

# WEST MIDLANDS FIRE AND RESCUE AUTHORITY

## AUDIT COMMITTEE WORK PROGRAMME 2013/14

Date of Meeting	Item	Responsible Officer	Completed
<b>2013</b>			
24 June [Authority]	Approval of the Governance Statement 2012/2013	Treasurer	24 June 2013
	Annual Report of the Audit Committee 2012/13	Chair	24 June 2013
9 September  <b>Meeting cancelled</b>	<del>Annual Governance Report 2012/2013</del>	<del>Grant Thornton</del>	
	<del>Progress Report on Organisational Assurance</del>	<del>Director Technical and Operational Support (TOpS)</del>	
	<del>Quarter X 2012/13 Corporate Risk Report</del>	<del>Director TOpS</del>	
	<del>Treasury Management Annual Report 2012/13</del>	<del>Treasurer</del>	
16 September [Authority]	Approval of Annual Governance Report 2012/2013	Grant Thornton	16 September 2013
	Approval of Statement of Accounts 2012/2013	Treasurer	16 September 2013

Dated March 2014

14 October	<p>Quarter X 2012/13 Corporate Risk Report</p> <p>Treasury Management Annual Report 2012/13</p> <p>Quarter 1 Internal Audit Progress Report</p> <p>Quarter 1 Corporate Risk Report</p> <p>Treasury Management – Mid year review 2013/14</p>	<p>Director Technical and Operational Support (TOpS)</p> <p>Treasurer</p> <p>Audit Manager</p> <p>Director TOpS</p> <p>Treasurer</p>	
<p>25 November</p> <p><b>Meeting cancelled</b></p>	<p><del>Corporate Risk Management Training</del></p> <p><del>Annual Audit and Inspection Letter</del></p> <p><del>Audit Committee Skills Audit</del></p> <p><del>Audit Committee Self assessment exercise</del></p>	<p><del>DCFO Support Team</del></p> <p><del>Audit Manager</del></p> <p><del>Director Resources</del></p>	

<b>2014</b>			
20 January	Internal Audit Progress Report  Internal Audit Charter  Quarter 2 Corporate Risk Report  Annual Audit Letter 2012/13  External Audit Update	Audit Manager  Audit Manager  Director TOpS  Grant Thornton  Grant Thornton	
24 March  Also training to be undertaken	Audit Plan 2013/14 External Audit Update External Audit Work Programme & Scale of Fees  Audit Committee Terms of Reference  Strategy for Internal Audit 2014/15 – 2016/17  Quarter 3 Corporate Risk Report  <i>Committee Members' Private meeting with Internal Auditors (to follow Committee)</i>	Grant Thornton Grant Thornton Grant Thornton  Audit Manager/ Monitoring Officer  Audit Manager  Chief Fire Officer  <i>Audit Manager</i>	
14 April [Authority]	Approval of Audit Plan 2013/2014 [fee letter and proposed actions].	Grant Thornton	

9 June	System Memorandum (If applicable)	Grant Thornton	
	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	
	Assessment against new CIPFA guidance on local authority audit committees (from Jan 2014 meeting)	Audit Manager	
	Consider Governance Statement	Treasurer	
	Annual Whistleblowing report	Monitoring Officer/Director HR	
	Annual Report of the Audit Committee	Chair	
	Quarter 4 Corporate Risk Report	Director TOPS	
	External Opinion Plan 2013/14 Audit Year (approach to financial statements)	Grant Thornton	
21 July [Authority]	<i>Committee Members' Private meeting with External Auditors</i>	<i>Grant Thornton</i>	
	<i>Workshop for Members on Statement of Accounts</i>	<i>Treasurer</i>	
	Approval of the Governance Statement 2013/2014	Treasurer	