

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY
AUDIT AND RISK COMMITTEE
WORK PROGRAMME 2023/24**

Date of Meeting	Item	Responsible Officer	Completed
2023			
24 July 2023	Statement of Accounts 2022/23 (Draft Unaudited Approval)	Treasurer	24 July 2023
	Treasury Management Annual Report 2022/23	Treasurer	24 July 2023
	Audit Plan 2022-2023	Grant Thornton	Deferred.
	External Auditors Sector Progress Report		24 July 2023
	Terms of Reference	Deputy Clerk	Fire Authority - 26 June 2023
	Pension Board Action Plan and Risk Register	Deputy Clerk	N/A.
	Minutes of the Audit and Risk Committee held on 19 June 2023	Democratic Services Officer	24 July 2023
	Minutes of the Pension Board held on 29 March 2023	Democratic Services Officer	N/A.
	Audit and Risk Committee Draft Work Plan 2023/24	Democratic Services Officer	24 July 2023

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25 Sept 2023	Audit Progress & Sector Update	Grant Thornton	25 th September
	Internal Audit Progress Report	Audit Manager	25 th September
	CIPFA Report	Audit Manager	25 th September
	Annual Thematic Audit Report of WMFS Information Governance	Data and Governance Manager	25 th September
	Minutes of the Audit and Risk Committee held on 24 July 2023	Democratic Services Officer	25 th September
	Audit and Risk Committee Work Plan 2023/24	Democratic Services Officer	25 th September
9 Oct 2023 [Authority]	Minutes of the Audit and Risk Committee held on 24 July 2022	Democratic Services Officer	
27 Nov 2023	Minutes of the Audit and Risk Committee held on 25 September 2023	Democratic Services Officer	27 November
	Audit Findings 2022/23	Grant Thornton	Deferred
	Statement of Accounts 2022/23 (for approval)	Treasurer	Deferred
	Audit Progress & Sector Update	Grant Thornton	27 November
	Audit and Risk Committee Annual report	Clerk	27 November
	Internal Audit Progress Report Update	Audit Manager & Treasurer	27 November

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	Treasury Management Mid-Year Report 2023/24	Treasurer	27 November
	Corporate Risk Update Q1 & Q2 2023/24	ACFO Strategic Enabler (Enabling Services)	27 November
	Business Continuity Corporate Risk – Resilience Contracts	Area Manager/Head of Response	27 November
	Fraud Awareness Training	Phil Tromans John Matthews	27 November
	Audit and Risk Committee Work Plan 2023/24	Democratic Services Officer	27 November
11 Dec 2023 (Authority)	Audit Findings 2022/23 Statement of Accounts 2022/23 Minutes of the Audit and Risk Committee held on 25 September 2023	Grant Thornton Treasurer Democratic Services Officer	Deferred

2024			
12 Feb 2024 (Authority)	Audits Annual Report 2022/23 (May be A&R March 2024)	Grant Thornton	
25 March 2024	Minutes of the Audit and Risk Committee held on 27 November 2023	Democratic Services Officer	25 March
	Audit Findings Report 22/23	Grant Thornton	25 March

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	Internal Audit Progress Report 23/24	Audit Manager	25 March
	Monitoring Policies and RIPA (Annual Whistleblowing Report) (May be June 2024)	Monitoring Officer/ACFO Strategic Enabler (Enabling Services)	Deferred
	Internal Audit Plan 2024/2025	Audit Manager	25 March
	Audit Plan 2023/24 (possibly in June 2024 - tbc)	Grant Thornton	Deferred
	Internal Audit Charter – Annual Review	Audit Manager	25 March
	Informing the Audit Risk Assessment – West Midlands Fire and Rescue Authority 2022/23 (possibly in March 2023 but may need to be June 2023 - tbc)	Grant Thornton	Deferred
	Auditors Annual Report (May be Authority in February 2023)	Grant Thornton	Deferred
	Internal Audit Report - Data Governance	ACFO Strategic Enabler (Enabling Services) /Data and Governance Manager	Deferred
	Annual SIRO report	ACFO Strategic Enabler (Enabling Services)	25 March
	Audit and Risk Committee Work Plan 2023/24	Democratic Services Officer	25 March
	<i>Committee Members' Private meeting with Internal Auditors (to follow Committee)</i>	<i>Audit Manager</i>	25 March

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15 April 2024	Minutes of the Audit and Risk Committee held on 27 November 2023	Democratic Services Officer	
17 June 2024	Annual Internal Audit Report 2023/24	Audit Manager	
	Governance Statement 2023/24	Treasurer	
	Monitoring Policies and RIPA (Annual Whistleblowing Report) (May be March 2024)	Monitoring Officer/ACFO Strategic Enabler (Enabling Services)	
	Corporate Risk Update Q3 & Q4 2023/24	ACFO Strategic Enabler (Enabling Services)	
	Audit Plan 2023/24 (possibly in March 2024 - tbc)	Grant Thornton	
	Informing the Audit Risk Assessment – West Midlands Fire and Rescue Authority 2022/23 (possibly in March 2023 but may need to be June 2024 - tbc)	Grant Thornton	
	Audit Progress & Sector Update	Grant Thornton	
	Internal Audit Progress Report (TBC)	Audit Manager	
	Terms of Reference	Democratic Services Officer	
	Minutes of the Audit and Risk Committee held on 25 March 2024	Democratic Services Officer	

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	Audit and Risk Committee Work Plan 2023/24	Democratic Services Officer	
	<i>Committee Members' Private meeting with External Auditors</i>	<i>Grant Thornton</i>	
	<i>Workshop for Members on Statement of Accounts 2022/23</i>	<i>Treasurer</i>	
24 June 2024 [Authority]	Governance Statement 2023/24	Treasurer	
	Minutes of the Audit and Risk Committee held on 25 March 2024	Democratic Services Officer	
22 July 2024	Minutes of the Audit and Risk Committee held on 17 June 2024	Democratic Services Officer	
	Statement of Accounts 2023/24 (Draft Unaudited Approval)	Treasurer	
	Annual Report of the Audit and Risk Committee 2022/23 for approval	Deputy Clerk / Democratic Services Officer	
	Treasury Management Annual Report 2023/24	Treasurer	
	Audit and Risk Committee Draft Work Plan 2024/25	Democratic Services Officer	

*deferred items from 2022-2023 work plan - Vacant Residential Properties Update – Date – TBC.