

**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)	Submitted
	Updated Forward Work Programme.	CIA	Submitted
	Approval of the draft Annual Governance Statement 2013-14.	Head of Finance & Performance	Submitted
	Pre-audited Statement of Accounts 2013/14.	Head of Finance & Performance	Submitted
	Complete Audits (if applicable).	CIA	Submitted
	Head of Audit's Annual Opinion Report 2013/14.	CIA	Submitted
	External Auditors / Inspection Reports (where applicable). WAO Annual Improvement Report	Head of Finance & Performance / WAO / KPMG	Submitted
	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	Submitted
25th September	Information and Action Requests	CIA	
	Updated Forward Work Programme	CIA	
	Final Annual Governance Statement and summary of assurance 2013/14	Head of Finance and Performance	
	Statement of Audited Accounts	Head of Finance and Performance / KPMG	
	Treasury Management Outturn 2013/14	Head of Finance and Performance	
	Internal Audit 5 months Outturn Report April to August 2014.	CIA	
	Completed Audits Report (where applicable)	CIA	
	Implementation of Recommendations Report (where applicable)	CIA	
	External Auditors / Inspection Reports (where applicable). - Audit of Financial Statement Report 2013/14 (ISA 260)	Head of Finance & Performance / WAO / KPMG	
20th November	Up dated Forward Work Programme	CIA	
	Information and Action Requests (where applicable)	CIA	
	Update on IASS Performance including Client Satisfaction Survey Results.	CIA	
	Fraud update	Benefits Manager	
	Corporate Risk Assessment Review 2014/15.	Head of Finance and Performance	
	Completed Audits Report (if applicable)	CIA	
	Internal Audit Outturn Report – April 2014 to October 2014	CIA	
	External Auditors / Inspection Reports (where applicable). – Annual Audit Letter	Head of Finance & Performance / WAO / KPMG	

APPENDIX A

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	
	Implementation of Recommendations Report (if Applicable)	CIA	
	Report on the work undertaken on School Audits.	CIA	
	External Auditors / Inspection Reports (where applicable)	Head of Finance & Performance / 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): - Financial audit Outline Report 2014-15; Certification of grants and return 2013/14	Head of finance & Performance / WAO/ KPMG	