



WEST OXFORDSHIRE  
DISTRICT COUNCIL

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Name and date of Committee	<b>AUDIT AND GOVERNANCE COMMITTEE – 30 JANUARY 2025</b>
Subject	<b>INTERNAL AUDIT PROGRESS REPORT</b>
Wards affected	None
Accountable member	Councillor Alaric Smith, Executive Member for Finance Email: <a href="mailto:Alaric.Smith@westoxon.gov.uk">Alaric.Smith@westoxon.gov.uk</a>
Accountable officer	Madhu Richards, Director of Finance Email: <a href="mailto:Madhu.Richards@westoxon.gov.uk">Madhu.Richards@westoxon.gov.uk</a>
Report author	Lucy Cater, Head of Internal Audit. Assistant Director, SWAP Internal Audit Services Email: <a href="mailto:Lucy.Cater@swapaudit.co.uk">Lucy.Cater@swapaudit.co.uk</a>
Summary/Purpose	To present a summary of the audit work concluded since the last meeting of this Committee.
Annexes	Annex A – Report of Internal Audit Activity 2024/25 Annex B – Agreed Actions Annex C – Draft Internal Audit Pan 2025/26
Recommendation(s)	That the Audit and Governance Committee resolves to: <i>1.</i> Note the report
Corporate priorities	(Internal Audit supports all Council Corporate Priorities) <ul style="list-style-type: none"><li>• Putting Residents First</li><li>• A Good Quality of Life for All</li><li>• A Better Environment for People and Wildlife</li><li>• Responding to the Climate and Ecological Emergency</li><li>• Working Together for West Oxfordshire</li></ul>
Key Decision	NO

Exempt	NO
Consultees/ Consultation	Not Applicable

## 1. BACKGROUND

The Internal Audit Service is provided to this Council by SWAP Internal Audit Services (SWAP). SWAP is a local authority-controlled company.

The report attached at Annex A sets out the work undertaken by SWAP for the Council. It follows the risk-based auditing principles and, therefore, this is an opportunity for the Audit and Governance Committee to be aware of emerging issues which have resulted from SWAP involvement.

Officers from SWAP will be in attendance at the Committee meeting and will be available to address Members' questions.

## 2. MAIN POINTS

The progress report (Annex A) enables the Audit and Governance Committee to monitor the work of the Internal Audit Service and ensure that it remains effective. It also provides the Committee with assurance opinions over areas reviewed within the reporting period, details of audit recommendations and the outcome of follow-up reviews conducted on previous audit recommendations.

Our plan remains flexible to respond to requests for audits or ad hoc reviews.

We continue to follow up all agreed actions. A report (Annex B) showing all open agreed actions and those that have been actioned during 2024/25 has been included for Members information.

Attached at Annex C is the first draft of an Internal Audit Plan for 2025/26, for the Committee to consider, and feed into. We still need to conduct consultation with service areas for items to include in future plans. The final Internal Audit Plan will be brought to the Committee for approval in March 2025.

**3. ALTERNATIVE OPTIONS**

Not Applicable

**4. FINANCIAL IMPLICATIONS**

The Internal Audit Service is operating within the contract sum.

**5. LEGAL IMPLICATIONS**

None directly from this report. Internal Audit reviews consider compliance with legislation relevant to the service area under review.

**6. RISK ASSESSMENT**

The weaknesses in the control framework, identified by the Internal Audit activity, continues to threaten organisational objectives if recommendations are not implemented.

**7. EQUALITIES IMPACT**

Not Applicable

**8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

8.1 Not Applicable

**9. BACKGROUND PAPERS**

9.1 The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- Internal Audit Reports

9.2 These documents will be available for inspection online at [www.westoxon.gov.uk](http://www.westoxon.gov.uk) or by contacting democratic services [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) for a period of up to 4 years from the date of the meeting.

(END)