

Task	Lead	30-Jun-16	20-Sep-16	08-Nov-16	31-Jan-17	21-Mar-17
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
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 - 2017/18	HOA / AM					✓
• Present Updated Annual Internal Audit Plan - 2016/17	HOA / AM				✓	
• Annual Schools Report 2014/15	HOA / AM		✓			
3. Anti Fraud and Corruption						
• Annual Fraud Report 2015-16	HOA / CFM	✓				
• Tenancy Fraud Update	CFM				✓	
• Progress on National Fraud Initiative 2016/17	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 2015/16 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			
• Update on implementation of Actions on the Annual Governance Statement	HOA			✓	✓	
7. Risk Management & Assurance						
• Annual Risk Management Report 2015/16	HOA		✓			
• Review and Monitor of the Council's Strategic Risks	Audit Committee	✓ Strategy	✓	✓	✓	✓
• Bribery Risk Assessment	HOA				✓	

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

- 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.

27 January 2017
17 March 2017

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

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