

**AUDIT AND PERFORMANCE REVIEW PANEL
REPORTING TIMETABLE 2008/09 –**

Author	Title of Report	Priority	10 Sept 2008	13 Oct 2008	8 Dec 2008	17 Feb 2009	28 April 2009	(tbc) June 2009
KPMG	Progress Report		✓		✓	✓	✓	✓
KPMG	Annual Audit & Inspection Plan	Must Have						✓
Audit Commission	CPA Results	Must Have				✓		
AC	Audit and Inspection Letter	Must Have					✓	
IA/ RM	RBWM Key Risks Report	Must Have	✓		✓	✓	✓	✓
KPMG	Interim Audit Report	Must Have						✓
IA	Internal Audit Annual Plan and Strategy	Must Have					✓	
IA/ RM	Annual Internal Audit Report	Must Have						✓
IA/ RM	Annual Statement on Governance and Annual Review of Effectiveness of System of Internal Audit	Must Have						✓
Accy	RBWM Annual Accounts (unaudited)	Must Have						✓
IA/ RM	Risk Management Strategy	Must Have	✓					
KPMG	Audit Memo – ISA 260 Report	Must Have	✓					
Accy	RBWM Annual Accounts (audited)	Must Have	✓					
KPMG	Data Quality	Must Have			✓			
KPMG	Use of Resources Report	Must Have			✓			
IA/ RM	Interim Internal Audit Report	Must Have			✓			
EF	Quarterly Performance Update (including LAA)	Must Have		✓ Q1	✓ Q2	✓ Q3		✓ Q4
EF	CAA Update (information item)			✓				
EF	Direction of Travel Statement and CAA Update	Must Have			✓			
PJ	Inspection of Benefits Service	Must Have			✓			
EF	Annual Performance Information (no earlier than 1 st June and no later than 15 th June 2009)	Must Have						✓
GR	Service Reviews (programme of reviews yet to be identified)							

Key:-
 IA/RM – RBWM Internal Audit / Risk Management
 KPMG – External Audit
 AC – Audit Commission
 Accy – Accountancy
 EF – Eleanor Fox
 GR – Gary Richardson
 PJ – Penny Jackson

NOTE – THIS TABLE EXCLUDES THE 27th AUGUST AND 4TH SEPTEMBER DIRECTORATE REVIEW MEETINGS.