

Audit & Governance Committee Self Assessment 2012/13

<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</p> <p>Is the work of Internal Audit reviewed regularly</p> <p>Are summaries of quality questionnaires from managers reviewed</p> <p>Is the annual report from the Head of Internal Audit presented to the Committee</p> <p>Does the Committee ensure that officers are acting on and monitoring action taken to implement recommendations</p>	
<p>External Audit Process</p> <p>Are reports on the work of External Audit and other inspection agencies presented to the committee</p> <p>Does the Committee input into the external audit programme</p>	

<p>Regulatory Framework</p> <p>Does the Committee take a role in overseeing</p> <ul style="list-style-type: none"> • Risk management strategies • Annual Governance Statement • Anti-fraud arrangements • Confidential reporting policy • Financial regulations • Constitution • Complaints handling/ombudsman's report 	
<p>Accounts</p> <p>Does the Committee take a role in overseeing the annual statement of accounts</p>	
<p>Membership</p> <p>Has the membership of the committee been formally agreed and a forum set</p> <p>Is the chair free from executive or scrutiny functions</p> <p>Are members sufficiently independent of the other key committees of the council</p> <p>Have all members' skills and experiences been assessed and training given for identifying gaps</p>	

<p>Can the committee access other committees as necessary</p>	
<p>Meetings</p> <p>Does the committee meet regularly</p> <p>Are separate, private meetings held with the external auditor and internal auditor</p> <p>Are meetings free and open without political influence being displayed</p> <p>Are decisions reached promptly</p> <p>Are agenda papers circulated in advance of meetings to allow adequate preparation by members</p> <p>Does the committee have the benefit of attendance of appropriate officers at its meetings</p> <p>Can special meetings be organised to allow a quick response to emergencies</p> <p>Does External Audit regularly attend meetings and update members on their progress/external audit issues</p>	
<p>Training</p> <p>Is induction training provided to members</p> <p>Is more advanced training available as required</p> <p>Is the committee made of members with a different mix of skills and experience</p>	

<p>Administration</p> <p>Does the authority's s151 officer or deputy attend meetings</p> <p>Are key officers available to support the committee</p> <p>Do reports to the Committee communicate relevant information at the right frequency and in a format that is effective</p>	