

**AUDIT COMMITTEE
PROGRAMME OF MEETINGS AND
FORWARD WORK PROGRAMME
2010 - 2011**

DATE OF MEETING	PROPOSED WORK PROGRAMME	OFFICER RESPONSIBLE
2010		
8th July	Outstanding Actions Carried Forward Draft Annual Governance Statement Audit Committee Terms of Reference Internal Audit Strategy, * Internal Audit Terms of Reference * Final Internal Audit Plan. * (* may be incorporated into one report). Forward Work Programme Completed Audits External Auditors / Inspection Reports (if applicable)	Chief Internal Auditor Head of Property & Finance Chief Internal Auditor ditto ditto ditto ditto Assistant Chief Executive Corporate Development & Partnerships / WAO/ KPMG
5th August	Outstanding Actions Carried Forward Fraud update Implementation of Recommendations report. Completed Audits External Auditors / Inspection Reports (if applicable)	Chief Internal Auditor Benefits Manager / Chief Internal Auditor Chief Internal Auditor ditto Assistant Chief Executive Corporate Development & Partnerships / WAO/ KPMG
16th September	Outstanding Actions Carried Forward Final Annual Governance Statement and summary of assurances Statement of Audited Accounts for year ended March 2010 Implementation of Recommendations report. External Auditors / Inspection Reports (if applicable)	Chief Internal Auditor Head of Property & Finance ditto Chief Internal Auditor Assistant Chief Executive Corporate Development & Partnerships / WAO/ KPMG
28th October	Outstanding Actions Carried Forward First Quarter Outturn Report – July to September. Audit Management System (APACE) demonstration. Implementation of Recommendations report.	Chief Internal Auditor ditto ditto Chief Internal Auditor

<p>28th October (cont)</p>	<p>External Auditors / Inspection Reports (if applicable)</p>	<p>Assistant Chief Executive Corporate Development & Partnerships / WAO/ KPMG</p>
<p>9th December</p>	<p>Outstanding Actions Carried Forward Training Session – The Role of Internal Audit to include: Processes of audit planning, assignment planning, fieldwork, reporting and quality assurance. Report on the work undertaken on School Audits Implementation of Recommendations report. External Auditors / Inspection Reports (if applicable) Risk Management - Update</p>	<p>Chief Internal Auditor ditto ditto ditto Assistant Chief Executive Corporate Development & Partnerships / WAO/ KPMG Risk Management & Insurance Officer</p>
<p>2011</p>		
<p>20th January</p>	<p>Outstanding Actions Carried Forward Half Year Outturn Report – July to December Revised Plan if appropriate. Implementation of Recommendations report. Fraud update - Anti-Fraud & Corruption arrangements External Auditors / Inspection Reports (if applicable)</p>	<p>Chief Internal Auditor ditto ditto ditto Benefits Manager / Chief Internal Auditor Assistant Chief Executive Corporate Development & Partnerships / WAO/ KPMG</p>
<p>3rd March</p>	<p>Outstanding Actions Carried Forward Governance – Effectiveness of the Audit Committee. Implementation of Recommendations report. External Audit Plan for 2011 External Auditors / Inspection Reports (if applicable)</p>	<p>Chief Internal Auditor ditto ditto Assistant Chief Executive Corporate Development & Partnerships / WAO/ KPMG</p>
<p>14th April</p>	<p>Outstanding Actions Carried Forward Governance – Compliance with CIPFA Standards for Internal Audit. Treasury Management Strategy Risk Management update Implementation of Recommendations report. Compliance with Contract and Financial Procedure Rules. External Auditors / Inspection Reports (if applicable)</p>	<p>Chief Internal Auditor ditto Head of Property & Finance Risk Management & Insurance Officer Chief Internal Auditor ditto Assistant Chief Executive Corporate Development & Partnerships / WAO/ KPMG</p>

