

**AUDIT COMMITTEE
PROGRAMME OF MEETINGS AND FORWARD WORK PROGRAMME
2013 – 2014**

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
2013			
23 rd May	Information and Action Requests	Chief Internal Auditor (CIA)	Complete
	Forward Work Programme	CIA	Complete
	Final Outturn Report – 2012-13 and Head of Audits Annual Opinion Report.	CIA	Complete
	Approval of the draft Annual Governance Statement 2012-13	Head of Finance & Performance	Complete
	Risk Register 2013-14	Head of Finance & Performance	Complete
	Final Internal Audit Annual Plan 2013-14 (if applicable).	CIA	Complete
	Complete Audits (if applicable)	CIA	Complete
	External Auditors / Inspection Reports (where applicable)	Head of Finance & Performance / WAO / KPMG	
20 th June	Information and Action Requests	CIA	
	Updated Forward Work Programme	CIA	
	Unaudited Statement of Accounts 2012-13	Head of Finance & Performance	
	Completed Audits (where applicable)	CIA	
	Implementation of Recommendations	CIA	
26 th September	Information and Action Requests	CIA	
	Updated Forward Work Programme	CIA	
	Final Annual Governance Statement and summary of assurance	Head of Finance and Performance	
	Statement of Audited Accounts	Head of Finance and Performance / KPMG	
	Internal Audit 5 months Outturn Report April to August 2013.	CIA	
	Completed Audits Report (where applicable)	CIA	
	Implementation of Recommendations Report (where applicable)	CIA	
	External Auditors / Inspection Reports (where applicable)	Head of Finance & Performance / WAO / KPMG	
7 th November	Up dated Forward Work Programme – 2013-14	CIA	
	Information and Action Requests (where applicable)	CIA	
	Update on Performance including Client Satisfaction Survey Results	CIA	
	Fraud update	Benefits Manager	
	Risk Management update	Risk Management & Insurance Officer	
	Completed Audits Report (if applicable)	CIA	
	Internal Audit half year Outturn Report – April 2013 to September 2013	CIA	
	External Auditors / Inspection Reports (where applicable)	Head of Finance & Performance / WAO / KPMG	
2014			
16 th January	Up dated Forward Work Programme 2013-14	CIA	
	Information and Action Requests (if applicable)	CIA	
	Treasury Management Strategy	Head of Finance & Performance	
	Internal Audit 9 months Outturn Report April 2013 – December 2013	CIA	
	Completed Audits (where applicable)	CIA	
	Implementation of Recommendations Report (if Applicable)	CIA	

APPENDIX A

	Report on the work undertaken on School Audits.	CIA	
	External Auditors / Inspection Reports (where applicable)	Head of Finance & Performance / WAO/ KPMG	
10th April	Information and Action Requests (where applicable)	CIA	
	Updated Forward Work Programme 2013-14	CIA	
	Proposed Forward Work Programme 2014 -15	CIA	
	Internal Audit proposed Annual Strategy and Audit Plan 2014 – 15.	CIA	
	Governance – Compliance with Public Sector Internal Audit Standards for 2013-14	CIA	
	Audit Committee – Terms of Reference	CIA	
	Internal Audit Shared Service Charter and Terms of Reference	CIA	
	Governance – Effectiveness of the Audit Committee	CIA	
	Completed Audits (where applicable)	CIA	
	External Auditors / Inspection Reports (if applicable):	Head of finance & Performance / WAO/ KPMG	