

**AUDIT COMMITTEE  
PROGRAMME OF MEETINGS AND FORWARD WORK PROGRAMME  
2012 – 2013**

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
<b>2012</b>			
26 <sup>th</sup> September	Final Annual Governance Statement and summary of assurance	Head of Finance and Performance	Complete
	Statement of Audited Accounts	Head of Finance and Performance / KPMG	Complete
	Proposed Forward Work Programme – 2012-13	Chief Internal Auditor (CIA)	Complete
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive – Performance / WAO/ KPMG	
4 <sup>th</sup> October	Up dated Forward Work Programme – 2012-13	Chief Internal Auditor (CIA)	Complete
	Information and Action Requests (if applicable)	CIA	Complete
	Internal Audit Strategy*	CIA	Complete
	Internal Audit Terms of Reference*	CIA	Complete
	Internal Audit Annual Plan 2012-13* (* may be incorporated into one report)	CIA	Complete
	Completed Audits Report (if applicable)	CIA	Complete
	Outturn Report – April 2012 to August 2012	CIA	Complete
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive – Performance / WAO/ KPMG	N/A
29 <sup>th</sup> November	Up dated Forward Work Programme 2012-13	CIA	
	Information and Action Requests (if applicable)	CIA	
	Treasury Management	Head of Finance and Performance	
	Fraud Update	Benefits Manager / CIA	
	Risk Management update	Risk Management & Insurance Officer	
	Implementation of Recommendations Report (if Applicable)	CIA	
	Completed Audits Report (if Applicable)	CIA	
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive – Performance / WAO/ KPMG	
<b>2013</b>			
23 <sup>rd</sup> January	Information & Action Requests Carried Forward	CIA	
	Forward Work Programme amendments (if applicable)	CIA	
	Completed Audits (if applicable)	CIA	
	Third quarter outturn report – April to December 2012	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	

APPENDIX A

<b>21<sup>st</sup> March</b>	<b>Information and Action Requests Carried Forward</b>	CIA	
	<b>Forward Work Programme amendments (if applicable)</b>	CIA	
	<b>Governance – Effectiveness of the Audit Committee.</b>	CIA	
	<b>Governance – Compliance with CIPFA Standards for Internal Audit.</b>	CIA	
	<b>Revised Plan (if appropriate)</b>	CIA	
	<b>Fraud update – Anti-Fraud &amp; Corruption arrangements.</b>	CIA	
	<b>Proposed draft Internal Audit Operational Plan 2013-14</b>	CIA	
	<b>Proposed Forward Work Programme May 2012 to April 2014</b>	CIA	
	<b>External Auditors / Inspection Reports (if applicable)</b>	<b>Assistant CEX – Performance / WAO/ KPMG</b>	