

Assessment of the Effectiveness of the Audit and Governance Committee 2018

Issue	Yes	No	Evidence	Proposed Improvement
Purpose and Governance				
1. Have the committee's Terms of Reference been approved by full council?	X		Cabinet 12 th April 2006 Council 17 th May 2006 Updated September 2009, 2012, 2015	
2. Do the Terms of Reference follow the CIPFA guidance?	X		See Terms of Reference	Following issue of updated guidance from CIPFA minor wording changes are proposed at Appendix 2. However, these do not alter the purpose, responsibilities or activity of the Committee.
3. Does the Audit and Governance committee report to Full Council?	X		Annual report on the work of the committee submitted to Full Council	
Assurance Framework				
4. Does the committee consider the assurance framework, assurance documents and annual governance statement to ensure they reflect the risk environment and any action to improve it?	X		Committee receives quarterly reports on the Council and owned company's overall assurance position, in the Risk and Assurance Map. The year-end assurance position is reported along with a draft annual governance statement for inclusion within the statement of accounts and an action plan for suggested improvements to the governance arrangements.	
5. Does the committee monitor the effectiveness of the control environment, including arrangements for ensuring value for money, supporting standards and ethics and for managing the Authority's exposure to the risks of fraud and corruption?	X		Quarterly Risk and Assurance Map reports summarise the assurance regarding the overall system of internal control, fraud and corruption (separately identified on the Risk and Assurance Map), and ethics through relevant internal audits and assurance from the Head of Law and Governance and Head of HR and OD on codes of conduct for members and officers and compliance arrangements. Value for Money opinion reported by the External Auditor.	

Assessment of the Effectiveness of the Audit and Governance Committee 2018

Issue	Yes	No	Evidence	Proposed Improvement
6. Does the committee consider the effectiveness of the Council's risk management arrangements and review assurances that risk related issues are being managed?	X		The quarterly Risk and Assurance Map update reports include the updated Strategic and Corporate Risk Profiles which show the current risk scores and the assurances gathered from various sources.	
7. Does the committee approve the internal audit strategy and operational annual plan, based on the Risk and Assurance Map?	X		Meetings in March – see Annual Reports on the work of the Audit and Governance Committee	
8. Does the committee input into the internal audit operational annual plan?	X		Members consulted in December each year prior to the development of the Risk and Assurance Map and Internal Audit and Risk and Assurance team plans	
9. Is the work of Internal Audit reviewed regularly?	X		Risk and Assurance Map update reports presented quarterly to the Committee plus an Annual Report presented which covers the work and performance of Internal Audit (included within the annual review of governance arrangements)	
10. Are summaries of quality questionnaires from managers reviewed?	X		Summary of the scores provided in the Risk and Assurance Map update reports and Annual Report	
11. Is the annual report, from the head of internal audit, presented to the committee?	X		Included within the annual review of governance arrangements	
12. Does the committee ensure that officers are acting on and monitoring action taken to implement recommendations?	X		This is one of the Key Performance Indicators for Internal Audit – area is scrutinised by the Committee. Where necessary, senior managers have been called to the Committee.	

Assessment of the Effectiveness of the Audit and Governance Committee 2018

Issue	Yes	No	Evidence	Proposed Improvement
13. Does the committee take a role in overseeing: <ul style="list-style-type: none"> • Risk management strategies • Internal control statements • Anti-fraud, corruption and whistle blowing policies 	X		Included in the Terms of Reference and included in reports to the Committee	
Financial Reporting				
14. Does the committee review the annual statement of accounts. Specifically, to consider whether concerns arising from the financial statements or from the audit need to be brought to the attention of the Council?	X		In July each year	
15. Does the committee consider the external auditor's report on the statement of the accounts?	X		In July each year	
16. Does the committee review the annual governance statement prior to approval and inclusion within the accounts?		X	The Committee approves the AGS as part of the final Accounts, however with the bringing forward of the timescale for the draft Accounts the AGS is currently not reviewed before they are published.	Timing of committee meetings to be re-considered for 2019/20, see Appendix 3
External Audit Process				
17. Are reports on the work of external audit and other inspection agencies presented to the committee?	X		Update reports from the External Auditor provided to each Committee meeting. Results of Inspection Reports summarised in the External Assurance column of the Risk and Assurance Map and detail provided in update reports where appropriate	
18. Does the committee input into the external audit programme?	X		Members consulted in December each year where the External Auditor is present and Members receive the Annual Opinion Audit Plan	

