

APPENDIX A

**AUDIT COMMITTEE
SCHEDULE OF MEETINGS AND FORWARD WORK PROGRAMME
2016 – 2017**

PROVISIONAL DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
2016			
30th June	Information and Action Requests (if applicable).	Chief Internal Auditor (CIA)	Completed
	Updated Forward Work Programme.	CIA	Completed
	Pre-audited Statement of Accounts 2015/16.	Head of Finance	Completed
	Annual Governance Statement 2015-16	Corporate Director Operational Services and Partnerships	Completed
	Treasury Management Outturn 2015/16	Head of Finance	Completed
	Complete Audits (if applicable).	CIA	Completed
	Proposed Scope for the External Assessment of the IASS.	CIA	Completed
	External Auditors / Inspection Reports (where applicable).	Head of Finance/ WAO	
	IASS Outturn Report April and May 2016.	CIA	Completed
29th September	Information and Action Requests	CIA	Completed
	Updated Forward Work Programme	CIA	Completed
	Statement of Audited Accounts and Final Annual Governance Statement 2015/16	Head of Finance / WAO	Completed
	Internal Audit 5 months Outturn Report April to August 2016.	CIA	Completed
	Completed Audits Report (where applicable)	CIA	Completed
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	N/A
	Corporate Risk Assessment Review 2016-17	Risk & Insurance Manager	Completed
24th November	Up dated Forward Work Programme	CIA	Submitted
	Information and Action Requests (where applicable)	CIA	Submitted
	National Fraud Initiative Update	CIA	Submitted
	Treasury Management Half Year Report 2016-17	Head of Finance	
	Report on the work undertaken on School Audits	CIA	Submitted
	Fraud update	Head of Finance / Benefits Manager	Deferred to January
	Completed Audits Report (if applicable)	CIA	Submitted
	Internal Audit Outturn Report – April 2016 to October 2016.	CIA	Submitted
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	
2017			
26th January	Up dated Forward Work Programme	CIA	
	Information and Action Requests (if applicable)	CIA	
	Internal Audit 9 months Outturn Report April 2016 – December 2016	CIA	
	Completed Audits (where applicable)	CIA	
	Report on the work undertaken on	CIA	Brought

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	School Audits.		Forward to November
	External Auditors / Inspection Reports (where applicable)	Head of Finance / WAO	
	Corporate Risk Assessment 2016-17	Head of Finance	
	Treasury management strategy 2017-18	Head of Finance	
	Fraud update	Head of Finance / Benefits Manager	
24th April	Information and Action Requests (where applicable)	CIA	
	Updated Forward Work Programme	CIA	
	Proposed Forward Work Programme 2017-18.	CIA	
	Internal Audit proposed Annual Strategy and Audit Plan 2017-2018.	CIA	
	Governance – Compliance with Public Sector Internal Audit Standards for 2016-17	CIA	
	Audit Committee – Terms of Reference	CIA	
	Internal Audit Shared Service Charter	CIA	
	Completed Audits (where applicable)	CIA	
	Head of Audit’s Annual Opinion Report and outturn for the Year 2016/17	CIA	
	External Auditors / Inspection Reports (if applicable): -	Head of Finance / WAO	