

**APPENDIX A**

**AUDIT COMMITTEE  
PROPOSED SCHEDULE OF MEETINGS AND FORWARD WORK PROGRAMME  
2019 - 2020**

<b>PROVISIONAL DATE OF MEETING</b>	<b>FORWARD WORK PROGRAMME</b>	<b>OFFICER RESPONSIBLE</b>	<b>UPDATE</b>
<b>2019</b>			
<b>13<sup>th</sup> June</b>	Election of Chair & Vice-Chair	Democratic Services Officer	
	Draft Annual Governance Statement 2018-19	Head of Finance	Submitted
	Pre-audited Statement of Accounts 2018/19.	Head of Finance	Submitted
	Treasury Management Outturn 2018/19	Head of Finance	Submitted
	Council Tax Reduction fraud investigations: April 2018 to March 2019	Head of Finance / Benefit's Manager.	Submitted
	Housing Benefit Claim action plan	Head of Finance / Benefit's Manager.	Submitted
	Corporate Fraud Report 2018/19	HOA / Audit Client Manager	Combined with NFI report to be presented in August 2019
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	Submitted
	IASS Outturn Report April and May 2019. Together with progress against Plan.	HOA	Submitted
	Updated Forward Work Programme 2019/20.	Head of Audit (HOA)	Submitted
<b>8<sup>th</sup> August</b>	Updated Forward Work Programme	HOA	
	Final Statement of Accounts 2018-19 and External Audit Report	Head of Finance	
	Corporate Risk Register Update	Head of Finance	
	Counter Fraud Report 2018/19 Including an NFI Update	HOA / Audit Client Manager	
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	
<b>14<sup>th</sup> November</b>	Updated Forward Work Programme	HOA	
	Compliance with the Public Sector Internal Audit Standards	HOA	
	Progress report on the Regional Internal Audit Service	HOA	
	Audit Committee Terms of Reference	HOA	
	Treasury Management Half Year monitoring report 2018-19	Head of Finance	
	Internal Audit Half Year Outturn Report – April 2019 to September 2019.	HOA	
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	

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<b>2020</b>			
<b>23rd January</b>	<b>Up dated Forward Work Programme</b>	<b>HOA</b>	
	<b>Internal Audit Progress Report April – November 2019</b>	<b>HOA</b>	
	<b>Audit Committee Terms of Reference</b>	<b>HOA</b>	
	<b>Audit Committee Self-Assessment</b>	<b>HOA</b>	
	<b>Corporate Risk Assessment, Corporate Risk Management Policy and Near Miss Procedure 2020-21</b>	<b>Head of Finance</b>	
	<b>Fraud Update</b>	<b>Head of Finance / Benefits Manager.</b>	
	<b>Corporate Fraud Framework</b>	<b>HOA</b>	
	<b>Treasury Management Strategy 2020-21</b>	<b>Head of Finance</b>	
	<b>External Auditors / Inspection Reports (where applicable).</b>	<b>Head of Finance / WAO</b>	
<b>16th April</b>	<b>Updated Forward Work Programme and proposed programme for-2020-21</b>	<b>HOA</b>	
	<b>Internal Audit proposed Annual Strategy and Audit Plan 2020-21</b>	<b>HOA</b>	
	<b>Internal Audit Shared Service Charter 2020-21</b>	<b>HOA</b>	
	<b>Draft Head of Audit's Annual Opinion Report and outturn for the Year 2019-20</b>	<b>HOA</b>	
	<b>Fraud Update</b>	<b>Head of Finance / Benefits Manager</b>	
	<b>External Auditors / Inspection Reports (if applicable): -</b>	<b>Head of Finance / WAO</b>	