

## AUDIT COMMITTEE WORKPLAN 2014/15

| Meeting Dates<br>2014/15 | Standing/ Compliance items  | Specific/ Assurance items   |
|--------------------------|---|---|
| 3 June 2014              | Declaration of Interests<br><br>Minutes of Last Meeting<br><br>Action Log and Matters Arising<br><br>Risk Assurance Framework Reporting including Board Assurance Framework & Corporate Risk Register<br><br>Finance & Investment Risk Assurance Report | Consider Going Concern Basis<br>Consider Post Balance Sheet Events<br>Review Internal Audit Annual Report<br>Review External Auditor's End of Audit Clearance Report<br>Review end of year Board Assurance Framework (BAF)<br>Review Annual Report<br>Review Annual Accounts (and associated statutory returns)<br>Review Quality Accounts<br>Review Annual Governance Statement<br>Review Board Memorandum on Quality Governance |
| 3 July 2014              | Quality Committee Risk Assurance Report<br><br>Charitable Funds Risk Assurance Report<br><br>External Audit Update<br><br>Internal Audit Progress Update<br><br>Counter Fraud Progress Update   | Private meetings with Internal/External Auditors (Non Execs only)<br>Review Effectiveness of Internal Audit<br>Review Effectiveness of External Audit<br>Review Annual Audit Committee Report<br>Review LCFS Counter Fraud Annual Report<br>Review of Standing Financial Instructions/Standing Orders<br>Review Charitable Funds Committee Annual Report<br>Review of Members Expenses (full year 2013/14)                        |
| 2 October 2014           | Compliance with Assurance Recommendations<br><br>SFI Waivers and Contracts over £100,000<br><br>Raising Concerns at Work Update   | Review of Register of Members' Interests  |

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| November/<br>December<br>2014 | Review of Schedule of Losses & Special Payments<br>Review of Suspension of Standing Orders | Audit Committee Self-Evaluation & Review Terms of Reference (no Standing/Compliance items)  |
| 8 January<br>2015             | Review of Meeting Actions & Quality Review of Papers                                       | Review Annual Assurance Statement action plan<br>Annual Review of Accounting policies<br>Review Accounts Timetable/Plan 2014/15<br>Review Draft Budget 2014/15 Timetable/Plan<br>Review Annual Report Timetable/Plan 2014/15<br>Review of Members Expenses (first half of 2014/15)  |
| 5 March<br>2015               |  | Consider update on Final Accounts Timetable/Plan<br>Consider update on Annual Report Timetable Plan<br>Review Business Plan Timetable<br>Review of Audit Committee Annual Workplan<br>Review Internal Audit Plan<br>Review Counter Fraud Plan<br>Consider assurance regarding Raising Concerns At Work Arrangements<br>Review of Register of Members' Interests |