

Task	Lead	28-Jun-17	27-Sep-17	16-Nov-17	30-Jan-18	29-Mar-18
1. Audit Committee Effectiveness						
• Review Forward Plan	COA /DOF/HOA	✓	✓	✓	✓	✓
• Approve Terms of Reference, Quorum, Membership and Dates of Meetings (annually)	Audit Committee	✓				
• Carry out Self Assessment of Audit and Anti Fraud Arrangements	HOA / DOF			✓		
• Hold an Annual Private Meeting between Chair of Audit and Head of Audit and Risk Management	COA /HOA	✓				
• Determine and Deliver Training Requirements for Audit Committee Members as Required.	COA /HOA	ongoing	ongoing	ongoing	ongoing	ongoing
2. Internal Audit						
• Annual Head of Audit Opinion	HOA	✓				
• Quarterly Internal Audit Assurance reports	HOA / AM		✓		✓	✓
• Review Internal Audit Strategy and Charter	HOA / DOF	✓				
• Present Annual Internal Audit Plan - 2018/19	HOA / AM					✓
• Present Updated Annual Internal Audit Plan - 2017/18	HOA / AM				✓	
• Annual Schools Report 2016/17	HOA / AM		✓			
3. Anti Fraud and Corruption						
• Annual Fraud Report 2016-17	HOA / CFM		✓			
• Anti Fraud Update Report	CFM	✓			✓	✓
• Progress on National Fraud Initiative 2017/18	CFM			✓		
• Protecting the Public Purse Update	HOA / CFM			✓		
• Anti Fraud and Corruption Strategy	HOA / CFM		✓			✓
4. External Audit (KPMG)						
• Report to Those Charged with Governance (Council and Pension Fund)	KPMG		✓			
• Monitor Progress of Actions Arising from KPMG ISA 260 report (Council and Pension Fund)	CA				✓	
• Agree annual External Audit Plan in respect of 2016/17 accounts and associated fees.	KPMG	✓				
5. Financial Reporting						
• Review Accounting Policies	CA				✓	
• Consider Annual Financial Statements	CA	✓ (draft)	✓			
• Quarterly Treasury Management Report	CA		✓			
• Mid-Year Treasury Management Report	CA			✓		
• Annual Treasury Management Report	CA	✓				
• Treasury Management Strategy	CA				✓	
6. Governance						
• Receive and agree the Annual Governance Statement	HOA		✓			
• Update on implementation of Actions on the Annual Governance Statement	HOA					✓
7. Risk Management & Assurance						
• Annual Risk Management Report 2016/17	HOA		✓			
• Review and Monitor of the Council's Strategic Risks	Audit Committee	✓ Strategy		✓	✓	✓
• Bribery Risk Assessment	HOA				✓	

Key
 COA - Chair of Audit
 DOF - Corporate Director, Resources
 HOA - Head of Audit and Risk Management
 AM - Audit Manager
 CFM - Corporate Fraud Manager
 KPMG - External Auditors
 CA - Chief Accountant

Chair of Audit's Meeting with DOF and HOA (provisional)

23 June 2017	10.00am
22 Sept 2017	11am
3 November 2017	10.30 am
26 January 2018	10.00am
23 March 2018	10.00am

Note: outside the formal Committee meetings, members will also review the following:

- Draft Annual Governance Statement (May)
- Terms of reference (May)