

## APPENDIX 2

### Audit Committee Work Plan 2014-15

**December 2014: This is an outline plan to facilitate forward planning of reports to the Audit Committee.**

Date	Paper Designation	Lead Service/ Officer	Regularity of occurrence/ consideration	Comment
Friday 4 <sup>th</sup> December 2014				
	Internal Audit Update	Chief Internal Auditor	Quarterly	
	Internal Audit Reports	Chief Internal Auditor	Quarterly	
	Internal Audit Development Plan	Chief Internal Auditor		
	Strategic Risk Assurance Mapping Exercise	Grant Thornton		
	External and Internal Audit Report Follow-up	Chief Internal Auditor	Quarterly	
	Draft Annual Audit Plan	Chief Internal Auditor	Annual	
	External Audit Annual Report	External Auditors	Annual	
	Audit Committee Development Day Action Plan	Chief Internal Auditor		Workplan to be a regular agenda item in future
	Audited Accounts 2013-14	Head of Strategic Finance	Annual	
Friday 13 <sup>th</sup> March 2015				
	Internal Audit Reports	Chief Internal Auditor	Quarterly	
	Internal Audit Activity Summary Report	Chief Internal Auditor	Quarterly	
	Internal /External Audit Follow up	Chief Internal Auditor	Quarterly	
	Audit Committee Action Plan	Chief Internal Auditor	Quarterly	

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	Internal Audit Annual Plan	Chief Internal Auditor	Annual	
	External Audit Annual Plan		Annual	
	Strategic Risk Register Review	Head of Strategic Finance		
	External Audit Reports	External Auditors	Quarterly	
	Internal Audit Reports	Chief Internal Auditor	Quarterly	
Friday 19 <sup>th</sup> June 2015				
	Internal Audit Reports	Chief Internal Auditor	Quarterly	
	Internal Audit Activity Summary Report	Chief Internal Auditor	Quarterly	
	Internal /External Audit Follow up	Chief Internal Auditor	Quarterly	
	Audit Committee Action Plan	Chief Internal Auditor	Quarterly	
	Annual Audit Committee Report	Chairman	Annual	
	Review of Code of Corporate Governance	Governance and Law	Annual	
	Risk Management and Audit Report by Chief Executive	Head of Strategic Finance		
	External Audit Reports	External Auditor	Quarterly	
	Unaudited Financial Statements	Head of Strategic Finance		
	Internal Audit Annual Report	Chief Internal Auditor		
Friday 25 <sup>th</sup> September 2015				
	Internal Audit Reports	Chief Internal Auditor	Quarterly	

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	Internal Audit Activity Summary Report	Chief Internal Auditor	Quarterly	
	Internal /External Audit Follow up	Chief Internal Auditor	Quarterly	
	Audit Committee Action Plan	Chief Internal Auditor	Quarterly	
	Risk Management Annual Assurance Report	Head of Strategic Finance		
	Treasury Management Annual Assurance Report	Head of Strategic Finance		
	Performance Management Annual Assurance Report	Head of Improvement and HR		
	External Audit Reports	External Auditors	Quarterly	
	Audited Financial Statements	Head of Strategic Finance		
Friday 4 <sup>th</sup> December 2015				
	Internal Audit Reports	Chief Internal Auditor	Quarterly	
	Internal Audit Activity Summary Report	Chief Internal Auditor	Quarterly	
	Internal /External Audit Follow up	Chief Internal Auditor	Quarterly	
	Audit Committee Action Plan	Chief Internal Auditor	Quarterly	
	Draft Internal Audit Annual Plan	Chief Internal Auditor		
	External Audit Annual Report	External Auditors		
	External Audit Reports	External Auditors	Quarterly	
	Annual Assurance Map Review			

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Future Reports – dates to be determined				