

**AUDIT COMMITTEE FORWARD WORK PROGRAMME
2017 – 2018**

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
2017			
26 th July	Approval of the draft Annual Governance Statement 2016-17	Head of Finance – Section 151 Officer	Complete
	Pre-audited Statement of Accounts 2016/17	Head of Finance – Section 151 Officer	Complete
	Proposed Forward Work Programme 2017/18	Head of Audit	Completed
	IASS Charter 2017-18	Head of Audit	Complete
	Outcome of the Internal Audit Shared Service – External Assessment	Head of Audit	N/A
	IASS Strategy and Risk Based Plan 2017-18	Head of Audit	N/A
	IASS Outturn Report April 2017 to June 2017.	Head of Audit	Complete
	External Auditors / Inspection Reports (where applicable). Listed within the Agenda – Annual Improvement Report 2016-17	Head of Finance – Section 151 Officer / Wales Audit Office (WAO)	Complete
20 th September	Updated Forward Work Programme	Head of Audit	Complete
	Amended Annual Governance Statement 2016/17 (if applicable)	Head of Finance – Section 151 Officer	N/A
	Audited Statement of Accounts / Final Annual Governance Statement / ISA 260 report.	Head of Finance - Section 151 Officer/ WAO	Complete
	Internal Audit 5 months Outturn Report April to August 2017.	Head of Audit	Complete
	Progress report on the External Assessment	Head of Audit	Defer to November
	Annual Corporate Risk Register	Head of Performance	Defer to November
	External Auditors / Inspection Reports (where applicable). As listed on Agenda – WAO – Auditor's Responsibilities relating to Fraud in an audit of Financial Statements.	Head of Finance – Section 151 Officer / WAO	Complete
28 th November	Up dated Forward Work Programme	Head of Audit	Complete
	Corporate Fraud Framework and Risk Assessment	Head of Audit	Complete
	Internal Audit Outturn Report – April 2017 to October 2017; including update on IASS Performance.	Head of Audit	Complete
	Annual Corporate Risk Register - Presentation	Head of Performance	Deferred
	Update on External Assessment	Head of Audit	Complete
	IASS Staffing Update	Head of Finance – Section 151 Officer	Complete
	Report on Earlier Closure of Accounts	Head of Finance – Section 151 Officer	Complete
	External Auditors / Inspection Reports (where applicable). – As listed on Agenda – None presented.	Head of Finance – Section 151 Officer / WAO	Complete
2018			
31 st January 2018	Corporate Risk Register – Qtr. 2	Head of Performance	Complete
	Corporate Complaints Annual 16/17 Report and 6 months update April to September 2017	Head of Performance	Complete
	Whistleblowing Policy – Performance update.	Head of Legal Services / Monitoring Officer	Complete
	Proposal to amend the Minimum Revenue Provision 18/19 Policy	Head of Finance - Section 151 Officer	Complete
	Audit Report – Ethics 2017/18	Head of Audit	Complete
	Progress against Annual Risk Based Plan 17/18	Head of Audit	Complete
	External Auditors / Inspection Reports (where	Head of Finance – Section	

APPENDIX A

	applicable). – As listed on Agenda – Performance work Programme Update 2017/18	151 Officer / WAO	
27 th February	Up dated Forward Work Programme	Head of Audit	Complete
	Internal Audit 10 months Outturn Report April 2017 – January 2018	Head of Audit	Complete
	Update on Audit Plan 2017/18 (if applicable)	Head of Audit	See Agenda 31 st January 2018
	Draft Risk Based Audit Plan 2018/19	Head of Audit	Deferred to May 2018
	Corporate Complaints update	Head of Performance	See Agenda 31 st January 2018.
	Whistleblowing policy update	Head of Legal Services – Monitoring Officer	See Agenda 31 st January 2018
	Treasury Management	Head of Finance – Section 151 Officer	Complete
	Project Bank Account	Head of Finance – Section 151 Officer	Complete
	Internal Audit Shared Service Charter 2018/19	Head of Audit	Complete
	External Auditors / Inspection Reports (where applicable). As listed on Agenda – Certification of Grants.	Head of Finance – Section 151 Officer/ WAO	Complete
1 st May	Updated Forward Work Programme 17/18	Head of Audit	Submitted
	IASS Charter 2018-19	Head of Audit	Included in agenda for 27 th February
	Internal Audit proposed Annual Strategy and Audit Plan 2018-2019.	Head of Audit	Submitted
	Head of Audit's Annual Outturn and Opinion Report 2017/18	Head of Audit	Submitted
	External Assessment of the Internal Audit Shared Service progress report	Head of Audit	Deferred to next Committee
	Compliance with Contract and Finance Procedure Rules	Head of Audit	Deferred to next Committee
	External Auditors / Inspection Reports (if applicable): - External Audit – Annual Audit Plan 2018	Head of finance – Section 151 Officer / WAO	Submitted