

Task	Lead	21-Jul-15	23-Sep-15	08-Dec-15	22-Mar-15
1. Audit Committee Effectiveness					
• Review Forward Plan	COA /DOF		✓	✓	✓
• 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
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 - 2016/17	HOA / AM				✓
• Present Updated Annual Internal Audit Plan - 2015/16	HOA / AM			✓	
• Annual Schools Report 2014/15	HOA / AM			✓	
3. Anti Fraud and Corruption					
• Annual Fraud Report 2014-15	HOA / CFM	✓			
• Tenancy Fraud Update	CFM		✓		
• Update on Single Fraud Investigation Service	CFM		✓		
• Progress on National Fraud Initiative 2015/16	CFM			✓	
• Protecting the Public Purse Update	HOA / CFM			✓	
• Anti Fraud and Corruption Strategy	HOA / CFM				✓
• Update Arising From Significant Fraud / Corruption Work	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 2014/15 accounts and associated fees.	KPMG	✓			
5. Financial Reporting					
• Review Accounting Policies	CA				✓
• Consider Annual Financial Statements	CA	✓ (draft)	✓		
• Quarterly Treasury Management Report	CA	✓	✓	✓	✓
• Annual Treasury Management Report	CA	✓			
6. Governance					
• Receive and agree the Annual Governance Statement	HOA	✓ draft	✓		
• Audit and Accountability Framework	Legal			✓	
• Update on implementation of Actions on the Annual Governance Statement	HOA			✓	
7. Risk Management & Assurance					
• Annual Risk Management Report 2014/15	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

★ An update to be provided to the Committee as and when significant issues arise.

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

- 17 September 2015
- 3 December 2015
- 17 March 2016

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

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