

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

| DATE OF MEETING | FORWARD WORK PROGRAMME | OFFICER RESPONSIBLE | UPDATE |
|-------------------------------|--|--|-----------------|
| 2011 | | | |
| 26th May | Information and Action Requests Carried Forward | Chief Internal Auditor (CIA) | Complete |
| | Completed Audits (if applicable) | CIA | N/A |
| | Forward Work Programme amendments (if applicable) | CIA | Complete |
| | Head of Audits Annual Opinion Report | CIA | Complete |
| | External Auditors / Inspection Reports (if applicable) | CIA | N/A |
| | Outturn Report – Third Quarter against 2010/11 Plan | CIA | Complete |
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| 7th July | Information and Action Requests Carried Forward | CIA | |
| | Completed Audits (if applicable) | CIA | |
| | Forward Work Programme amendments (if applicable) | CIA | |
| | Draft Annual Governance Statement | Assistant Chief Executive - Performance | |
| | Audit Committee Terms of Reference | CIA | |
| | Internal Audit Strategy * | CIA | |
| | Internal Audit Terms of Reference * | CIA | |
| | Final Internal Audit Plan * (* may be incorporated in one report) | CIA | |
| | External Auditors / Inspection Reports (if applicable) | Assistant Chief Executive – Performance / WAO/ KPMG | |
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| 18th August | Information and Action Requests Carried Forward | CIA | |
| | Completed Audits (if applicable) | CIA | |

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| | Forward Work Programme amendments (if applicable) | CIA | |
| | Fraud Update | Benefits Manager / CIA | |
| | Implementation of Recommendations report (if applicable) | CIA | |
| | External Auditors / Inspection Reports (if applicable) | Assistant Chief Executive – Performance / WAO/ KPMG | |
| | Final Outturn Report against plan 2010-11 | CIA | |
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| 29th September | Information and Action Requests Carried Forward | CIA | |
| | Completed audits (if applicable) | CIA | |
| | Forward Work Programme amendments (if applicable) | CIA | |
| | Final Annual Governance Statement and summary of assurance | Assistant Chief Executive - Performance | |
| | Statement of Audited Accounts | Assistant Chief Executive - Performance / KPMG | |
| | Implementation of Recommendations reports (if applicable) | CIA | |
| | External Auditors / Inspection Reports (if applicable) | Assistant Chief Executive – Performance / WAO/ KPMG | |
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| 10th November | Information and Action Requests Carried Forward | CIA | |
| | Completed Audits (if applicable) | CIA | |
| | Forward Work Programme amendments (if applicable) | CIA | |
| | First Quarter Outturn Report – July to September | CIA | |
| | Implementation of Recommendations report (if applicable) | CIA | |
| | External Auditors / Inspection Reports (if applicable) | Assistant Chief Executive – Performance / WAO/ KPMG | |
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| 22nd December | Information & Action Requests Carried Forward | CIA | |
| | Completed Audits (if applicable) | CIA | |
| | Forward Work Programme amendments (if applicable) | CIA | |
| | Report on the work undertaken on School Audits | CIA | |
| | Implementation of Recommendations report (if applicable) | CIA | |
| | External Auditors / Inspection Reports (if applicable) | Assistant Chief Executive – Performance / WAO/ KPMG | |
| | Risk Management - Update | Risk Management & Insurance Officer | |
| 2012 | | | |
| 2nd February | Information and Action Requests Carried Forward | CIA | |
| | Completed Audits (if applicable) | CIA | |
| | Forward Work Programme amendments (if applicable) | CIA | |
| | 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 – Performance / WAO/ KPMG | |
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| 15th March | Information and Action Requests Carried Forward | CIA | |
| | Completed Audits (if applicable) | CIA | |
| | Forward Work Programme amendments (if applicable) | CIA | |
| | Governance – Effectiveness of the Audit Committee | CIA | |
| | Implementation of Recommendations Report (if applicable) | CIA | |

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| | External Audit Plan | KPMG | |
| | External Auditors / Inspection Reports (if applicable) | Assistant CEX – Performance / WAO/ KPMG | |
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| 26th April | Information and Action Requests Carried Forward | CIA | |
| | Completed Audits (if applicable) | CIA | |
| | Forward Work Programme amendments (if applicable) | CIA | |
| | Proposed Forward Work Programme May 2012 to April 2013 | CIA | |
| | Governance – Compliance with CIPFA Standards for Internal Audit | CIA | |
| | Treasury Management Strategy | Chief Accountant | |
| | Risk Management Update | Risk Management & Insurance Officer | |
| | Implementation of Recommendations Report (if applicable) | CIA | |
| | External Auditors / Inspection Reports (if applicable) | Assistant CEX – Performance / WAO/ KPMG | |