

**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
7th July	Information and Action Requests Carried Forward	CIA	Complete
	Completed Audits (if applicable)	CIA	Complete
	Forward Work Programme amendments (if applicable)	CIA	Complete
	Draft Annual Governance Statement	Assistant Chief Executive - Performance	Complete
	Audit Committee Terms of Reference	CIA	Complete
	Internal Audit Strategy *	CIA	Complete
	Internal Audit Terms of Reference *	CIA	Complete
	Final Internal Audit Plan * (* may be incorporated in one report)	CIA	Complete
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive – Performance / WAO/ KPMG	N/A
Additional Reports	School Catering – Opt Out for Schools	Corporate Director Children	Complete

18th August	Information and Action Requests Carried Forward	CIA	Complete
	Completed Audits (if applicable)	CIA	N/A
	Forward Work Programme amendments (if applicable)	CIA	Complete
	Fraud Update	Benefits Manager / CIA	Complete
	Implementation of Recommendations report (if applicable)	CIA	N/A
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive – Performance / WAO/ KPMG	Complete
	Final Outturn Report against plan 2010-11	CIA	Complete
Additional Reports	External Auditor’s presentation to the Committee on a Governance Framework Case Study.	KPMG	Complete
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	
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	
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	
15th	Information and Action Requests Carried Forward	CIA	

March	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	
	External Audit Plan	KPMG	
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Performance / WAO/ KPMG	
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		