Assessment of the Effectiveness of the Audit and Governance Committee 2018

Issue	Yes	No	Evidence	Proposed Improvement
Membership				
19. Has the membership of the committee been formally agreed and a quorum set?	X		Included in the Terms of Reference	
20. Is the chair free of executive or scrutiny functions?	X		Chair is co-opted independent member of the committee	
21. Are members sufficiently independent of the other key committees of the council?	X		Only one Cabinet Member on Committee – this maintains a link to the Executive	
22. Have all members' skills and experiences been assessed and training given for identified gaps?	X		Members asked annually if they require refresher/training courses after considering the schedule of reports for the year.	
23. Can the committee access other committees as necessary?	X		Included in the Terms of Reference	
Meetings				
24. Does the committee meet regularly?	X		The Terms of Reference states "at least four times per year". Has been 5 times per year in recent years	
25. Are separate, private meetings held with the external auditor and internal auditor?	X		Where considered necessary, private meetings take place at the end of a committee meeting, these are not included as agenda items	
26. Are meetings free and open without political influences being displayed?	X		Discussions within the minutes	
27. Are decisions reached promptly?	X		Minutes of meetings	

Assessment of the Effectiveness of the Audit and Governance Committee 2018

Issue	Yes	No	Evidence	Proposed Improvement
28. Are agenda papers circulated in advance of meetings to allow adequate preparation by members?	X		Deadlines in place and met	
29. Does the committee have the benefit of attendance of appropriate officers at its meetings?	X		Section 151 officer, head of internal audit and external auditor are regular attendees along with other officers from finance/audit/legal plus those from service areas where appropriate	
30. Do reports provide an appropriate level of detail to enable a level of challenge leading to sound decision making?	X		Reports include a summary of the Council's assurance position in the Risk and Assurance Map with appropriate narrative in the report. Appendices include an update on the Strategic and Corporate Risk Profiles, work of Internal Audit, performance of Internal Audit and the work of the Risk and Assurance team. Statement of Accounts provided along with a verbal update	
Training				
31. Is induction training provided to members?	X		Sessions are held with new members appointed to the committee. Head of internal audit met and briefed Cllr Stewart (16 th July 18) and Cllr Trueman (26 th September 18).	
32. Is more advanced training available as required?	X		Training on Treasury Management and International Financial Reporting Standards has been provided in the past, annual session on statement of accounts is offered	
33. Does the training fulfil Member's needs?	X		Members are offered any training required and can ask questions as required.	

Assessment of the Effectiveness of the Audit and Governance Committee 2018

Issue	Yes	No	Evidence	Proposed Improvement
Effectiveness of the Committee				
34. Does the committee engage with a wide range of leaders and managers, including discussions of audit findings, risks and action plans with responsible officers?	X		<p>Officers are invited to the committee where appropriate to provide information on specific issues identified within the Risk and Assurance Map reports. Examples include:</p> <ul style="list-style-type: none"> • ICT disaster recovery/business continuity • Children's Safeguarding • Adults Personal budgets • Corporate Asset Management <p>See Annual Reports on the work of the committee</p>	
35. Does the committee promote the principles of good governance?	X		Reviews the annual governance statement and the assurances that underpin it	
36. Does the committee contribute to the development of an effective internal control environment?	X		The committee actively monitors the implementation of audit recommendations and calls officers to provide explanations where performance is below that expected. Significant recommendations are specifically monitored to ensure that appropriate action is taken promptly	