

## APPENDIX 2: AUDIT COMMITTEE PERFORMANCE ASSESSMENT ACTION PLAN 2010/11

GOOD PRACTICE ACTIVITY	EXTRACT FROM PERFORMANCE ASSESSMENT	CURRENT STATUS	ACTION DATE
<b>TERMS OF REFERENCE &amp; DUTIES</b>			
Does the Audit Committee have written terms of reference that adequately and realistically define the Committee's role in accordance with CIPFA guidance?	Members discussed whether they wanted to continue to have a co-opted member on the Committee and decided that they did.  Head of Internal Audit to progress.	No action taken to date as the consultation on the new public audit regime was indicating a radical change for the constitution and role of audit committees.  However given the new public audit regime will not be implemented for another three to five years, action will be taken to progress this.	Proposed by 31 March 2012
<b>MINUTES AND REPORTING</b>			
Are minutes received as soon as possible after the meetings?	Draft minutes go to Head of Internal Audit, Head of Finance & Resources and Corporate Director Support Services before being published and reported to the next Council meeting.  In future, they will go to the Committee Chair as well.	Completed.  Committee Chairman confirmed this had been implemented	N/A
Do action points arising from the meetings indicate who is to do what and by when?	A follow up action point item is included in the agenda.  Members requested that the details of the actions point to be brought forward are reproduced on the agenda so that it is clear what was required.	Completed.  This has been done for the 2011/12 meetings to date.	N/A

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<b>COMPLIANCE WITH THE LAW AND REGULATIONS</b>			
Does the Committee have a mechanism to keep it aware of topical, legal and regulatory issues?	<p>Auditors and officers bring current issues to the Committee's attention as they arise either through briefing papers or information items attached to Committee papers e.g. CIPFA BGF briefing papers.</p> <p>Members would be interested in some short evening briefings on the impact of changes in government policy on local public services e.g. PKF health briefing.</p>	<p>It is proposed that any such briefing that is governance related is held at either the start or end of an Audit Committee meeting and last no more than 30 minutes. If a more detailed session is required, this can then be arranged separately.</p> <p><b><i>Are members happy to agree this approach in principle?</i></b></p>	To be agreed
	<p>Members expressed an interest in having a briefing on procuring services or commissioning outcomes from other organisations (particularly the voluntary sector and charities) incorporating how we ensure value for money is obtained and the risk of fraud is limited.</p>	<p><b><i>Are members still interested in a briefing on the internal controls established to manage this process effectively?</i></b></p>	To be agreed
<b>COMMITTEE MEMBERSHIP</b>			
Are members, particularly those new to the Committee, provided with training in all areas of its remit?	<p>Members expressed an interest in a workshop on how Internal Audit produce the audit plan and then undertake an audit.</p>	<p>Arranged for Wednesday 25th January 2012 6.30pm to 8pm CR3</p>	

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<b>INTERNAL AUDIT TERMS OF REFERENCE</b>			
Are the key principles of the terms of reference set out in the Financial Procedure Rules?	The Financial Procedure Rules need to be reviewed to ensure that they reflect the requirements of the current Internal CIPFA IA Code of Practice.	Outstanding	Proposed by 31 March 2012
<b>EXTERNAL AUDIT &amp; INSPECTION</b>			
Does the External Auditor present the audit plan, strategy and fee to the Committee for approval?	Head of Internal Audit to circulate the Audit Commission's Fee Letter to members.	Completed	N/A
<b>ANNUAL ACCOUNTS</b>			
Does the Committee receive reports on large write offs, changes in accounting treatment or other significant financial matters arising during the year?	Ensure periodic reporting on procurements that have been granted exemption from complying with contract procedure rules is included in the work programme.	The Council has appointed a new Head of Procurement. Going forward, periodic reports will be produced for the Audit Committee on adequacy of the Council's procurement arrangements.	March 2012 Audit Committee meeting.