

**AUDIT COMMITTEE  
PROPOSED PROGRAMME OF MEETINGS AND FORWARD WORK PROGRAMME  
2011 - 2012**

<b>DATE OF MEETING (Provisional)</b>	<b>PROPOSED FORWARD WORK PROGRAMME</b>	<b>OFFICER RESPONSIBLE</b>	<b>UPDATE</b>
<b>2011</b>			
<b>26<sup>TH</sup> May</b>	<b>Outstanding Actions Carried Forward</b>	<b>Chief Internal Auditor (CIA)</b>	
	<b>Completed Audits</b>	<b>CIA</b>	
	<b>Head of Audits Annual Opinion Report</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>CIA</b>	
	<b>Outturn Report – Third Quarter against 2010/11 Plan</b>	<b>CIA</b>	
<b>7<sup>th</sup> July</b>	<b>Outstanding Actions Carried Forward</b>	<b>Chief Internal Auditor (CIA)</b>	
	<b>Draft Annual Governance Statement</b>	<b>Assistant Chief Executive - Performance</b>	
	<b>Audit Committee Terms of Reference</b>	<b>CIA</b>	
	<b>Internal Audit Strategy *</b>	<b>CIA</b>	
	<b>Internal Audit Terms of Reference *</b>	<b>CIA</b>	
	<b>Final Internal Audit Plan * (* may be incorporated in one report)</b>	<b>CIA</b>	
	<b>Amendments to the Forward Work Programme (if applicable)</b>	<b>CIA</b>	
	<b>Completed Audits (if applicable)</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>Assistant CEX – Performance / WAO/ KPMG</b>	
<b>18<sup>th</sup> August</b>	<b>Outstanding Actions Carried Forward</b>	<b>CIA</b>	
	<b>Fraud Update</b>	<b>Benefits Manager / CIA</b>	

	<b>Implementation of Recommendations report (if applicable)</b>	<b>CIA</b>	
	<b>Completed Audits (if applicable)</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>Assistant CEX – Performance / WAO/ KPMG</b>	
	<b>Final Outturn Report against plan 2010-11</b>		
<b>29<sup>th</sup> September</b>	<b>Outstanding Actions Carried Forward</b>	<b>CIA</b>	
	<b>Final Annual Governance Statement and summary of assurance</b>	<b>Assistant Chief Executive - Performance</b>	
	<b>Statement of Audited Accounts for year ended March 2010</b>	<b>Assistant Chief Executive - Performance / KPMG</b>	
	<b>Implementation of Recommendations reports (if applicable)</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>Assistant CEX – Performance / WAO/ KPMG</b>	
<b>10<sup>th</sup> November</b>	<b>Outstanding Actions Carried Forward</b>	<b>CIA</b>	
	<b>First Quarter Outturn Report – July to September</b>	<b>CIA</b>	
	<b>Audit Management System (APACE) Demonstration</b>	<b>CIA</b>	
	<b>Implementation of Recommendations report (if applicable)</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>Assistant CEX – Performance / WAO/ KPMG</b>	
<b>22<sup>nd</sup> December</b>	<b>Information &amp; Action Requests Carried Forward</b>	<b>CIA</b>	
	<b>Training Session – The role of Internal Audit to include: Processes of audit planning, assignment planning, fieldwork, reporting and quality</b>	<b>CIA</b>	

	<b>assurance.</b>		
	<b>Report on the work undertaken on School Audits</b>	<b>CIA</b>	
	<b>Implementation of Recommendations report (if applicable)</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>Assistant CEX – Performance / WAO/ KPMG</b>	
	<b>Risk Management - Update</b>	<b>Risk Management &amp; Insurance Officer</b>	
	<b>Completed Audits (if applicable)</b>	<b>CIA</b>	
<b>2012</b>			
<b>2<sup>nd</sup> February</b>	<b>Outstanding Actions Carried Forward</b>	<b>CIA</b>	
	<b>Half Year Outturn Report – July to December</b>	<b>CIA</b>	
	<b>Revised Plan (if appropriate)</b>	<b>CIA</b>	
	<b>Implementation of Recommendations report (if applicable).</b>	<b>CIA</b>	
	<b>Fraud update – Anti-Fraud &amp; Corruption arrangements.</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>Assistant CEX – Corporate Development &amp; Partnership / WAO/ KPMG</b>	
	<b>Completed Audits (if applicable)</b>	<b>CIA</b>	
	<b>Job Evaluation Progress Report</b>	<b>Assistant CEX – Corporate Development &amp; Partnership</b>	
<b>15<sup>th</sup> March</b>	<b>Outstanding Actions Carried Forward</b>	<b>CIA</b>	
	<b>Governance – Effectiveness of the Audit Committee</b>	<b>CIA</b>	
	<b>Implementation of Recommendations Report (if applicable)</b>	<b>CIA</b>	
	<b>External Audit Plan for 2011</b>	<b>KPMG</b>	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>Assistant CEX – Corporate</b>	

		<b>Development &amp; Partnership / WAO/ KPMG</b>	
	<b>Forward Work Programme - update</b>	<b>CIA</b>	
	<b>Completed Audits (if applicable)</b>	<b>CIA</b>	
	<b>Project Management update</b>	<b>Head of ICT</b>	
<b>26<sup>th</sup> April</b>	<b>Information and Action Requests Carried Forward</b>	<b>CIA</b>	
	<b>Governance – Compliance with CIPFA Standards for Internal Audit</b>	<b>CIA</b>	
	<b>Treasury Management Strategy</b>	<b>Chief Accountant</b>	
	<b>Risk Management Update</b>	<b>Risk Management &amp; Insurance Officer</b>	
	<b>Completed Audits (if applicable)</b>	<b>CIA</b>	
	<b>Implementation of Recommendations Report (if applicable)</b>	<b>CIA</b>	
	<b>Compliance with Contract and Financial Procedure rules</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>Assistant CEX – Corporate Development &amp; Partnership / WAO/ KPMG</b>	
	<b>Proposed Forward Work Programme for May 2012 to April 2013</b>	<b>CIA</b>	