

**AUDIT COMMITTEE
PROGRAMME OF MEETINGS AND FORWARD WORK PROGRAMME
2013 – 2014**

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
2013			
23 rd May	Information and Action Requests	Chief Internal Auditor (CIA)	Complete
	Forward Work Programme	CIA	Complete
	Final Outturn Report – 2012-13 and Head of Audits Annual Opinion Report.	CIA	Complete
	Approval of the draft Annual Governance Statement 2012-13	Head of Finance & Performance	Complete
	Risk Register 2013-14	Head of Finance & Performance	Complete
	Final Internal Audit Annual Plan 2013-14 (if applicable).	CIA	Complete
	Complete Audits (if applicable)	CIA	Complete
	External Auditors / Inspection Reports (where applicable)	Head of Finance & Performance / WAO / KPMG	
20 th June	Information and Action Requests	CIA	Complete
	Updated Forward Work Programme	CIA	Complete
	Unaudited Statement of Accounts 2012-13	Head of Finance & Performance	Complete
	Completed Audits (where applicable)	CIA	Complete
	Implementation of Recommendations	CIA	N/A
	Presentation – Plan to Report	CIA	Complete
	Presentation – Decision Making	KPMG	Complete
26 th September	Information and Action Requests	CIA	Complete
	Updated Forward Work Programme	CIA	Complete
	Annual Treasury Management Report 2012/13	Head of Finance and Performance	Complete
	Final Statement of Audited Accounts 2012/13.	Head of Finance and Performance / KPMG	Complete
	Internal Audit 5 months Outturn Report April to August 2013.	CIA	Complete
	Completed Audits Report (where applicable)	CIA	Complete
	Implementation of Recommendations Report (where applicable)	CIA	Complete
	External Auditors / Inspection Reports (where applicable)	Head of Finance & Performance / WAO / KPMG	
7 th November	Up dated Forward Work Programme – 2013-14	CIA	Complete
	Information and Action Requests (where applicable)	CIA	N/A
	Update on Performance including Client Satisfaction Survey Results and QAIP	CIA	Complete
	Fraud update and SFIS update	Benefits Manager	Complete
	Risk Management update	Risk Management & Insurance Officer	Deferred to January 2014
	Completed Audits Report (if applicable)	CIA	Complete
	Internal Audit half year Outturn Report – April 2013 to September 2013	CIA	Complete
	External Auditors / Inspection Reports (where applicable)	Head of Finance & Performance / WAO / KPMG	N/A
	NFI update	CIA	Complete
2014			
16 th January	Up dated Forward Work Programme 2013-14	CIA	Complete
	Information and Action Requests (if applicable)	CIA	Complete
	Treasury Management Strategy	Head of Finance & Performance	Complete
	Internal Audit 9 months Outturn Report	CIA	Complete

APPENDIX A

	April 2013 – December 2013		
	Completed Audits (where applicable)	CIA	Complete
	Implementation of Recommendations Report (if Applicable)	CIA	Complete
	Report on the work undertaken on School Audits.	CIA	Complete
	External Auditors / Inspection Reports (where applicable)	Head of Finance & Performance / WAO/ KPMG	N/A
	Risk Management update	Risk Management and Insurance Officer.	Complete
10th April	Information and Action Requests (where applicable)	CIA	Submitted
	Updated Forward Work Programme 2013-14	CIA	Submitted
	Proposed Forward Work Programme 2014 -15	CIA	Submitted
	Internal Audit proposed Strategy and Annual Audit Plan 2014 – 15.	CIA	Submitted
	Audit Committee – Terms of Reference	CIA	Submitted
	Internal Audit Shared Service Charter	CIA	Submitted
	Completed Audits (where applicable)	CIA	Submitted
	Self-assessment against the PSIAS	CIA	Submitted
	External Auditors / Inspection Reports (if applicable):	Head of finance & Performance / WAO/ KPMG	
	Anti – Fraud and Bribery Policy	Head of Finance & Performance	Submitted