

APPENDIX A

**AUDIT COMMITTEE
SCHEDULE OF MEETINGS AND FORWARD WORK PROGRAMME
2018 - 2019**

PROVISIONAL DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
2018			
28th June	Information and Action Requests (if applicable).	Chief Internal Auditor (CIA)	N/A
	Updated Forward Work Programme 2018/19.	CIA	Completed
	Pre-audited Statement of Accounts 2017/18.	Head of Finance	Completed
	Draft Annual Governance Statement 2017-18	Head of Finance	Completed
	Treasury Management Outturn 2017/18	Head of Finance	Completed
	Proposal to Incorporate the Shared Internal Audit Service (RIASS) into a Larger Service Hosted by the Vale of Glamorgan Council to Include Two Additional Councils	Head of Finance	Completed
	Incident and Near Miss Reporting Procedure (Excluding Health and Safety).	Head of Finance	Completed
	Community Action Fund 2017-18 Update	Head of Finance	Completed
	Audit Committee's Term of Reference	Head of Finance	Completed
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	
	IASS Outturn Report April and May 2018. Together with progress against Plan.	CIA	Completed
	Healthy Organisational Review	CIA	Completed
6th September	Information and Action Requests	CIA	N/A
	Updated Forward Work Programme	CIA	Completed
	Statement of Audited Accounts and Final Annual Governance Statement 2017/18.	Head of Finance / WAO	Completed
	Internal Audit 4 months Outturn Report April to July 2018, progress against plan	CIA	Completed
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	
15th November	Up dated Forward Work Programme	CIA	Completed
	Information and Action Requests (where applicable)	CIA	N/A
	Risk Management	Head of Finance / Risk & Insurance Officer	Deferred to December
	Update on Community Action Fund	Head of Legal and Regulatory Services	Deferred to December
	Treasury Management Half Year monitoring report 2018-19	Head of Finance	Completed
	Internal Audit Outturn Report – April 2017 to September 2018.	CIA	Completed
	Healthy Organisation Review – Information Management follow up	CIA	Completed
	Incident & Near Miss Procedure	Head of Finance	Deferred to December
	External Auditors / Inspection Reports (where applicable). Annual Audit Letter 2017/18	Head of Finance / WAO	Completed

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	Annual Improvement Report 2017/18 Performance Work update – 2018/19 Service User Perspective of Disabled Facilities Grants		
13th December			
	Risk Management (including Incidents / Near Misses)	Head of Finance / Risk & Insurance Officer	Completed
	Update on Community Action Fund	Head of Legal and Regulatory Services	Completed
	External Auditors / Inspection Reports (where applicable). Certificates for both the annual audit and performance assessment.	Head of Finance / WAO	Completed
	Healthy Organisation Review – Action Plan Update	Head of Finance	Completed
	Re-representation of the Healthy Organisation Review – follow up Information Management	CIA – ICT Group Manager	Completed
	Updated Forward Work Programme	CIA	Completed
2019			
17th January	Up dated Forward Work Programme	CIA	Complete
	Internal Audit 9 months Outturn Report April – December 2018	CIA	Complete
	Corporate Risk Assessment, Corporate Risk Management Policy and Near Miss Procedure 2019-20	Head of Finance	Complete
	Fraud Update	Head of Finance / Benefits Manager.	Deferred to April 2019
	Corporate Fraud Framework	CIA	Complete
	Treasury Management Strategy 2019- 20	Head of Finance	Complete
	Digital Action Plan	Head of Performance & Partnership Services	Complete
	External Auditors / Inspection Reports (where applicable). Digital Risk Diagnostic Response	Head of Finance / WAO	Complete
18th April	Updated Forward Work Programme and proposed programme for 2019/20	CIA	Submitted
	Internal Audit proposed Annual Strategy and Audit Plan 2019-2020.	CIA	Submitted
	Internal Audit Shared Service Charter 2019/20	CIA	Submitted
	Draft Head of Audit's Annual Opinion Report and outturn for the Year 2018/19	CIA	Submitted
	Fraud Update	Head of Finance / Benefits Manager	Deferred to June 2019
	External Auditors / Inspection Reports (if applicable): - External Audit Plan 2019/20 Certification of Grants and Returns 2017/18 Performance Work Update – 2018/19	Head of Finance / WAO	Submitted