

Self-assessment of good practice

This evaluation will support an assessment against recommended practice to inform and support the Audit Committee. This is a high-level review that incorporates the key principles set out in CIPFA's Position Statement: Audit Committees in Local Authorities and Police. 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 knowledgeable membership. These are essential factors in developing an effective Audit Committee.

Good Practice Questions		Yes	Partly	No
Audit Committee purpose and governance				
1	Does the authority have a dedicated audit committee?	Yes		
2	Does the audit committee report directly to full authority?	Yes		
3	Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's position statement?		Yes*	
4	Is the role and purpose of the audit committee understood and accepted across the authority?		Yes*	
5	Does the audit committee provide support to the authority in meeting the requirements of good governance?	Yes		
6	Are the arrangements to hold the committee to account for its performance operating satisfactorily?	Yes		
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 		Yes*	
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*	
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		

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10	Where coverage of core areas has been found to be limited, are plans in place to address this?	n/a	n/a	n/a
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		
Membership and support				
12	Has an effective audit committee structure and composition of the board been selected? This should include: - 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 appropriate process	Yes		
13	Does the chair 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 been assessed against the core knowledge and skills framework and found to be satisfactory?			No*
16	Does the committee have good working relationships with key people and organisations, including external audit, internal audit and the chief finance officer?	Yes		
17	Is adequate secretariat and administrative support to the committee provided?	Yes		
Effectiveness of the committee				
18	Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?			No*
19	Has the committee evaluated whether and how it is adding value to the organisation?	Yes		
20	Does the committee have an action plan to improve any areas of weakness?	Yes*		

*Question 3 – Partly Yes. The Committee feels that the Terms of Reference should be reviewed by Cabinet and Full Council following Local Elections May 2023 to ensure required areas are covered.

*Question 4 – Partly Yes. The committee feels there is a good level of understanding of their role. However this could be further enhanced by offering training to all members. Another suggestion is to consider producing an annual report covering all work that the committee has been involved in over the course of the financial year and presenting this to Full Council.

*Question 7 – Partly Yes. It is felt that all relevant points are covered with the exception of Value for Money. The External Auditors provide assurance over this through their work and due to delays in auditing the statement of accounts, an assessment and the results of such have

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not been presented to the Audit Committee for some time. Internal Audit does however continue to provide assurance over value for money and will do so as part of 2022/23 audit plan in the Procurement and Contract Management audit.

*Question 8 – A self-assessment exercise will now be carried out annually.

*Question 15 – The Skills and Knowledge framework will be circulated to Audit Committee members to allow training needs to be identified.

*Question 18 – as per question 4, this could be achieved by producing an annual report of the Committee and seeking feedback from members.

*Question 20 – The report on Committee self-assessment will be presented to the February 2023 meeting. Any actions arising will be tracked to completion.