

CYNGOR SIR POWYS COUNTY COUNCIL.

**AUDIT COMMITTEE
28th September 2015**

REPORT AUTHOR: Internal Audit Working Group

SUBJECT: Audit Committee – Self Assessment Action Plan

REPORT FOR: Decision

1.0 Introduction

- 1.1 Audit Committees help Local Authorities function according to good governance, accounting / auditing standards and appropriate risk management standards. Well regarded, well-functioning audit committees are key to helping Councils achieve good corporate governance.
- 1.2 Where an audit committee has a high degree of performance against the good practice principles then it is an indicator that the committee is soundly based and has in place a knowledgeable membership.
- 1.2 A regular self-assessment can be used to support the planning of the audit committee work programme and training plans. It can also inform an annual report.

2.0 Progress

- 2.1 The last meeting of the Audit Committee in July 2015 agreed the outcomes of the self-assessment. A subsequent meeting of the Internal Audit Working Group considered a draft action plan to improve the effectiveness of the Audit Committee.

3.0 Conclusion

- 3.1 Adoption and delivery of the action plan in Appendix A will aid the Audit Committee fulfil its statutory responsibilities.

4.0 Corporate Improvement Plan

N/A

5.0 Other Consultations Undertaken

N/A

6.0 Comments of Local Members

N/A

Recommendation:	Reason for Recommendation:
The action plan contained in Appendix A be approved	To ensure the fulfilment of the statutory duties of the Audit Committee

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	N/A
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Person(s) To Implement Decision:	
Date By When Decision To Be Implemented:	

Contact Officer Name:	Tel:	Fax:	Email:
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APPENNDIX A

Draft Audit Committee Self-Assessment Action Plan (September 15)

Ref	Areas for Improvement	Action	Milestone	WEF Date	Responsible	Accountable
1. Purpose & Governance						
1.1	Terms of reference defines core functions of the committee in accordance to CIPFA's Position Statement. Core purposes covered, but not potential additional areas.	Review Audit Committee Terms of Reference and amend (where necessary) to ensure compliance with CIPFA's position statement.	<ul style="list-style-type: none"> Review Revised Terms of Reference (Draft)- AC working group Revised Terms of Reference by Audit (Final)- AC Committee 	Dec 15 Jan 16 March 16	Scrutiny Manager / IA Manager	Audit Committee
1.2	Role and purpose of the Audit Committee may not be understood and accepted across the Authority.	As 1.1 above	As 1.1 above	As 1.1 above	As 1.1 above	Audit Committee
2. Functions						
2.1	Annual evaluation not undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas.	Annual Self-Assessment should be undertaken by the AC Working Group	<ul style="list-style-type: none"> Initial assessment by Working group Reviewed and Agreed by Audit Committee Draft Improvement Action Plan Final Improvement Action Plan Follow up on Actions Undertake next review 	May 15 June 15 Aug 15 Sept 15 March 16 June 16	Complete Complete Complete IA Manager IA Manager IA Manager	Audit Committee / Working Group
2.2	Some of the wider areas identified in CIPFA's Position Statement have not been considered.	Procurement was identified as a wider area as this demonstrates consideration of value for money. The Commercial Services Team be requested to attend periodic Committees to provide feedback on activities and savings	<ul style="list-style-type: none"> Commercial Services Team report to Full Audit Committee twice yearly on VFM initiatives/ arrangements and savings 	Nov 15	Commercial Services Manager	Audit Committee

Ref	Areas for Improvement	Action	Milestone	WEF Date	Responsible	Accountable
3. Membership & Support						
3.1	The collective membership of the Committee have been not been assessed against the core knowledge and skills framework.	The core competencies of Members should be assessed and any gaps consider as part of the member development programme	<ul style="list-style-type: none"> Committees skills assessed against WLGA competencies framework Where necessary, forward training plans prepared or external support provided 	April 16 April 16	Scrutiny Manager Scrutiny Manager	Audit Committee
4. Effectiveness of Committee						
4.1	The Committee does not have an action plan to improve any areas of weakness.	An action plan to be developed based on any the outcome of the self-assessment	<ul style="list-style-type: none"> Draft action plan discussed at IAWG Final action plan approved by Audit Committee 	Aug 15 Sept 15	IA Manager IA Manager	Audit Committee