine Elsasser christine.elsasser@westoxon.gov.uk
Review of Standards Sub-Committee Procedure Rules	30 Jan 2025	Christine Elsasser christine.elsasser@westoxon.gov.uk
Thursday, 27 March 2025		
Provisional member induction and training programme	27 Mar 2025	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Quarter 3 Treasury Management Performance	27 Mar 2025	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
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 lucy.cater@publicagroup.uk
Internal Audit Progress Report	27 Mar 2025	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Wednesday, 21 May 2025		