



WEST OXFORDSHIRE
DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME
15 NOVEMBER 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
23 November 2023 meeting (final report deadline: 14 November 2023)		
Internal Audit Progress Report	23 Nov 2023	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
External Audit Progress Report and Audit Plan for year ending 31 March 2023	23 Nov 2023	Georgina Dyer, Chief Accountant georgina.dyer@publicagroup.uk
Monitoring Report on Management's responses to the External Auditors findings and implementation of External Audit recommendations	23 Nov 2023	James Howse, Interim Director of Finance james.howse@westoxon.gov.uk
Treasury Management Mid-Term Report	23 Nov 2023	Georgina Dyer, Chief Accountant georgina.dyer@publicagroup.uk
CIPFA's Position Statement on Audit Committees	23 Nov 2023	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
23 March 2024 meeting (final report deadline: 8 March 2024)		
External Audit Findings Report – year ending 31 March 2023	19 Mar 2024	James Howse, Interim Director of Finance james.howse@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
Treasury Management Strategy	19 Mar 2024	Georgina Dyer, Chief Accountant georgina.dyer@publicagroup.uk
Corporate Risk Register Update	19 Mar 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk
Risk Management Policy	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
Polling District and Places Review	19 Mar 2024	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Provisional Member Induction and Training Programme	19 Mar 2024	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Evaluation and Recommendations following completion of the Self-Assessment Toolkit	19 Mar 2024	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Cyber Security Update	19 Mar 2024	Phil Martin, Assistant Director for Business Support phil.martin@publicagroup.uk