

**AUDIT COMMITTEE
SCHEDULE OF MEETINGS AND FORWARD WORK PROGRAMME
2017 - 2018**

| PROVISIONAL DATE OF MEETING | FORWARD WORK PROGRAMME | OFFICER RESPONSIBLE | UPDATE |
|------------------------------------|--|---|------------------|
| 2017 | | | |
| 29th June | Information and Action Requests (if applicable). | Chief Internal Auditor (CIA) | N/A |
| | Proposed Forward Work Programme 2017/18. | CIA | Complete |
| | Pre-audited Statement of Accounts 2016/17. | Head of Finance | Complete |
| | Draft Annual Governance Statement 2016-17 | Head of Finance | Complete |
| | Treasury Management Outturn 2016/17 | Head of Finance | Complete |
| | External Auditors / Inspection Reports (where applicable). | Head of Finance / WAO | Complete |
| | IASS Outturn Report April and May 2017. | CIA | Complete |
| | IASS Charter 2017-18 | CIA | Complete |
| | IASS - External Assessment | CIA | Complete |
| | IASS Risk Based Plan 2017-18 | CIA | Complete |
| | | | |
| 28th September | Information and Action Requests | CIA | N/A |
| | Updated Forward Work Programme | CIA | Complete |
| | Statement of Audited Accounts and Final Annual Governance Statement 2016/17 | Head of Finance / WAO | Complete |
| | Internal Audit 5 months Outturn Report April to August 2017. | CIA | Complete |
| | External Auditors / Inspection Reports (where applicable). | Head of Finance / WAO | Complete |
| | | | |
| 16th November | Up dated Forward Work Programme | CIA | |
| | Information and Action Requests (where applicable) | CIA | N/A |
| | Fraud update | Head of Finance / Benefits Manager | Complete |
| | Corporate Risk update - Communities Directorate | Head of Finance / Risk & Insurance Manager | Complete |
| | Treasury Management Half Year monitoring report 2017-18 | Head of Finance | Complete |
| | Internal Audit Outturn Report – April 2017 to October 2017. | CIA | Complete |
| | External Assessment update | CIA | Complete |
| | IASS staff resourcing update | CIA | Complete |
| | External Auditors / Inspection Reports (where applicable). | Head of Finance / WAO | Complete |
| | | | |
| 2018 | | | |
| 18th January | Up dated Forward Work Programme | CIA | Submitted |
| | Internal Audit 9 months Outturn Report April 2017 – December 2017 | CIA | Submitted |
| | External Auditors / Inspection Reports (where applicable) | Head of Finance / WAO | Submitted |
| | Corporate Risk Assessment 2017-18 | Head of Finance | Submitted |
| | Progress against 2017-18 Audit Plan | CIA | Submitted |

APPENDIX A

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|------------------------------|---|------------------------------|------------------|
| | Treasury Management Strategy 2018-19 | Head of Finance | Submitted |
| | External Auditors / Inspection Reports (where applicable). | Head of Finance / WAO | Submitted |
| | | | |
| 26th April | Information and Action Requests (where applicable) | CIA | |
| | Updated Forward Work Programme | CIA | |
| | Proposed Forward Work Programme 2018-19. | CIA | |
| | Internal Audit proposed Annual Strategy and Audit Plan 2018-2019. | CIA | |
| | Audit Committee – Terms of Reference | CIA | |
| | Internal Audit Shared Service Charter | CIA | |
| | Head of Audit’s Annual Opinion Report and outturn for the Year 2017/18 | CIA | |
| | External Auditors / Inspection Reports (if applicable): - | Head of Finance / WAO | |
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