

**AUDIT COMMITTEE  
SCHEDULE OF MEETINGS AND FORWARD WORK PROGRAMME  
2018 - 2019**

<b>PROVISIONAL DATE OF MEETING</b>	<b>FORWARD WORK PROGRAMME</b>	<b>OFFICER RESPONSIBLE</b>	<b>UPDATE</b>
<b>2018</b>			
<b>28th June</b>	<b>Information and Action Requests (if applicable).</b>	<b>Chief Internal Auditor (CIA)</b>	<b>N/A</b>
	<b>Updated Forward Work Programme 2018/19.</b>	<b>CIA</b>	<b>Submitted</b>
	<b>Pre-audited Statement of Accounts 2017/18.</b>	<b>Head of Finance</b>	<b>Submitted</b>
	<b>Draft Annual Governance Statement 2017-18</b>	<b>Head of Finance</b>	<b>Submitted</b>
	<b>Treasury Management Outturn 2017/18</b>	<b>Head of Finance</b>	<b>Submitted</b>
	<b>Proposal to Incorporate the Shared Internal Audit Service (RIASS) into a Larger Service Hosted by the Vale of Glamorgan Council to Include Two Additional Councils</b>	<b>Head of Finance</b>	<b>Submitted</b>
	<b>Incident and Near Miss Reporting Procedure (Excluding Health and Safety)</b>	<b>Head of Finance</b>	<b>Submitted</b>
	<b>Community Action Fund 2017-18 Update</b>	<b>Head of Finance</b>	<b>Submitted</b>
	<b>Audit Committee's Term of Reference</b>	<b>Head of Finance</b>	<b>Submitted</b>
	<b>External Auditors / Inspection Reports (where applicable).</b>	<b>Head of Finance / WAO</b>	
	<b>IASS Outturn Report April and May 2018. Together with progress against Plan.</b>	<b>CIA</b>	<b>Submitted</b>
	<b>Healthy Organisational Review</b>	<b>CIA</b>	<b>Submitted</b>
<b>13<sup>th</sup> September</b>	<b>Information and Action Requests</b>	<b>CIA</b>	
	<b>Updated Forward Work Programme</b>	<b>CIA</b>	
	<b>Statement of Audited Accounts and Final Annual Governance Statement 2017/18</b>	<b>Head of Finance / WAO</b>	
	<b>Internal Audit 5 months Outturn Report April to August 2018.</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (where applicable).</b>	<b>Head of Finance / WAO</b>	
<b>15<sup>th</sup> November</b>	<b>Up dated Forward Work Programme</b>	<b>CIA</b>	
	<b>Information and Action Requests (where applicable)</b>	<b>CIA</b>	
	<b>Fraud update</b>	<b>Head of Finance / Benefits Manager</b>	
	<b>Risk Management</b>	<b>Head of Finance / Risk &amp; Insurance Officer</b>	
	<b>Treasury Management Half Year monitoring report 2018-19</b>	<b>Head of Finance</b>	
	<b>Internal Audit Outturn Report – April 2017 to October 2018.</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (where applicable).</b>	<b>Head of Finance / WAO</b>	
<b>2019</b>			
<b>17th January</b>	<b>Up dated Forward Work Programme</b>	<b>CIA</b>	
	<b>Internal Audit 8 months Outturn Report April – November 2018</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (where applicable)</b>	<b>Head of Finance / WAO</b>	

**APPENDIX A**

	<b>Corporate Risk Assessment 2018-19</b>	<b>Head of Finance</b>	
	<b>Treasury Management Strategy 2019-20</b>	<b>Head of Finance</b>	
	<b>External Auditors / Inspection Reports (where applicable).</b>	<b>Head of Finance / WAO</b>	
<b>18<sup>th</sup> April</b>	<b>Updated Forward Work Programme</b>	<b>CIA</b>	
	<b>Proposed Forward Work Programme 2019-20.</b>	<b>CIA</b>	
	<b>Internal Audit proposed Annual Strategy and Audit Plan 2019-2020.</b>	<b>CIA</b>	
	<b>Audit Committee – Terms of Reference</b>	<b>CIA</b>	
	<b>Internal Audit Shared Service Charter 2019/20</b>	<b>CIA</b>	
	<b>Draft Head of Audit’s Annual Opinion Report and outturn for the Year 2018/19</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable): -</b>	<b>Head of Finance / WAO</b>	