

# WEST MIDLANDS FIRE AND RESCUE AUTHORITY

## AUDIT AND RISK COMMITTEE

### WORK PROGRAMME 2018/19

| Date of Meeting | Item  | Responsible Officer   | Completed |
|-----------------|---|---|-----------|
| 2018            |   |   |           |
| 23 July         | Audit Findings 2017/18<br>Statement of Accounts 2017/18 (Approval)<br>Treasury Management Annual Report 2017/18<br>Minutes of the Audit Committee held on 4 June 2018<br>Audit and Risk Committee Draft Work Plan 2018/19 | Grant Thornton<br>Grant Thornton<br>Treasurer<br>Democratic Officer<br>Democratic Officer |           |
| 4 September     | Corporate Risk Six Monthly Report<br>Annual Audit Letter 2017/18<br>Audit and Risk Committee Update   | Director of Service Support<br>Grant Thornton<br>Grant Thornton                           |           |

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|-----------------------------|---|---|--|
|                             | Minutes of the Audit and Risk Committee held on 23 July 2018  | Democratic Officer  |  |
| 17 September<br>[Authority] | Audit Findings 2017/18<br><br>Statement of Accounts 2017/18 (note)  | Grant Thornton<br><br>Treasurer   |  |
| 12 November                 | Treasury Management – Mid year review 2018/19<br>Audit and Risk Committee Update<br>Internal Audit Progress Report<br>Minutes of the Audit and Risk Committee held on 4 September 2018<br>Audit Committee Work Plan<br>Minutes of the Pension Board held on 27 September 2018<br>Fraud Awareness Training<br>Audit Overview | Treasurer<br>Grant Thornton<br>Audit Manager<br>Democratic Officer<br>Democratic Officer<br><br>Phil Tromans<br>John Matthews |  |

**2019**

|            |   |   |  |
|------------|---|---|--|
| 14 January | <p>Minutes of the Audit and Risk Committee held on 12 November 2018</p> <p>Internal Audit Progress Report</p> <p>Internal Audit Charter – Annual Review</p> <p>Audit and Risk Committee Update</p> <p>Audit and Risk Committee Work Plan</p> <p>Minutes of the Pension Board held on 27 September 2018</p> <p>Minutes of the Pension Board held on 12 December 2018</p> | <p>Democratic Officer</p> <p>Audit Manager</p> <p>Audit Manager</p> <p>Grant Thornton</p> <p>Democratic Officer</p> <p>Democratic Officer</p>                                     |  |
| 25 March   | <p>Audit and Risk Committee Update</p> <p>Communication with the Audit Committee for WMFRA</p> <p>Audit Plan 2018/19</p> <p>Internal Audit Plan 2018/19</p> <p>Audit and Risk Committee Terms of Reference</p> <p>External Audit Work Programme and Scale of Fees</p> <p>Corporate Risk Report Six Monthly Update</p>   | <p>Grant Thornton</p> <p>Grant Thornton</p> <p>Grant Thornton</p> <p>Audit Manager</p> <p>Audit Manager</p> <p>Director of Service Support</p> <p>Director of Service Support</p> |  |

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|-------------|--|---|--|
|             | <p>Minutes of the Pensions Board held on 4 March 2019</p> <p>Minutes of the Audit and Risk Committee held on 14 January 2019</p> <p>Audit Committee Work Plan</p> <p><i>Committee Members' Private meeting with Internal Auditors (to follow Committee)</i></p>  | <p>Pensions Board Representative</p> <p>Democratic Officer</p> <p>Democratic Officer</p> <p><i>Audit Manager</i></p>  |  |
| 3 June 2019 | <p>Annual Internal Audit Report 2018/19</p> <p>Governance Statement 2018/19</p> <p>Monitoring Policies and RIPA (Annual Whistleblowing Report)</p> <p>Annual Report of the Audit Committee for approval</p> <p>Audit and Risk Committee – Verbal Update</p> <p>Minutes of the Audit and Risk Committee held on 25 March 2019</p> <p>Minutes of the Pensions Board held on 4 March 2019</p> <p>Audit and Risk Committee Work Plan 2019/20</p> <p><i>Committee Members' Private meeting with External Auditors</i></p> | <p>Audit Manager</p> <p>Treasurer<br/>Monitoring Officer/Director of Service Support Chair</p> <p>Grant Thornton</p> <p>Democratic Officer</p> <p>Democratic Officer</p> <p><i>Grant Thornton</i></p> <p><i>Treasurer</i></p> |  |

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|---|--|--|--|
|   | <i>Workshop for Members on Statement of Accounts 2018/19</i>   |  |  |
| 24 June 2019<br>[Authority]               | <p>Governance Statement 2018/2019</p> <p>Audit and Risk Committee – Terms of Reference, Annual Review (will now be reported to the Authority's AGM)</p> <p>Annual Report of the Audit and Risk Committee 2018/19</p> | <p>Treasurer</p> <p>Audit Manager</p> <p>Chair</p>                                     |  |
| 22 July 2019<br>(Audit Committee 2019/20) | <p>Audit Findings 2018/19</p> <p>Statement of Accounts 2018/19 (Approval)</p> <p>Treasury Management Annual Report 2018/19</p> <p>Audit and Risk Committee Draft Work Plan 2019/20</p>                               | <p>Grant Thornton</p> <p>Grant Thornton</p> <p>Treasurer</p> <p>Democratic Officer</p> |  |