

**APPENDIX C - Audit Committee - Self-Assessment of Good Practice**

<u>Audit committee purpose and governance</u>	YES	PARTLY	NO	Comments
1 Does the authority have a dedicated audit committee?	YES			
2 Does the audit committee report directly to full council?	N/A			
3 Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's Position Statement?	YES			Terms of Reference to be reviewed in line with latest guidance
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			
<u>Functions of the committee</u>	YES	PARTLY	NO	
7 Do the committee's terms of reference explicitly address all the core areas identified in CIPFA's Position Statement?	YES			
<input checked="" type="checkbox"/> good governance	YES			
<input checked="" type="checkbox"/> assurance framework	YES			
<input checked="" type="checkbox"/> internal audit	YES			
<input checked="" type="checkbox"/> external audit	YES			
<input checked="" type="checkbox"/> financial reporting	YES			Draft Accounts now being considered by the Committee in line with CIPFA best practice.
<input checked="" type="checkbox"/> risk management	YES			
<input checked="" type="checkbox"/> value for money or best value	YES			
<input checked="" type="checkbox"/> 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			The Committee currently has a remit over three out of four areas. The remaining area of oversight of the annual public report is not currently being considered.
10 Where coverage of core areas has been found to be limited, are plans in place to address this?	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			Only decision making power is locally agreed and in respect of approving the assurance framework for the Annual Governance Statement.
<u>Membership and support</u>	YES	PARTLY	NO	
12 Has an effective audit committee structure and composition of the committee been selected?	YES			
This should include:	YES			
<input checked="" type="checkbox"/> separation from the executive	YES			
<input checked="" type="checkbox"/> an appropriate mix of knowledge and skills among the membership	YES			
<input checked="" type="checkbox"/> a size of committee that is not unwieldy	YES			
<input checked="" type="checkbox"/> where independent members are used, that they have been appointed using an 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	To be undertaken in 2014/15
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			
<u>Effectiveness of the committee</u>	YES	PARTLY	NO	
18 Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?	YES			Not proactively sought but mechanism exists through production of Annual Report to PCC/CC.
19 Has the committee evaluated whether and how it is adding value to the organisation?	YES			As above.
20 Does the committee have an action plan to improve any areas of weakness?			NO	To be included as part of Internal Audit's action plan arising from self-assessment against UKPSIAS.