



WEST OXFORDSHIRE  
DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME  
1 OCTOBER 2023 – 31 JANUARY 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>28 September 2023 meeting (final report deadline: 19 September 2023)</b>		
Internal Audit Progress Report	28 Sep 2023	Lucy Cater, Assistant Director, SWAP Internal Audit
Counter Fraud and Enforcement Unit Update Report	28 Sep 2023	Emma Cathcart, Head of Counter Fraud & Enforcement Unit
Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy (review)	28 Sep 2023	Emma Cathcart, Head of Counter Fraud & Enforcement Unit
Corporate Risk Register Update	28 Sep 2023	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk
Annual Summary of Member Conduct Complaints	28 Sep 2023	Andrew Brown, Democratic Services Business Manager
Annual Local Government Ombudsman Letter	28 Sep 2023	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk
<b>23 November 2023 meeting (final report deadline: 14 November 2023)</b>		
External Audit Plan - for year ending 31 March 2023	23 Nov 2023	Georgina Dyer, Chief Accountant
External Audit Progress Report and Sector Update	23 Nov 2023	Georgina Dyer, Chief Accountant
Monitoring Report on Management's responses to the External Auditors findings and implementation of External Audit recommendations	23 Nov 2023	Director of Finance

Internal Audit Progress Report	23 Nov 2023	Lucy Cater, Assistant Director, SWAP Internal Audit
Treasury Management Mid-Term Report	23 Nov 2023	Georgina Dyer, Chief Accountant
CIPFA's Position Statement on Audit Committees	23 Nov 2023	Lucy Cater, Assistant Director, SWAP Internal Audit
Cyber Security Update	23 Nov 2023	Phil Martin, Assistant Director for Business Services
<b>23 March 2024 meeting (final report deadline: 8 March 2024)</b>		
External Audit Findings Report – year ending 31 March 2023	19 Mar 2024	Director of Finance
Internal Audit Progress Report	19 Mar 2024	Lucy Cater, Assistant Director, SWAP Internal Audit
Internal Audit Plan and Internal Audit Charter 2024/25	19 Mar 2024	Lucy Cater, Assistant Director, SWAP Internal Audit
Counter Fraud and Enforcement Unit Update Report (RIPA and IPA Annual Update)	19 Mar 2024	Emma Cathcart, Head of Counter Fraud & Enforcement Unit
Treasury Management Strategy	19 Mar 2024	Georgina Dyer, Chief Accountant
Corporate Risk Register Update	19 Mar 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk
Risk Management Policy	19 Mar 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk
Annual Governance Statement Action Plan Update	19 Mar 2024	Andrea McCaskie, Director of Governance

Polling District and Places Review	19 Mar 2024	Andrew Brown, Democratic Services Business Manager
Provisional Member Induction and Training Programme	19 Mar 2024	Andrew Brown, Democratic Services Business Manager
Evaluation and Recommendations following completion of the Self-Assessment Toolkit	19 Mar 2024	Lucy Cater, Assistant Director, SWAP Internal Audit