

APPENDIX 2 - Audit and Governance Committee work programme 2012/13

11 May 2012	6 July 2012
Internal Audit <ul style="list-style-type: none"> Internal Audit Progress Report [5.12.5.5 b] [5.12.5.6 a, b, c] 	Internal Audit <ul style="list-style-type: none"> Internal Audit Strategy and Annual Internal Plan 2012/13 [5.12.5.5 a] [5.12.5.12 h] External Audit <ul style="list-style-type: none"> Annual Audit Fee Letter and Audit Work 2011/12 [Ref 5.12.5.9 a] [5.12.5.12 e] Other <ul style="list-style-type: none"> Draft Annual Governance Statement 2011/12 [Ref 5.12.5.2 a, e] [5.12.5.3 c] [5.12.5.4 a]
21 September 2012	9 October 2012
Internal Audit <ul style="list-style-type: none"> Internal Audit Annual Assurance Report 2011/12 [5.12.5.4 b] [5.12.5.5 d] [5.12.5.7 a, b, c] External Audit <ul style="list-style-type: none"> Annual Governance Report– 2011/12 [5.12.5.5 c] [5.12.5.8 a, b, c] [5.12.5.11 d] Reviewing and approving the annual letter of representation [5.12.5.11 c] Other <ul style="list-style-type: none"> Financial Statements Approval – 2011/12 [5.12.5.11 b] Annual Governance Statement 2011/12 [Ref 5.12.5.2 a, e] [5.12.5.3 c] [5.12.5.4 a] 	Meeting cancelled
12 November 2012	5 December 2012
Internal Audit <ul style="list-style-type: none"> Internal Audit Progress Report [5.12.5.5 b] [5.12.5.6 a, b, c] External Audit <ul style="list-style-type: none"> Annual audit letter – 2011/12 Other <ul style="list-style-type: none"> Monitoring Officer’s Annual Report 	Internal Audit <ul style="list-style-type: none"> External Audit <ul style="list-style-type: none"> Other <ul style="list-style-type: none">

<ul style="list-style-type: none"> • Meeting privately with the Internal Auditors • Meeting privately with the External Auditors [5.12.5.9 c, d] • Receiving biannual forecasts of revenue and capital outturn [5.12.5.11 a] 	
18 January 2013	19 February 2013
Internal Audit <ul style="list-style-type: none"> • Internal Audit Progress Report [5.12.5.5 b] [5.12.5.6 a, b, c] • Procurement Report [5.12.5.12 d] External Audit <ul style="list-style-type: none"> • Other <ul style="list-style-type: none"> • 	Internal Audit <ul style="list-style-type: none"> • External Audit <ul style="list-style-type: none"> • Other <ul style="list-style-type: none"> •
15 March 2013	16 April 2013
Internal Audit <ul style="list-style-type: none"> • Internal Audit Progress Report [5.12.5.5 b] [5.12.5.6 a, b, c] External Audit <ul style="list-style-type: none"> • Other <ul style="list-style-type: none"> • Counter Fraud and Corruption policies – Biennial Review and Approval [5.12.5.2 b] • Whistle blowing policy – Biennial Review and Approval [5.12.5.2 c] • Review of Complaints Policy (if applicable) [5.12.5.2 d] • Receiving biannual forecasts of revenue and capital outturn [5.12.5.11 a] • Review of the effectiveness of the Audit and Governance Committee and the Terms of Reference [5.12.5.12 g] 	Internal Audit <ul style="list-style-type: none"> • External Audit <ul style="list-style-type: none"> • Other <ul style="list-style-type: none"> •

Notes

1. Each proposed work item has been referenced back to the Audit and Governance Code to demonstrate how the work programme helps the Committee discharge its responsibilities.