

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE

WORK PROGRAMME 2011/12

Date of Meeting	Item	Responsible Officer
27 th June 2011 [Authority]	Approval of the Governance Statement 2010/2011	Treasurer
5 th September 2011	Analysis of Organisational Performance for Quarter 1 2011/2012 (including performance indicators; strategic objectives; corporate risk and programmes and projects)	Chief Fire Officer
	Annual Governance Report 2010/2011	Audit Commission
	Review of Statement of Accounts 2010/2011	Treasurer
	Receipt of the Annual Report of the Committee	Audit Manager
19 th September 2011 [Authority]	Approval of Annual Governance Report 2010/2011	Audit Commission
	Approval of Statement of Accounts 2010/2011	Treasurer
10 th October 2011	Quarter 1 Internal Audit Progress Report	Audit Manager
	Review of Organisational Assurance.	Chief Fire Officer

Date of Meeting	Item	Responsible Officer
28 th November 2011	Analysis of Organisational Performance for Quarter 2 2011/2012 (including performance indicators; strategic objectives; corporate risk and programmes and projects)	Chief Fire Officer
	Audit Committee Self assessment exercise (to follow Authority meeting)	Audit Manager
9 th January 2012	Annual Audit and Inspection Letter	Audit Commission
	Quarter 2 Internal Audit Progress Report	Audit Manager
	Internal Audit Terms of Reference – Annual Review	Audit Manager
	<i>Committee Members' Private meeting with Internal Auditors (to follow Committee)</i>	<i>Audit Manager</i>
5 th March 2011	Analysis of Organisational Performance for Quarter 3 2011/2012 (including performance indicators; strategic objectives; corporate risk and programmes and projects)	Chief Fire Officer
26 th March 2012	External Opinion Plan 2011/12 Audit Year (approach to financial statements)	Audit Commission
	Quarter 3 Internal Audit Progress Report	Audit Manager
	Strategy for Internal Audit 2011/12 – 2013/14	Audit Manager

Date of Meeting	Item	Responsible Officer
26 th March 2012 (cont'd)	Audit Committee Skills Audit	Audit Manager
	Internal Audit Risk Management Report	Audit Manager
18 th April 2012 [Authority]	Approval of Audit Plan 2011/2012 [fee letter and proposed actions]	Audit Commission
11 th June 2012	System Memorandum (If applicable)	Audit Commission
	Annual Internal Audit Report	Audit Manager
	Benchmarking against CIPFA Red Book 2 – Managing the Risk of Fraud – action plan progress	Audit Manager
	Review of the Effectiveness of the System of Internal Audit	Audit Manager
	Consider Governance Statement	Treasurer
	Annual Whistleblowing report	Monitoring Officer/Head of Human Resources
	Annual Report of the Audit Committee	Chair
	<i>Workshop for Members on Statement of Accounts</i>	<i>Treasurer</i>

Date of Meeting	Item	Responsible Officer
<i>11th June 2012 (cont'd)</i>	<i>Committee Members' Private meeting with External Auditors (to follow the workshop)</i>	<i>Audit Commission</i>
25 th June 2012 [Authority]	Approval of the Governance Statement 2011/2012	Treasurer