

**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

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
	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	Complete
	Completed audits (if applicable)	CIA	Complete
	Forward Work Programme amendments (if applicable)	CIA	Complete
	Final Annual Governance Statement and summary of assurance	Assistant Chief Executive - Performance	Complete
	Statement of Audited Accounts	Assistant Chief Executive - Performance / KPMG	Complete
	Implementation of Recommendations reports (if applicable)	CIA	N/A
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive - Performance / WAO/ KPMG	N/A
10th November	Information and Action Requests Carried Forward	CIA	Complete
	Completed Audits (if applicable)	CIA	Complete
	Forward Work Programme amendments (if applicable)	CIA	Complete
	First Quarter Outturn Report – July to September	CIA	Complete
	Implementation of Recommendations report (if applicable)	CIA	Complete
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive - Performance / WAO/ KPMG	N/A
Additional Reports	Continuation of the Governance Framework Case Study Confidential Report of the Assistant Chief Executive - Performance	CIA – KPMG Assistant Chief Executive – Performance	Complete Complete

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
22nd December	Information & Action Requests Carried Forward	CIA	Complete
	Completed Audits (if applicable)	CIA	Complete
	Forward Work Programme amendments (if applicable)	CIA	Complete
	Report on the work undertaken on School Audits	CIA	Complete
	Implementation of Recommendations report (if applicable)	CIA	Complete
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive – Performance / WAO/ KPMG	Complete
	Corporate Risk Assessment & WAO Review of Risk Management Arrangements.	Risk Management & Insurance Officer	Complete
Additional Reports	Confidential Report of the Assistant Chief Executive - Performance	Assistant Chief Executive – Performance	Complete
2012			
2nd February	Information and Action Requests Carried Forward	CIA	Complete
	Completed Audits (if applicable)	CIA	N/A
	Forward Work Programme amendments (if applicable)	CIA	Complete
	Outturn Report – July to December	CIA	Complete
	Revised Plan (if appropriate)	CIA	N/A
	Implementation of Recommendations report (if applicable).	CIA	Complete
	Fraud update – Anti-Fraud & Corruption arrangements.	CIA	N/A
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Performance / WAO/ KPMG	N/A
Additional Reports	Audit Opinion Calculation	CIA	Complete
	Confidential Report of the Assistant CEX Performance	Assistant CEX Performance	Complete
15th March	Information and Action Requests Carried Forward	CIA	N/A
	Completed Audits (if applicable)	CIA	N/A
	Forward Work Programme amendments (if applicable)	CIA	N/A
	Governance – Effectiveness of the Audit Committee	CIA	Complete
	Implementation of Recommendations Report (if applicable)	CIA	N/A
	External Audit Plan	KPMG	Complete
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Performance / WAO/ KPMG	N/A

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
Additional Reports	Governance – Compliance with CIPFA Standards for Internal Audit Internal Audit Shared Service - Update	Assistant CEX Performance	Complete
25th April	Information and Action Requests Carried Forward	CIA	N/A
	Completed Audits (if applicable)	CIA	Complete
	Forward Work Programme amendments (if applicable)	CIA	Complete
	Proposed Forward Work Programme May 2012 to April 2013	CIA	Deferred
	Governance – Compliance with CIPFA Standards for Internal Audit	CIA	Presented March 2012
	Treasury Management Strategy	Chief Accountant	Deferred
	Risk Management Update	Risk Management & Insurance Officer	Complete
	Implementation of Recommendations Report (if applicable)	CIA	Incorporated in outturn report
	External Auditors / Inspection Reports (if applicable)	Assistant CEX – Performance / WAO/ KPMG	N/A
Additional Reports	Internal Audit Outturn Report July 2011 – March 12 incorporating the Head of Audits Annual Opinion	CIA	Complete
	Proposed draft Internal Audit Plan April 2012 to March 2013	CIA	Complete