

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE**

**WORK PROGRAMME 2011/12**

<b>Date of Meeting</b>	<b>Item</b>	<b>Responsible Officer</b>
28 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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

<b>Date of Meeting</b>	<b>Item</b>	<b>Responsible Officer</b>
26 <sup>th</sup> 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
26 <sup>th</sup> March 2012 (cont'd)	Audit Committee Skills Audit	Audit Manager
	Internal Audit Risk Management Report	Audit Manager
18 <sup>th</sup> April 2012 [Authority]	Approval of Audit Plan 2011/2012 [fee letter and proposed actions]	Audit Commission
11 <sup>th</sup> 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 <i>Workshop for Members on Statement of Accounts</i>	Chair <i>Treasurer</i>
11 <sup>th</sup> June 2012 (cont'd)	<i>Committee Members' Private meeting with External Auditors (to follow the workshop)</i>	<i>Audit Commission</i>
25 <sup>th</sup> June 2012 [Authority]	Approval of the Governance Statement 2011/2012	Treasurer