

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

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
2012			
26 th 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 th 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 th November	Up dated Forward Work Programme 2012-13	CIA	Complete
	Information and Action Requests (if applicable)	CIA	Complete
	Treasury Management	Head of Finance and Performance	Complete
	Fraud Update	Benefits Manager / CIA	Complete
	Risk Management update	Risk Management & Insurance Officer	Complete
	Implementation of Recommendations Report (if Applicable)	CIA	Complete
	Completed Audits Report (if Applicable)	CIA	Complete
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive – Performance / WAO/ KPMG	
2013			
23 rd January	Information & Action Requests Carried Forward	CIA	Complete
	Forward Work Programme amendments (if applicable)	CIA	Complete
	Completed Audits (if applicable)	CIA	N/A
	Third quarter outturn report – April to December 2012	CIA	Complete
	Report on the work undertaken on School Audits	CIA	Complete
	Implementation of Recommendations report (if applicable)	CIA	N/A
	External Auditors / Inspection Reports (if applicable)	Assistant Chief Executive – Performance / WAO/ KPMG	
Additional Reports	Public Sector Internal Audit Standards (PSIAS)	CIA	Complete
	Confidential Report	Head of ICT & Property	Complete

21st March	Information and Action Requests Carried Forward	CIA	
	Forward Work Programme amendments (if applicable)	CIA	
	Governance – Effectiveness of the Audit Committee.	CIA	Deferred
	Governance – Compliance with CIPFA Standards for Internal Audit.	CIA	
	Revised Plan (if appropriate)	CIA	N/A
	Fraud update – Anti-Fraud & Corruption arrangements.	CIA	Deferred
	Proposed draft Internal Audit Operational Plan 2013-14	CIA	
	Proposed Forward Work Programme May 2012 to April 2014	CIA	Deferred
	External Auditors / Inspection Reports (if applicable): Annual Audit Letter; Annual Financial Audit Outline	Assistant CEX – Performance / WAO/ KPMG	
Additional	Internal Audit Shared Service Charter	CIA	
	Presentation on the IASS – Planning Process.	CIA	