

**APPENDIX A**

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

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

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	<b>Treasury Management Strategy 2018-19</b>	<b>Head of Finance</b>	<b>Complete</b>
	<b>External Auditors / Inspection Reports (where applicable).</b>	<b>Head of Finance / WAO</b>	<b>Complete</b>
<b>26<sup>th</sup> April</b>	<b>Updated Forward Work Programme and Proposed Forward Work Programme 2018/19</b>	<b>CIA</b>	<b>Submitted</b>
	<b>Internal Audit proposed Annual Strategy and Audit Plan 2018-2019.</b>	<b>CIA</b>	<b>Submitted</b>
	<b>Internal Audit Shared Service Charter</b>	<b>CIA</b>	<b>Submitted</b>
	<b>Housing Benefit Update</b>	<b>Interim Head of Finance / Benefits Manager</b>	<b>Submitted</b>
	<b>Head of Audit's Annual Opinion Report and outturn for the Year 2017/18</b>	<b>CIA</b>	<b>Submitted</b>
	<b>Housing Subsidy Report</b>	<b>Interim Head of Finance</b>	<b>Submitted</b>
	<b>External Auditors / Inspection Reports (if applicable): - Audit Plan – Audit Year 2017/18. Grant Return &amp; Certification 2016/17</b>	<b>Interim Head of Finance / WAO</b>	<b>Submitted</b>