

Audit & Governance Committee Self Assessment 2012

<p>Terms of Reference Have the Committee's terms of reference been approved by the full Council and do they follow the CIPFA model.</p>	
<p>Internal Audit Process Does the Committee approve the strategic audit approach and the annual programme Is the work of Internal Audit reviewed regularly Are summaries of quality questionnaires from managers reviewed Is the annual report from the Head of Internal Audit presented to the Committee Does the Committee ensure that officers are acting on and monitoring action taken to implement recommendations</p>	
<p>External Audit Process Are reports on the work of External Audit and other inspection agencies presented to the Committee Does the Committee input into the external audit programme</p>	

Regulatory Framework

Does the Committee take a role in overseeing

- Risk management strategies
- Annual Governance Statement
- Anti-fraud arrangements
- Confidential reporting policy
- Financial regulations
- Constitution
- Complaints handling/ombudsman's report

Accounts

Does the Committee take a role in overseeing the annual statement of accounts

Membership

Has the membership of the Committee been formally agreed and a forum set

Is the chair free from executive or scrutiny functions

Are members sufficiently independent of the other key committees of the council

Have all members' skills and experiences been assessed and training given for identifying gaps

Can the Committee access other committees as necessary

Meetings

Does the Committee meet regularly

Are separate, private meetings held with the external auditor and internal auditor

Are meetings free and open without political influence being displayed

Are decisions reached promptly

Are agenda papers circulated in advance of meetings to allow adequate preparation by members

Does the Committee have the benefit of attendance of appropriate officers at its meetings

Can special meetings be organised to allow a quick response to emergencies

Does External Audit regularly attend meetings and update members on their progress/external audit issues

Training

Is induction training provided to members

Is more advanced training available as required

Is the Committee made up of members with a different mix of skills and experience

Administration

Does the Authority's s151 officer or deputy attend meetings

Are key officers available to support the Committee

Do reports to the Committee communicate relevant information at the right frequency and in a format that is effective