

**APPENDIX A**

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

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

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