

Audit Committee 23 September 2010

Timetable of Committee business

Executive summary and recommendations

**Introduction**

An indicative timetable of business for the Committee's meetings during each year is attached to this paper.

**Decision**

The Committee is requested to note the document. No decision is required.

**Background information**

None.

**Resource implications**

None.

**Financial implications**

Already included in budget.

**Appendices**

Timetable of business for the Audit Committee.

**Date of paper**

9 July 2010.

### Indicative timetable of business for the Audit Committee

	<b>External audit</b>	<b>Internal audit</b>	<b>Risk management</b>	<b>Annual report and accounts</b>	<b>Other business</b>
<b>Spring</b>	External audit strategy and fees	Internal audit strategy and fees  Completed internal audit reports  Internal audit progress report	Updated risk register  Presentations from three risk owners		
<b>Summer</b>	External audit findings	Completed internal audit reports  Internal audit progress report  Internal audit annual report	Presentations from three risk owners	Draft annual report and accounts and associated reports (i.e. auditors' opinion)	Review action points from the last year
<b>Autumn</b>	Review external auditors' performance and decide whether to recommend reappointment	Review internal auditors' performance and decide whether to recommend reappointment (see note)  Completed internal audit reports  Internal audit progress report	Updated risk register  Presentations from three risk owners		Review Committee's effectiveness

Note: At its meeting on 24 June 2010, the Committee agreed to tender for an internal auditor, so there is no need to consider this item in autumn 2010. However, the performance of the internal auditor would be reviewed annually at subsequent autumn meetings.