

TELFORD & WREKIN AUDIT COMMITTEE
OUTLINE OF BUSINESS FOR FUTURE MEETINGS (updated October 2008)

DATE OF MEETING	ITEM	RESPONSIBLE OFFICER
22 nd July 08	1. Annual Audit & Inspection Plan 2008/09 – explanation of KPMG work 2. Interim Audit Report 2007/08 3. Internal Audit Quarter 1 Update Report Items for information: 4. Review of Key Strategic Risks – May 08 5. Summary of Corporate Risk management Group Meeting 12/06/08.	KPMG KPMG JM JM JM
15 th Sept 08	1. Annual Governance Report 2007/08 2. Annual Report and Statement of Accounts 2007/08 3. Update of Terms of Reference of the Audit Committee (for submission to CCC on 29 th September) 4. Information on Update of the Anti-Fraud and Corruption Policy (to be approved by Standards Committee 17/09) 5. Discussion about how the Audit Committee will relate to the Value for Money Scrutiny Group (invite the Chair to attend)	KPMG Paul Clifford – Head of Finance JM/VB JM JM
30 th Oct 08	1. Quarter 2 Update Report 2. Half Year Review of Good Governance Statement Action Plan 3. Review of Outline Business for Future Meetings	JM JM JM
27 th Jan 09	1. Use of Resources and Data Quality Feedback report 2008 2. Quarter 3 Update Report 3. Feedback from CIPFA Internal Audit benchmarking 2008 and comparison 2007 and comparisons of internal audit staffing resources 4. Review of the Effectiveness of the system of Internal Audit and the Audit Committee including use of co-optees For information: 5. Review of Key Strategic Risks – Sept 08 6. Update of the Risk Management Strategy 2008/09	KPMG JM JM JM JM JM

DATE OF MEETING	ITEM	RESPONSIBLE OFFICER
31 st March 09	1. Annual Audit & Inspection Letter 2007/08 2. Annual Audit & Inspection Plan 2009/10 3. Internal Audit Plan 2009/10 4. Annual Report on Speak Up Policy For information: 5. Review of Key Strategic Risks January 09	AC & KPMG AC & KPMG JM JM JM
June 2009	1. Annual Governance Statement 08/09 2. Annual Internal Audit Report 08/09 and Quarter 4 Update Report 3. Annual Risk Management Report 08/09 4. Annual Report on Complaints 08/09 and assurance on lessons learnt. 5. Annual Report on Anti-Fraud and Corruption activity 2008/09	JM JM JM RO/AA JM