

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

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
2010			
8th July	Outstanding Actions Carried Forward	Chief Internal Auditor (CIA)	Completed
	Draft Annual Governance Statement	Head of Property & Finance	Completed
	Audit Committee Terms of Reference	CIA	Completed
	Internal Audit Strategy *	CIA	Completed
	Internal Audit Terms of Reference *	CIA	Completed
	Final Internal Audit Plan * (* may be incorporated in one report)	CIA	Completed
	Proposed Forward Work Programme	CIA	Completed
	Completed Audits (if applicable)	CIA	N/A
	External Auditors / Inspection Reports (if applicable) – Presented at this Meeting WAO Recommendations – Progress Report.	Assistant CEX – Corporate Development & Partnership / WAO/ KPMG	Completed
5th August	Outstanding Actions Carried Forward	CIA	Completed
	Fraud Update	Benefits Manager / CIA	Completed
	Implementation of Recommendations report (if applicable)	CIA	Completed
	Completed Audits (if applicable)	CIA	Completed
	External Auditors / Inspection Reports (if applicable) – Presented at this Meeting – External Audit Report Financial Statements Audit Plan 31st March 2010 External Audit Report – Certificate of Grants and Returns 2008/09.	Assistant CEX – Corporate Development & Partnership / WAO/ KPMG	Completed

16th September	Outstanding Actions Carried Forward	CIA	Completed
	Final Annual Governance Statement and summary of assurance	Head of Property & Finance	Completed
	Statement of Audited Accounts for year ended March 2010	Head of Property / KPMG	Completed
	Implementation of Recommendations reports (if applicable)	CIA	N/A
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Corporate Development & Partnership / WAO/ KPMG	N/A
Additional Report presented	The Role of the Audit Committee in respect of Risk Management	Risk Management & Insurance Officer	Completed
28th October	Outstanding Actions Carried Forward	CIA	Completed
	First Quarter Outturn Report – July to September	CIA	Completed
	Audit Management System (APACE) Demonstration	CIA	Completed
	Implementation of Recommendations report (if applicable)	CIA	N/A
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Corporate Development & Partnership / WAO/ KPMG	
Additional Reports presented	Progress on the Pilot Shared Service Arrangement for CIA with the Vale of Glamorgan Council	CIA	Completed
	Completed Audits	CIA	Completed
	Forward Work Programme Amendments	CIA	Completed
9th	Information & Action Requests Carried Forward	CIA	

December	Training Session – The role of Internal Audit to include: Processes of audit planning, assignment planning, fieldwork, reporting and quality assurance.	CIA	Deferred to Jan 2011
	Report on the work undertaken on School Audits	CIA	
	Implementation of Recommendations report (if applicable)	CIA	
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Corporate Development & Partnership / WAO/ KPMG	
	Risk Management - Update	Risk Management & Insurance Officer	
	Completed Audits (if applicable)	CIA	
2011			
20th January	Outstanding Actions Carried Forward	CIA	
	Half Year Outturn Report – July to December	CIA	
	Revised Plan (if appropriate)	CIA	
	Implementation of Recommendations report (if applicable).	CIA	
	Fraud update – Anti-Fraud & Corruption arrangements.	CIA	
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Corporate Development & Partnership / WAO/ KPMG	
	Completed Audits (if applicable)	CIA	
	Job Evaluation Progress Report	Assistant CEX – Corporate Development & Partnership	
3rd March	Outstanding Actions Carried Forward	CIA	
	Governance – Effectiveness of the Audit Committee	CIA	
	Implementation of Recommendations Report (if applicable)	CIA	
	External Audit Plan for 2011	KPMG	
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Corporate Development & Partnership / WAO/ KPMG	

	Forward Work Programme - update	CIA	
	Completed Audits (if applicable)	CIA	
	Project Management update	Assistant CEX – Corporate Development & Partnership	
14th April	Information and Action Requests Carried Forward	CIA	
	Governance – Compliance with CIPFA Standards for Internal Audit	CIA	
	Treasury Management Strategy	Chief Accountant	
	Risk Management Update	Risk Management & Insurance Officer	
	Completed Audits (if applicable)	CIA	
	Implementation of Recommendations Report (if applicable)	CIA	
	Compliance with Contract and Financial Procedure rules	CIA	
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Corporate Development & Partnership / WAO/ KPMG	
	Proposed Forward Work Programme for May 2011 to April 2012	CIA	