

Audit & Governance Committee Self Assessment 2013/14

<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>Yes</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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>External Audit Process 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>Yes</p> <p>Yes</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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Accounts</p> <p>Does the Committee take a role in overseeing the annual statement of accounts</p>	<p>Yes</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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes – through self assessment</p> <p>Yes</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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</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>Not always – but is going to be implemented in the new municipal year</p> <p>Induction for new chairs of committees</p> <p>Yes</p>

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