

**AUDIT COMMITTEE  
SCHEDULE OF MEETINGS AND FORWARD WORK PROGRAMME  
2015 – 2016**

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
<b>2015</b>			
25 <sup>th</sup> June	Information and Action Requests (if applicable).	Chief Internal Auditor (CIA)	N/A
	Updated Forward Work Programme.	CIA	Complete
	Pre-audited Statement of Accounts 2014/15.	Head of Finance & ICT	Complete
	Annual Governance Statement 2014-15	Head of Finance & ICT	Complete
	Complete Audits (if applicable).	CIA	Complete
	External Auditors / Inspection Reports (where applicable).	Head of Finance & ICT / WAO / KPMG	
	IASS Outturn Report April and May 2015.	CIA	Complete
Carried Forward from April 2015 Committee	IASS Outturn Report April 2014 to March 2015 and the Head of Audit's Annual Opinion.	CIA	Complete
24 <sup>th</sup> September	Information and Action Requests	CIA	Complete
	Updated Forward Work Programme	CIA	Complete
	Statement of Audited Accounts and Final Annual Governance Statement 2014/15	Head of Finance and ICT / KPMG	Complete
	Treasury Management Outturn 2014/15	Head of Finance and ICT	Complete
	Internal Audit 5 months Outturn Report April to August 2015.	CIA	Complete
	Completed Audits Report (where applicable)	CIA	Complete
	External Auditors / Inspection Reports (where applicable).	Head of Finance & ICT / WAO / KPMG	
19 <sup>th</sup> November	Up dated Forward Work Programme	CIA	Complete
	Information and Action Requests (where applicable)	CIA	Complete
	Fraud update (including NFI)	Head of Finance & ICT / Benefits Manager / CIA	Complete
	Corporate Risk Assessment Review 2015/16.	Head of Finance and ICT / Risk & Insurance Manager	Complete
	Completed Audits Report (if applicable)	CIA	Complete
	Internal Audit Outturn Report – April 2015 to September 2015.	CIA	Complete
	School Summary Report 2014-15	CIA	Complete
	External Auditors / Inspection Reports (where applicable).	Head of Finance & ICT / WAO / KPMG	
<b>2016</b>			
28 <sup>th</sup> January	Up dated Forward Work Programme	CIA	Submitted
	Information and Action Requests (if applicable)	CIA	Submitted
	Internal Audit 9 months Outturn Report April 2015 – December 2015	CIA	Submitted
	Completed Audits (where applicable)	CIA	Submitted
	Report on the work undertaken on School Audits.	CIA	Taken Forward to Nov. 15 Complete
	Controlled Risk Self-Assessment Questionnaire	CIA	Submitted

## APPENDIX A

	<b>PSIAS External Assessment</b>	<b>CIA</b>	<b>Submitted</b>
	<b>External Auditors / Inspection Reports (where applicable). Annual Improvement Report. Certification of Grants and Returns.</b>	<b>Head of Finance &amp; ICT / WAO/ Relevant Chief Officer</b>	<b>Submitted</b>
	<b>Corporate Risk Assessment 2015-16</b>	<b>Head of Finance &amp; ICT</b>	<b>Submitted</b>
	<b>Treasury Management Half Year Report 2015-16 and Treasury management strategy 2016-17</b>	<b>Head of Finance &amp; ICT</b>	<b>Submitted</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 2016-17.</b>	<b>CIA</b>	
	<b>Internal Audit proposed Annual Strategy and Audit Plan 2016-2017.</b>	<b>CIA</b>	
	<b>Governance – Compliance with Public Sector Internal Audit Standards for 2015-16</b>	<b>CIA</b>	
	<b>Audit Committee – Terms of Reference</b>	<b>CIA</b>	
	<b>Internal Audit Shared Service Charter</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 2015/16</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable): -</b>	<b>Head of Finance &amp; ICT / WAO/ KPMG</b>	