

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>Audit and Governance Committee 30 March 2023</p>
<p>Report Number</p>	<p>Agenda Item No 13</p>
<p>Subject</p>	<p>Committee Work Programme 2022/23</p>
<p>Wards affected</p>	<p>All</p>
<p>Audit and Governance Accountable member / Group Manager Lead</p>	<p>Councillor Alaric Smith, Chair Audit and Governance Committee Email: alaric.smith@westoxon.gov.uk Group Manager Lead: Elizabeth Griffiths</p>
<p>Accountable Officer</p>	<p>Andrew Brown, Business Manager - Democratic Services Email: Andrew.brown@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>To provide the Committees with an update on the Work Programme 2022/23.</p>
<p>Annexes</p>	<p>Annex I - Work Programme for 2022/23</p>
<p>Recommendation</p>	<p>That the Committee notes the Committee Work Programme.</p>
<p>Corporate priorities</p>	<p>To enable the Committee to review the Work Programme and support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees / Consultation</p>	<p>None</p>

1. BACKGROUND

- 1.1. At the meetings of the Committees in May and June 2022 the committees gave consideration to the development of their work programmes for the year.

2. MAIN POINTS

- 2.1. Committees are asked to consider the work programme, along with the Cabinet work programme, and decide if there are any items that they wish to prioritise or deprioritise.

- 2.2. When an item is considered by a committee, the Committee can decide whether to submit recommendations to Cabinet.
- 2.3. The Committee Work Programme is intended to provide clarity to the organisation and the public about the priorities of the committees and when different items will be considered but it does need to be a flexible document that enables the Committee to respond to new or emerging issues and priorities during the year. As such, committees will be able to review their work programme at each meeting, the inclusion of a standing agenda item for Members' questions also provides the opportunity to raise relevant issues.

3. FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications arising directly from this report. Requests from Committee for reports to be produced for consideration at meetings will place demands on officer capacity. Committees are urged to be mindful of the limitations of the organisation and to prioritise effectively, having regard to the advice of supporting officers.

4. LEGAL IMPLICATIONS

- 4.1. None

5. RISK ASSESSMENT

- 5.1. Not applicable.

6. CLIMATE CHANGE IMPLICATIONS

- 6.1. Whilst there may be climate change implications arising from specific items within the Work Programme, there are none arising directly from this report.

7. ALTERNATIVES/OPTIONS

- 7.1. In accordance with the Constitution of the Council, Committee has the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, Cabinet or any other Committee or Sub-Committee of the Council as it sees fit.
- 7.2. The agreement of a Committee Work Programme, which is regularly reviewed, is considered to be good governance practice and promotes openness and transparency.

8. BACKGROUND PAPERS

- 8.1. None.

Audit and Governance Committee Thursday 30 March 2023

WP	Title	Format	Author	Lead Officer / Cabinet Member	When	Comments
1	CFEU Update Report (RIPA and IPA annual update)	Report	Emma Cathcart	Eliz-abeth Griffiths		
3	Internal Audit Plan and Internal Audit Charter	Report	Lucy Cater	Elizabeth Griffiths		For Approval
4	Corporate Risk Register Update	Report	Zoe Campbell / Suzanne Jones	Elizabeth Griffiths	Quarterly	
5	Reports from External Auditors - GT	Reports	GT	Elizabeth Griffiths	Annual	May go to an earlier special meeting
6	Internal Audit Progress Report	Report	Lucy Cater	Elizabeth Griffiths		Comment / Note
7	Draft Annual Governance Statement	Report	Finance	Elizabeth Griffiths		Approval
8	Training referral from Standards Sub-Committee	Report	Monitoring Officer	Susan Sale / Andrew Brown	When Required	Referral from Standards Sub-Committee held 22 February 2023

Audit and Governance Committee Thursday 29 June 2023

WP	Title	Format	Author	Lead Officer / Cabinet Member	When	Comments
1	Internal Audit Annual Opinion	Report	Lucy Cater	Elizabeth Griffiths		Comment / Note

Committee Work Programme 2022/23

Annex I

2	Annual Statement of Accounts	Report	Finance	Elizabeth Griffiths		Approval
3	Annual Governance Statement	Report		Elizabeth Griffiths		Approval
4	Informing the Audit Risk Assessment	Report	Finance	Elizabeth Griffiths		
5	Corporate Risk Register	Report	Zoe Campbell's Team			

Audit and Governance Committee Thursday 28 September 2023

WP	Title	Format	Author	Lead Officer / Cabinet Member	When	Comments
1	Internal Audit Progress Report	Report	Lucy Cater	Elizabeth Griffiths		
2	CFEU Update Report	Report	Emma Cathcart	Elizabeth Griffiths		
3	Corporate Risk Register	Report	Zoe Campbell's Team			

Audit and Governance Committee Thursday 23 November 2023

WP	Title	Format	Author	Lead Officer / Cabinet Member	When	Comments
1	Internal Audit Progress Report	Report	Lucy Cater	Elizabeth Griffiths		

Committee Work Programme 2022/23

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2	Corporate Risk Register	Report	Zoe Campbell's Team			
3	Corporate Enforcement Policy Review					
4						

Committee Work Programme 2022/23

Annex I

Draft Audit and Governance Committee Workplan	Format	Author	Responsible Officer	Comment
Other Officer Reports				
CyberSecurity Update	Report / Verbal Update	John Chorlton / Tony Oladejo		January – For Information / to Note
Annual Governance Statement Action Plan	Report / Verbal Update		Elizabeth Griffiths?	Quarterly / Half Yearly?
Risk Management Policy		Zoe Campbell's Team		Approval
Fraud Risk Strategy Update		Emma Cathcart		Annual
RIPA / IPA (Policies x3)		Emma Cathcart		Next due 2023
Proceeds of Crime and Anti Money Laundering Policy		Emma Cathcart		Next due 2024
Counter Fraud and Anti Corruption Policy		Emma Cathcart		Next due 2025
Minutes of Miscellaneous Licensing Sub-Committee				Annual - April
Minutes of Standards Sub-Committee				Annual - April
External Audit Reports				
Audit Progress Report and Sector Update				Quarterly
Audit Plan				Annual
Audit Findings Post Audit Final Letter of Representation	Presented with Statement of Accounts			Annual
Fee Letter				Annual
Housing Benefit Subsidy Certification (KPMG)		Mandy Fathers		

Audit and Governance Committee suggestions for future workstreams 2023

WP	Title	Format	Lead Officer / Cabinet Member	When	Comments
I	CFEU Update Report (RIPA and IPA annual update)	Report	Emma Cathcart / Elizabeth Griffiths	APRIL 2023	
	AGS Action Plan Update	Report			
	Internal Audit Annual Opinion	Report	Lucy Cater / Elizabeth Griffiths	July 2023	Annual Report – supports AGS . No progress report this quarter
	SI06 agreements to delivery of projects	Verbal Update	Chris Hargreaves	As requested	
	Cyber Security update		Tony Oladejo		
	Risk Management Policy	Report			For Approval
	Treasury Management Outturn				
	Treasury Management Strategy				For Approval
	Corporate Risk Register Update	Report	Zoe Campbell / Suzanne Jones	Quarterly	
	Updated Strategies				e.g. procurement an commissioning
	Corporate Enforcement Policy Review		Emma Cathcart		
	Corporate Enforcement Policy	Report	Emma Cathcart	Elizabeth Griffiths	Due this year (15/03/23 update from Emma)

