

## APPENDIX A

### AUDIT COMMITTEE – FORWARD PLAN / TRAINING

FORWARD PLAN	AGENDA ITEM	PLANNED TRAINING
25 <sup>th</sup> September 2015	<ul style="list-style-type: none"> <li>• Approval of annual Statement of Accounts 2014/15</li> <li>• Report to those charged with Governance</li> <li>• Response to Auditors' Report to those charged with Governance</li> <li>• Internal Audit Progress Report Q1</li> <li>• Fraud Progress Report Q1</li> <li>• Update of Corporate Risk Register</li> <li>• Treasury Management Update Q1</li> <li>• Internal Audit Charter and Terms of Reference (<i>usually presented in March but delayed awaiting restructure</i>)</li> <li>• Internal Audit Strategy (as for Charter)</li> </ul>	Accounts (training will be separate session before evening of committee).
1 <sup>st</sup> December 2015	<ul style="list-style-type: none"> <li>• Annual Audit Letter</li> <li>• Closure of Accounts Timetable</li> <li>• Internal Audit Progress Report Q2</li> <li>• Governance Update</li> <li>• Fraud Progress Report Q2</li> <li>• Annual Review of Fraud &amp; Corruption</li> <li>• Treasury Management Update Q2</li> <li>• Annual Review of Risk Management</li> </ul>	Fraud specific topic TBC
2 <sup>nd</sup> March 2016	<ul style="list-style-type: none"> <li>• 2014/15 Audit Report of Grant Claims and Returns</li> <li>• External Audit Plan 2015/16</li> <li>• Update Corporate Risk Register</li> <li>• Internal Audit Draft Plan and Strategy.</li> <li>• Internal Audit Charter and Terms of Reference.</li> <li>• Internal Audit Progress Report Q3</li> <li>• Fraud Progress Report Q3</li> <li>• Annual Review of Audit Committee Effectiveness</li> <li>• Treasury Management Update Q3</li> <li>• Closure of Accounts Timetable 2015/16</li> <li>• Accounting Policies 2015/16</li> </ul>	Risk Management
10 <sup>th</sup> May 2016	<ul style="list-style-type: none"> <li>• Fraud Progress Report Q4</li> <li>• Internal Audit Progress Report Q4</li> <li>• Treasury Management Update Q4</li> <li>• Outstanding Audit Recommendations</li> </ul>	Fraud specific topic TBC

	<ul style="list-style-type: none"> <li>• Annual Report of the Audit Committee</li> </ul>	
June 2016	<ul style="list-style-type: none"> <li>• Internal Audit Annual Report 2015/16</li> <li>• Annual Governance Statement 2015/16</li> <li>• Committee Forward Plan</li> <li>• Member Training Plan</li> <li>• Accounts Closure Update</li> <li>• Treasury Management Annual Report</li> </ul>	Corporate Governance