

Audit Committee: Member Training

AUDIT COMMITTEE

Date: 23rd September 2008

Author: Head of Internal Audit

Wards Affected: None

Purpose

To present Members with an opportunity to consider what, if any, training they would like to assist them in their role as Audit Committee Members.

Recommendation

- It is recommended that Members consider the list of possible areas of training and inform the Head of Internal Audit what, if any, training they would like to receive from this list and identify any other training that they require.

1 Reasons

- 1.1 The Audit Committee is a key component of the Council's corporate governance arrangements. The Committee provides a key source of assurance about the organisation's arrangements for managing risk, maintaining an effective control environment, and reporting on financial and non-financial performance.
- 1.2 It is important that Members of the Audit Committee are kept up-to-date with new legislation, policies and best practice to ensure the Committee's is able to continue operating independently and effectively.

2 Detail

- 2.1 A schedule of possible areas of training is set out below. Members will also be handed a schedule at the meeting containing the same possible areas. Members are asked to consider what training they would like and return the schedules to the Head of Internal Audit so that he can arrange suitable training.
- 2.2 Possible areas of training:
 - **Role of the Audit Committee** – relationship with Internal Audit; External Audit; CIPFA Audit Committee toolkit etc.
 - **Internal Audit** – their role; the audit process; putting the annual plan together; Code of Practice for Internal Audit; how Internal Audit contributes to Corporate Governance etc.

Audit Committee: Member Training

AUDIT COMMITTEE

Date: 23rd September 2008

- **External Audit**
- **Finance** – understanding financial statements; frameworks; policies; changes to SORPs etc.
- **Risk Management** – strategy; policy; risk registers; risk assessments etc.
- **Annual Governance Statement**
- **Fraud** – the role of Internal Audit in investigations; Anti-Fraud and Corruption Strategy; Whistleblowing Policy; Fraud Response Plan; Fraud Awareness etc.
- **External Assessment of the Financial Management Standard in Schools**
- Members may also wish to consider whether they would like presentation/papers on areas such as Performance Monitoring; Data Quality; Monitoring Officer; Procurement; Health Integration etc, updating and providing assurance to them on key areas.

Alternative Options

Not Applicable

Risk Management

Financial and Procurement Implications

There are no direct financial implications arising from this report as training will be provided by Council staff with relevant expertise.

Legal/Human Rights Implications

Internal Audit is a statutory requirement of the Accounts and Audit Regulations 2006. The Internal Audit service also provides assurance to the Director of Finance regarding the requirements of Section 151 of the Local Government Act 1972.

Links to Corporate Plans and Policies (in particular to Swindon 2010 Promises)

Internal Control, Audit Committee and the Annual Governance Statement all feature significantly in the CPA Use of Resources Assessment. Effective systems of internal control within the Council will help to ensure that the objectives set out in the Corporate Plan and Swindon 2010 are achieved.

Audit Committee: Member Training

AUDIT COMMITTEE

Date: 23rd September 2008

Consultees

The Director of Finance (Section 151 Officer) and the Director of Law and Democratic Services (Monitoring Officer) are consulted on all reports.

Appendices / Background papers

None

Key Decision/Decision in Forward Plan

Not Applicable