

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

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

APPENDIX A

<b>2015</b>			
<b>15<sup>th</sup> January</b>	<b>Up dated Forward Work Programme</b>	<b>CIA</b>	
	<b>Information and Action Requests (if applicable)</b>	<b>CIA</b>	
	<b>Internal Audit 9 months Outturn Report April 2014 – December 2014</b>	<b>CIA</b>	
	<b>Completed Audits (where applicable)</b>	<b>CIA</b>	
	<b>Implementation of Recommendations Report (if Applicable)</b>	<b>CIA</b>	
	<b>Report on the work undertaken on School Audits.</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (where applicable)</b>	<b>Head of Finance &amp; Performance / WAO/ KPMG</b>	
<b>16<sup>th</sup> April</b>	<b>Information and Action Requests (where applicable)</b>	<b>CIA</b>	
	<b>Updated Forward Work Programme</b>	<b>CIA</b>	
	<b>Proposed Forward Work Programme 2015-16.</b>	<b>CIA</b>	
	<b>Internal Audit proposed Annual Strategy and Audit Plan 2015-2016.</b>	<b>CIA</b>	
	<b>Governance – Compliance with Public Sector Internal Audit Standards for 2014-15</b>	<b>CIA</b>	
	<b>Audit Committee – Terms of Reference</b>	<b>CIA</b>	
	<b>Internal Audit Shared Service Charter and Terms of Reference</b>	<b>CIA</b>	
	<b>Completed Audits (where applicable)</b>	<b>CIA</b>	
	<b>Head of Audit’s Annual Opinion Report and outturn for the Year 2014/15</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable): - Financial audit Outline Report 2014-15; Certification of grants and return 2013/14</b>	<b>Head of finance &amp; Performance / WAO/ KPMG</b>	