

# WEST MIDLANDS FIRE AND RESCUE AUTHORITY

## AUDIT COMMITTEE - WORK PROGRAMME 2009/10

Date of Meeting	Item	Responsible Officer
22nd June 2009 [Authority]	<b>Authority</b> to approve the Governance Statement <b>Authority</b> to approve the Statement of Accounts 2008/09	Treasurer Treasurer
6th July 2009 1.30 pm	Annual Whistleblowing Report  Audit and Inspection Plan  Opinion Strategy  External Audit Evaluation Criteria	Monitoring Officer/Head of Human Resources  Audit Commission  Audit Commission  Audit Commission
6th July 2009 [Workshop session to follow formal meeting]	Fraud Awareness Briefing	Audit Manager
21st September 2009 [Authority]	<b>Authority</b> to receive External Auditors' Report to Those Charged with Governance	Audit Commission

<b>Date of Meeting</b>	<b>Item</b>	<b>Responsible Officer</b>
12th October 2009 2.00 pm	Consideration of External Auditors' Report to Those Charged with Governance  Systems and final accounts report  Quarter 1 Internal Audit Progress Report	Audit Commission  Audit Commission  Audit Manager
12 <sup>th</sup> October 2009 [To follow formal meeting]	Audit Committee Members' Private meeting with External Auditors	
30 <sup>th</sup> November 2009 1 pm [time to be confirmed]	Audit Committee Self assessment exercise	
11th January 2010 1.30 pm	Quarter 2 Internal Audit Progress Report  Corporate Risk Register  Internal Audit Terms of Reference – Annual Review	Audit Manager  Chief Fire Officer  Audit Manager
11th January 2010 [to follow formal meeting]	Audit Committee Private meeting with Internal Audit	

Date of Meeting	Item	Responsible Officer
29th March 2010 1.30 pm	Audit Commission Audit and Inspection Plan 2009/10	Audit Commission
	Quarter 3 Internal Audit Progress Report	Audit Manager
	Annual Audit and Inspection Letter	Audit Commission
	Strategy for Internal Audit 2010/11 – 2012/13	Audit Manager
	Audit Committee Skills Audit Results	Audit Manager
	Internal Audit Risk Management Report	Audit Manager
19 <sup>th</sup> April 2010 [Authority]	<b>Authority</b> to approve Audit Plan 2010/2011 [fee letter and proposed actions]	Audit Commission
7th June 2010 1.30 pm	Consider and recommend adoption of Governance Statement	Treasurer
	Annual Whistleblowing report	Monitoring Officer/Head of Human Resources
	Annual Internal Audit Report	Audit Manager
	Governance Statement	Chief Fire Officer

Date of Meeting	Item	Responsible Officer
	Audit and Inspection Plan Annual Report of the Audit Committee External Opinion Plan 2009/10 Audit Year (approach to financial statements) System Memorandum Benchmarking against CIPFA Red Book 2 – Managing the Risk of Fraud – action plan progress	Audit Commission Chairman Audit Commission Audit Commission Audit Manager
7th June 2010 [to follow formal meeting]	Audit Committee Members' Private meeting with External Auditors	
Week commencing 21 <sup>st</sup> June 2010 [Date and time to be confirmed]	Workshop for Members on Statement of Accounts	Treasurer
28th June 2010	<b>Authority</b> to approve the Governance Statement <b>Authority</b> to approve the Statement of Accounts 2007/08	Treasurer Treasurer

Reports to be timetabled:

Governance Standards CIPFA SOLACE framework – action plan progress

Updated 11/03/2010