

**AUDIT COMMITTEE
SCHEDULE OF MEETINGS AND FORWARD WORK PROGRAMME
2014 – 2015**

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
2014			
18th June	Information and Action Requests (if applicable).	Chief Internal Auditor (CIA)	Complete
	Updated Forward Work Programme.	CIA	Complete
	Approval of the draft Annual Governance Statement 2013-14.	Head of Finance & Performance	Complete
	Pre-audited Statement of Accounts 2013/14.	Head of Finance & Performance	Complete
	Complete Audits (if applicable).	CIA	Complete
	Head of Audit's Annual Opinion Report 2013/14.	CIA	Complete
	External Auditors / Inspection Reports (where applicable). WAO Annual Improvement Report	Head of Finance & Performance / WAO / KPMG	Complete
	IASS Outturn Report April and May 2014.	CIA	Deferred
	Implementation of Recommendations (if applicable).	CIA	Deferred
Additional Items	Anti -Money Laundering Policy.	Head of Finance & Performance	Complete
25th September	Information and Action Requests	CIA	Complete
	Updated Forward Work Programme	CIA	Complete
	Final Annual Governance Statement and summary of assurance 2013/14	Head of Finance and Performance	Complete
	Statement of Audited Accounts	Head of Finance and Performance / KPMG	Complete
	Treasury Management Outturn 2013/14	Head of Finance and Performance	Complete
	Internal Audit 5 months Outturn Report April to August 2014.	CIA	Complete
	Completed Audits Report (where applicable)	CIA	Complete
	Implementation of Recommendations Report (where applicable)	CIA	Complete
	External Auditors / Inspection Reports (where applicable). - Audit of Financial Statement Report 2013/14 (ISA 260). Improvement Programme update	Head of Finance & Performance / WAO / KPMG	Complete
20th November	Up dated Forward Work Programme	CIA	Submitted
	Information and Action Requests (where applicable)	CIA	Submitted
	Review of the Annual Governance Statement 2013/14	Head of Finance & ICT	Submitted
	Fraud update	Benefits Manager	Submitted
	Corporate Risk Assessment Review 2014/15.	Head of Finance and ICT	Submitted
	Completed Audits Report (if applicable)	CIA	Submitted
	Internal Audit Outturn Report – April 2014 to October 2014; including update on IASS Performance and Client Satisfaction Survey Results.	CIA	Submitted

APPENDIX A

	External Auditors / Inspection Reports (where applicable). – Annual Audit Letter 2013/14	Head of Finance & ICT / WAO / KPMG	Submitted
2015			
15th January	Up dated Forward Work Programme	CIA	
	Information and Action Requests (if applicable)	CIA	
	Internal Audit 9 months Outturn Report April 2014 – December 2014	CIA	
	Completed Audits (where applicable)	CIA	
	Report on the work undertaken on School Audits.	CIA	
	External Auditors / Inspection Reports (where applicable)	Head of Finance & ICT / WAO/ KPMG	
16th April	Information and Action Requests (where applicable)	CIA	
	Updated Forward Work Programme	CIA	
	Proposed Forward Work Programme 2015-16.	CIA	
	Internal Audit proposed Annual Strategy and Audit Plan 2015-2016.	CIA	
	Governance – Compliance with Public Sector Internal Audit Standards for 2014-15	CIA	
	Audit Committee – Terms of Reference	CIA	
	Internal Audit Shared Service Charter and Terms of Reference	CIA	
	Completed Audits (where applicable)	CIA	
	Head of Audit’s Annual Opinion Report and outturn for the Year 2014/15	CIA	
	External Auditors / Inspection Reports (if applicable): -	Head of Finance & ICT / WAO/ KPMG	