

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

## APPENDIX A

<b>2020</b>			
<b>23rd January</b>	<b>Updated 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>Whistleblowing Policy</b>	<b>tbc</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>	