



WEST OXFORDSHIRE
DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME 1 MAY 2025 – 31 AUGUST 2025

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
Thursday 26 June 2025		
Statement of Accounts - 2024/25 - Update and Accounting Policies	26 Jun 2025	Georgina Dyer, Chief Accountant georgina.dyer@westoxon.gov.uk
Internal Audit Annual Opinion 2024/25	26 Jun 2025	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Strategic Risk Register, Risk Policy and Draft Risk and Opportunity Management Strategy and Guide	26 Jun 2025	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk
Treasury Management Outturn Quarter 4	26 Jun 2025	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Annual Governance Statement for 2024/25 and Action Plan for 2025/26	26 Jun 2025	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk
Annual Summary of Member Conduct Complaints	26 Jun 2025	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Whistleblowing Policy	26 Jun 2025	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Annual Local Government Ombudsman Letter 2024/25	26 Jun 2025	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk

Thursday 25 September 2025		
Internal Audit Progress Report	25 Sep 2025	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
CFEU Update Report	25 Sep 2025	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Treasury Management Q1 Report	25 Sep 2025	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Thursday 27 November 2025		
2024/25 Audit Completion Report and Auditor's Annual Report	27 Nov 2025	Georgina Dyer, Chief Accountant georgina.dyer@westoxon.gov.uk
Internal Audit Progress Report	27 Nov 2025	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Treasury Management Mid-Term Report	27 Nov 2025	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Thursday 22 January 2026		
Internal Audit Progress Report	22 Jan 2026	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Strategic Risk Register	22 Jan 2026	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk

Thursday 19 March 2026		
Internal Audit Progress Report	19 Mar 2026	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
Internal Audit Plan 2026/27	19 Mar 2026	Lucy Cater, Assistant Director SWAP lucy.cater@publicagroup.uk
External Audit Plan 2025/26	19 Mar 2026	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
CFEU Update Report (RIPA and IPA annual update)	19 Mar 2026	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Annual Governance Statement Action Plan for 2025/26 Update	19 Mar 2026	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@publicagroup.uk
Quarter 3 Treasury Management Performance	19 Mar 2026	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Provisional member induction and training programme	19 Mar 2026	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk