

Task	Lead	28-Jun-17	27-Sep-17	09-Nov-17	30-Jan-18	29-Mar-18
<b>1. Audit Committee Effectiveness</b>						
• 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
<b>2. Internal Audit</b>						
• 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		✓			
<b>3. Anti Fraud and Corruption</b>						
• 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		✓			✓
<b>4. External Audit (KPMG)</b>						
• 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	✓				
<b>5. Financial Reporting</b>						
• 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				✓	
<b>6. Governance</b>						
• Receive and agree the Annual Governance Statement	HOA		✓			
• Update on implementation of Actions on the Annual Governance Statement	HOA					✓
<b>7. Risk Management &amp; Assurance</b>						
• 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)