



Assessing the Effectiveness of the Audit
Committee
2011-12

Issue	Yes	No	Partial	Evidence
Terms of Reference				
1. Have the committee's terms of reference been approved by full council?	✓			Approved by Full Council, 23rd March 2006: Report to Council 23/03/06 re Establishment of an Audit Committee
2. Do the Terms of reference follow the CIPFA model?	✓			See Appendix 1 of the above report:
Internal Audit Process				
1. Does the committee approve the strategic audit approach and the annual audit programme?	✓			The programme is approved annually by the Committee: Annual Audit Plan 2012-13 report to Audit Committee 23rd March 2012
2. Is the work of internal audit reviewed regularly?	✓			Progress reports are submitted to the Committee on a quarterly basis: Progress Report to Audit Committee 23rd March 2012
3. Are summaries of quality questionnaires from managers reviewed?	✓			Performance statistics including questionnaires is reported quarterly see link below page 13, Appendix C, Key Performance Indicators 11-12: point 4. Progress Report to Audit Committee 23rd March 2012
4. Is the annual report, from the head of audit, presented to the committee?	✓			Presented annually: 2010-11 Report presented to the Committee in July 2011. Annual Report 2010-11

External Audit Process				
1. Are reports on the work of external audit and other inspection agencies presented to the committee?	✓			<p>Yes see examples below:</p> <p>External Audit Annual Audit Letter presented to Audit Committee 16th December 2011</p> <p>External Audit Plan 2011-12 presented to Audit Committee 23rd March 2012</p>
2. Does the committee input into the external audit programme?	✓			The programme and outputs are reported to the Committee for scrutiny and approval. This function is provided for in the Committee's Terms of Reference.
3. Does the committee ensure that officers are acting on and monitoring action taken to implement recommendations?	✓			Progress made in implementing recommendations is reported quarterly to the Committee. Recommendations which may exceed the timescale for implementation or which are proving problematic to implement may be reported individually as part of the said report.
4. Does the committee take a role in overseeing:				All the roles below are provided for in the Committee's Terms of Reference.
Risk management strategies?	✓			<p>See attached example of agendas / reports:</p> <p>Annual Risk Management Report 11-12 reported to the Audit Committee 23rd March 2012</p> <p>Risk Management Progress Report 11-12 reported to Audit Committee 30th September 2011</p>
Internal control statements?	✓			<p>As above: See Annual Governance Statement below</p> <p>Annual Governance Statement reported to Audit Committee 11th July 2011</p>
Anti-fraud arrangements?	✓			<p>As above:</p> <p>Review of Anti-Fraud and Corruption Arrangements reported to the Audit Committee 16th</p>

				December 2011
Whistle blowing strategies?	✓			As above: Review of Anti-Fraud and Corruption Arrangements reported to the Audit Committee 16th December 2011
Membership				
1. Has the membership of the committee been formally agreed and a quorum set?	✓			Approved at Council 23rd March 2006, 2 Labour group members, one Conservative group member, one officer from another LA as a co-opted non voting member.
2. Is the chair free of executive or scrutiny functions?	✓			The chair is restricted from being a member of Cabinet. Minute 100, 23rd March 2006, Full Council applies.
3. Are members sufficiently independent of the other key committees of the councils?	✓			Membership of the Committee restricted to one Cabinet and one Scrutiny member and that the Chair not a member of Cabinet. Minute 100, 23rd March 2006, Full Council applies. In addition the co-opted member from an external Local Authority further bolsters the independent function.
4. Have all members' skills and experience been assessed and training given for identified gaps?	✓			Initial training on role and responsibilities was undertaken by Richard King, Chair of CIPFA Audit Panel, in Summer 06. Specific training on the Council's internal control framework, AGS process, approach and methodology developed by Internal Audit, production of accounts, IFRS, was delivered by Audit Services, Accounting Services and External Audit. Further training will be delivered as appropriate.
5. Can the committee access other committees as necessary?	✓			This is provided for within the report to Council 23rd March 2006, Para 10.
Meetings				
1. Does the committee meet	✓			4 times per year

regularly?				
2. Are separate, private meetings held with the external auditor and internal auditor?	✓			As required.
3. Are meetings free and open without political influences being displayed?	✓			Yes
4. Are decisions reached promptly?	✓			See minutes of meetings.
5. Are agenda papers circulated in advance of meetings to allow adequate preparations by members?	✓			See link to example of agenda noting agenda and meeting dates. Circulation of papers in done in accordance with timescales laid down by Democratic Services. Audit Committee Agenda 23rd March 2012
6. Does the committee have the benefit of attendance of appropriate officers at its meetings?	✓			Council officers and representatives from External Audit and other bodies where appropriate attend the committee as required depending upon the make up of the agenda.
Training				
1. Is induction training provided to members?	✓			Training has been provided in respect of the role of the audit service and in respect of Risk Management. Overviews have also been given on the Financial and Accounting practices of the Council and PwC have provided an overview of their external audit role and responsibilities.
2. Is more advanced	✓			Advanced training is available if required. For example training provided in 2009/10 on treasury

training available as required?				management to enable the Committee to carry out increased responsibilities.
Administration				
1. Does the authority's s151 officer attend all meetings?	✓			Attended by S151 officer or his representative.
2. Are the key officers available to support the committee?	✓			See nos. 6, "Meetings" above.