

Audit Committee Self-Assessment Workshop –June 2015

Measuring the Effectiveness of the Audit Committee

Issue		Yes	No	Partly	Comment	Future Considerations / Proposed Improvement Actions
Roles and Responsibilities						
1	Have the Committee's Terms of Reference been approved by Full Council?					
2	Do the Terms of Reference follow best practice, as set out in the CIPFA model and the Local Government Measure 2011?					
3	Is the Terms of Reference reviewed periodically to ensure it remains fit for purpose?					
4	Does the agenda for meetings and work programme support the role and responsibilities of the Committee?					
5	Does the Committee take a role in reviewing and scrutinising: <ul style="list-style-type: none"> • Annual Governance matters • Risk Management Strategies • Internal Control Statements • Anti-Fraud arrangements • Corporate Policies and Strategies • Financial Affairs and Statements • External & Internal Audit Reports 					

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6 Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work.					
Monitoring and Oversight					
7 Does the Committee consider that it receives adequate and timely information in relation to: <ul style="list-style-type: none"> • Corporate Governance • Risk Management • Internal Control • Treasury Management • Financial Affairs and Statements 					
8 Does the Committee consider that it received appropriate support from: <ul style="list-style-type: none"> • Statutory Officers • Senior management • External Audit • Internal Audit • Secretariat services 					
9 Does the Committee consider it has the opportunity to invite officers and members to attend and be held accountable for their actions?					
10 Has the Committee agreed set criteria when an officer may be invited to attend Committee?					

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11	Does the Committee consider they have the mechanisms to ensure that officers are acting on and monitoring action taken to implement recommendations?					
12	Does the Committee consider that they have the opportunity to refer matters on to other bodies (internal & external) as they consider appropriate?					
13	Does the Committee have appropriate interaction with other Committees e.g. Scrutiny?					
14	Does the Committee prepare an Annual Report outlining its findings and provide an opinion in relation to its role, which helps to inform the Annual Governance Statement?					
15	Does the Committee undertake an annual Self Assessment of its own effectiveness?					
16	Are there arrangements to hold the committee to account for its performance?					
17	Members of the Committee have regard to the Seven Principles of Public Life, known as the Nolan Principles: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.					

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18	<p>The Audit Committee is committed to the Council's Vision and Values:</p> <p>Vision – To be recognised as a high performing council, ensuring the right services are provided to our communities, our councillors and our staff</p> <p>Corporate Values – Accountable Open United</p>					
Internal Audit Process						
19	Does the Committee approve the strategic audit approach and the annual programme?					
20	Is the work of Internal Audit reviewed regularly?					
21	Is the level of detail provided in Audit progress summaries adequate to meet Members' needs?					
22	Does the Committee receive regular information on client perceptions of the Internal Audit service and other performance management information?					
23	Is the Annual Report from the Chief Internal Auditor presented to the Committee?					
24	Is there the opportunity to hold private					

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meetings with the Chief Internal Auditor?					
External Audit Process					
25				Are reports on the work of external audit and other inspection agencies presented to the Committee?	
26				Does the Committee consider that they have the opportunity to input into the external audit programme?	
27				Is there the opportunity to hold private meetings with the External Auditor?	
Membership					
28				Has the membership of the Committee been formally agreed and a quorum set?	
29				Is the make up of the Committee consistent with the requirements of the Local Government Measure 2011?	
30				Is the Chair free of Executive or Scrutiny functions?	
31				Does the Chair have strong level of leadership skills?	

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32	Are Members sufficiently independent of the other key Committees of the Council?					
33	Is the Committee politically balanced in accordance with the Local Government (Democracy) (Wales) Act 2013?					
Meetings						
34	Does the Committee meet regularly?					
35	Is the frequency of meetings adequate to support the role and responsibly of the Committee?					
36	Are agenda papers circulated in advance of meetings to allow adequate preparation by Members?					
37	Are meetings free and open without political influences being displayed?					
38	Are meetings public and records relating to the Committee open, transparent and easily available?					
39	Do Members feel they can actively contribute to discussion at meetings and are encouraged to do so?					
40	Are decisions reached promptly and					

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	recorded?					
Skills and training						
41	Has the membership of the committee been assessed against a knowledge and skills framework and found to be satisfactory.					
42	Do Committee Members have the knowledge, experience and understanding of the key risks and issues facing the Council?					
43	Is induction training provided to Members?					
44	Is more advanced training available if required?					
45	In specialised areas such as treasury management do Members feel they have the appropriate skills to fulfil the role expected of them?					
46	Do Members feel they can request training if they consider this would help them fulfil their role?					