

This appendix provides a high-level review that incorporates the key principles set out in CIPFA's *Position Statement: Audit Committees in Local Authorities and Police* and their publication *Audit Committees: Practical Guidance for Local Authorities and Police*. These are considered to be good practice.

Good practice questions				
	Yes	Partly	No	Comments
Audit Committee purpose and governance				
1. Does the authority have a dedicated audit committee?	Yes			
2. Does the audit committee report directly to full council?	Yes			
3. Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's Position statement?		Partly		The proposed revised terms of reference will ensure compliance with CIPFA Position Statement.
4. Is the role and purpose of the audit committee understood and accepted across the authority?	Yes			Set out in the Council's constitution and the Audit Committee's terms of reference.
5. Does the audit committee provide support to the authority in meeting the requirements of good governance?	Yes			Internal Audit will consider the Council's risk management, governance and internal control arrangements. Summary of reports are presented to Audit Committee. Members can request full audit reports and seek assurances from officers regarding the implementation of agreed recommendations.
6. Are the arrangements to hold the committee to account for its performance operating satisfactorily?	Yes			The Chair of Audit Committee reports to full Council and is subject to questions there,
Functions of the committee				
7. Do the committee's terms of reference explicitly address all the core areas identified in CIPFA's Position statement? <ul style="list-style-type: none"> • good governance • assurance framework • internal audit • external audit • financial reporting • risk management • value for money or best value • counter-fraud and corruption 		Partly		See comment re. point 3 above
8. Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?	Yes			Review of the effectiveness of the system of internal audit is carried out annually.

	Yes	Partly	No	
9. Has the audit committee considered the wider areas identified in CIPFA's Position Statement and whether it would be appropriate for the committee to undertake them?	Yes			Audit Committee has taken on the oversight of Treasury Management activities.
10. Where coverage of core areas has been found to be limited are plans in place to address this?	N/A			Core areas sufficiently covered
11. Has the committee maintained its non-advisory role by not taking on any decision-making powers that are not in line with its core purpose?	Yes			Role set out in constitution and committee's terms of reference.
12. Has an effective audit committee structure and composition of the committee been selected? This should include: <ul style="list-style-type: none"> • Separation from the executive • An appropriate mix of knowledge and skills among the membership • A size of committee that is not unwieldy • Where independent members are used, that they have been appointed using an appropriate process 	Yes Yes Yes N/A			
13. Does the char of the committee have appropriate knowledge and skills?	Yes			
14. Are arrangements in place to support the committee with briefings and training?	Yes			
15. Has the membership of the committee have been assessed against the core knowledge and skills framework and found to be satisfactory?		Partly		Not formally prior to appointment but these are dealt with as part of the induction process for Members.
16. Does the committee have good working relations with key people and organisations, including external audit, internal audit and the chief financial officer?	Yes			
17. Is adequate secretariat and administrative support to the committee provided?	Yes			Full support provided by committee services
Effectiveness of the committee				
18. Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?		Partly		Chair meets with Head of Internal Audit prior to meetings
19. Has the committee evaluated whether and how it is adding value to the organisation?			No	Not formally
20. Does the committee have an action plan to improve any areas of weakness?			No	