

# WEST MIDLANDS FIRE AND RESCUE AUTHORITY

## AUDIT COMMITTEE - WORK PROGRAMME 2008/09

Date of Meeting	Item	Details and responsible officer
23 <sup>rd</sup> June 2008	<b>Authority</b> to approve the Governance Statement <b>Authority</b> to approve the Statement of Accounts 2007/08	Treasurer Treasurer
7 <sup>th</sup> July 2008 2.00 pm	Audit Committee Member Training Session	Audit Manager
7 <sup>th</sup> July 2008 3.00 pm	<b>Audit Committee</b> To consider Statement of Accounts  Consider arrangements for annual self assessment  Insurance arrangements	Treasurer  Clerk/Audit Manager  Treasurer [Insurance Officer]
22nd September 2008	<b>Authority</b> to receive External Auditors' Report to Those Charged with Governance	District Auditor
13 <sup>th</sup> October 2008 1.30 – 2.30pm	Audit Committee Member briefing on accounts	Treasurer
2.30 – 3.00pm	Audit Committee Private meeting with External Auditors	

Date of Meeting	Item	Details and responsible officer
13 <sup>th</sup> October 2008 3.00 pm	<b>Audit Committee:-</b>  Consideration of External Auditors' Report to Those Charged with Governance  Quarter 1 Internal Audit Progress Report	District Auditor  Audit Manager
1 <sup>st</sup> December 2008 1.30 pm	Audit Committee Self assessment exercise	
19 <sup>th</sup> January 2009 2.30 pm	<b>Audit Committee:-</b>  Quarter 2 Internal Audit Progress Report  CIPFA/SOLACE Framework – Delivering Good Governance in Local Government  Corporate Risk Register  Internal Audit Terms of Reference – Annual Review	Audit Manager  Clerk/Treasurer/Chief Fire Officer  Chief Fire Officer  Audit Manager
19th January 2009 to follow formal meeting	Audit Committee Private meeting with Internal Audit	

Date of Meeting	Item	Details and responsible officer
30 <sup>th</sup> March 2009 1.30 pm	<b>Audit Committee:-</b>  Strategy for Internal Audit 2009/12  Revised Risk Management Strategy  Audit Commission Audit and Inspection Plan 2008/09  Quarter 3 Internal Audit Progress Report  Internal Audit report on Risk Management  Annual Audit and Inspection Letter  Evaluation criteria for performance of external audit  Member skills and experience assessment  Treasury Management Benchmarking Exercise	  Audit Manager  Chief Fire Officer  District Audit  Audit Manager  Audit Manager  District Audit  Audit Manager  Audit Manager  Treasurer

Date of Meeting	Item	Details and responsible officer
8 <sup>th</sup> June 2009 1.30 pm	Audit Committee Private meeting with External Auditors	
8 <sup>th</sup> June 2009 2.00 pm	<b>Audit Committee:-</b>  Consider and recommend adoption of Governance Statement  Annual Whistleblowing report  Annual Internal Audit Report  Governance Statement  Audit and Inspection Plan  Managing the Risk of Fraud – actions to counter fraud and corruption – self assessment	Treasurer   Monitoring Officer/Head of Human Resources  Audit Manager  Chief Fire Officer  District Audit  Audit Manager

Date of Meeting	Item	Details and responsible officer
18 <sup>th</sup> June 2009 1.30 pm	Workshop for Members on Statement of Accounts	Treasurer
22 <sup>nd</sup> June 2009	<b>Authority</b> to approve the Governance Statement	Treasurer
	<b>Authority</b> to approve the Statement of Accounts 2007/08	Treasurer
July 2009 Time tba	Audit Committee Private meeting with Internal Audit	
July 2009	Annual Report	Audit Manager
	Monitoring of implementation of external audit recommendations [six monthly report]	Audit Manager
September/October 2009	Systems and final accounts report	District Auditor