

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**  
**AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE**  
**WORK PROGRAMME 2010/11**

| <b>Date of Meeting</b>                    | <b>Item</b>  | <b>Responsible Officer</b>  |
|---|--|---|
| 28 <sup>th</sup> June 2010<br>[Authority] | Approval of the Governance Statement<br><br>Approval the Statement of Accounts 2009/10   | Treasurer<br><br>Treasurer  |
| 12 <sup>th</sup> July 2010                | Annual Whistleblowing Report<br><br>Audit and Inspection Plan<br><br>Opinion Strategy<br><br>External Audit Evaluation Criteria<br><br><i>Fraud Awareness Briefing (to follow Committee)</i> | Monitoring Officer/Head of<br>Human Resources<br><br>Audit Commission<br><br>Audit Commission<br><br>Audit Commission<br><br><i>Audit Manager</i> |
| 6 <sup>th</sup> September<br>2010         | An Analysis of Progress of Corporate Performance<br>against 'The Plan' Quarter One 2010/2011.  | Chief Fire Officer  |

| Date of Meeting                | Item   | Responsible Officer  |
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| 11 <sup>th</sup> October 2010  | Consideration of External Auditors' Report to Those Charged with Governance<br><br>Systems and final accounts report<br><br>Quarter 1 Internal Audit Progress Report<br><br>CIPFA SOLACE framework Action Plan<br><br><i>Committee Members' Private meeting with External Auditors (to follow Committee)</i> | Audit Commission<br><br>Audit Commission<br><br>Audit Manager<br><br>Chief Fire Officer<br><br><i>Audit Commission</i> |
| 29 <sup>th</sup> November 2010 | Audit Committee Self assessment exercise (to follow Authority meeting)<br><br><i>Assurance Framework Training and New Members Skills Audit</i>   | Audit Manager<br><br><i>Audit Manager</i>  |
| 10 <sup>th</sup> January 2011  | Quarter 2 Internal Audit Progress Report<br><br>Corporate Risk Register<br><br>Internal Audit Terms of Reference – Annual Review   | Audit Manager<br><br>Chief Fire Officer<br><br>Audit Manager   |

| Date of Meeting                            | Item   | Responsible Officer  |
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| 10 <sup>th</sup> January 2011<br>(cont'd)  | <i>Committee Members' Private meeting with Internal Auditors (to follow Committee)</i>   | <i>Audit Manager</i>   |
| 28 <sup>th</sup> March 2011                | Audit Commission Audit and Inspection Plan 2010/11<br><br>Quarter 3 Internal Audit Progress Report<br><br>Annual Audit and Inspection Letter<br><br>Strategy for Internal Audit 2011/12 – 2013/14<br><br>Audit Committee Skills Audit Results<br><br>Internal Audit Risk Management Report | Audit Commission<br><br>Audit Manager<br><br>Audit Commission<br><br>Audit Manager<br><br>Audit Manager<br><br>Audit Manager |
| 18 <sup>th</sup> April 2011<br>[Authority] | Approval of Audit Plan 2011/2012 [fee letter and proposed actions]   | Audit Commission   |
| 6 <sup>th</sup> June 2011                  | Consider and recommend adoption of Governance Statement<br><br>Annual Whistleblowing report  | Treasurer<br><br>Monitoring Officer/Head of Human Resources  |

| Date of Meeting                       | Item  | Responsible Officer     |
|---------------------------------------|---|-------------------------|
| 6 <sup>th</sup> June 2011<br>(cont'd) | Annual Internal Audit Report  | Audit Manager           |
|                                       | Audit and Inspection Plan   | Audit Commission        |
|                                       | Annual Report of the Audit Committee  | Chairman                |
|                                       | External Opinion Plan 2010/11 Audit Year (approach to financial statements)               | Audit Commission        |
|                                       | System Memorandum   | Audit Commission        |
|                                       | 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           |
|                                       | <i>Committee Members' Private meeting with External Auditors</i>                          | <i>Audit Commission</i> |

| Date of Meeting                           | Item  | Responsible Officer    |
|---|---|------------------------|
| 22 <sup>nd</sup> June 2011<br>[Workshop]  | <i>Workshop for Members on Statement of Accounts</i>                                  | <i>Treasurer</i>       |
| 27 <sup>th</sup> June 2011<br>[Authority] | Approval of the Governance Statement<br>Approval of the Statement of Accounts 2010/11 | Treasurer<br>Treasurer |