

## AUDIT COMMITTEE SELF-ASSESSMENT CHECKLIST

### SUMMARY

<b>ESTABLISHMENT, OPERATION AND DUTIES</b>					
<b>Role and Remit</b>					
<b>Priority</b>	<b>Issue</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comment/Action</b>
1.	Does the Audit Committee have written terms of reference?	8			
1.	Do the terms of reference cover the core functions of an Audit Committee as identified in the CIPFA guidance? (See list on previous page).	8			
1.	Are the terms of reference approved by the Council and reviewed periodically?	8			
1.	Has the Audit Committee been provided with sufficient membership, authority and resources to perform its role effectively and independently?	7	1		
1.	Can the Audit Committee access other committees and full Council as necessary?	8			
1.	Does the Authority's Annual Governance Statement include a description of the Audit Committee's establishment and activities?	7	1		
1.	Does the Audit Committee periodically assess its own effectiveness?	6	1		1 blank
<b>Membership, Induction and Training</b>					
1.	Has the membership of the Audit Committee been formally agreed and a quorum set?	8			
1.	Is the Chair independent of the Executive function?	8			

Priority	Issue	Yes	No	N/A	Comment/Action
1.	Has the Audit Committee Chair either previous knowledge of, or received appropriate training on, financial and risk management, accounting concepts and standards, and the regulatory regime?	7			1 blank
1.	Are new Audit Committee Members provided with an appropriate induction?	6	1		1 blank
1.	Have all Members' skills and experiences been assessed and training given for identified gaps?	4	4		
1.	Has each Member declared his or her business interests?	5	1	1	1 blank
2.	Are Members sufficiently independent of the other key committees of the Council?	6			2 blank
<b>Meetings</b>					
1.	Does the Audit Committee meet regularly?	8			
1.	Do the terms of reference set out the frequency of meetings?	6	2		
1.	Does the Audit Committee calendar meet the Authority's business needs, governance needs and the financial calendar?	8			
1.	Are Members attending meetings on a regular basis and, if not, is appropriate action taken?	7			1 blank
1.	Are meetings free and open without political influences being displayed?	7			1 blank
1.	Does the Authority's S.151 Officer or Deputy attend all meetings?	7			1 blank
1.	Does the Audit Committee have the benefit of attendance of appropriate Officers at its meetings?	8			

Priority	Issue	Yes	No	N/A	Comment/Action
<b>INTERNAL CONTROL</b>					
1.	Does the Audit Committee have responsibility for review and approval of the Annual Governance Statement (AGS) and does it consider it separately from the accounts?	7	1		
1.	Does the Audit Committee consider how meaningful the AGS is?	7	1		
1.	Does the Audit Committee satisfy itself that the system of internal control has operated effectively throughout the reporting period?	7	1		
1.	Has the Audit Committee considered how it integrates with other committees that may have responsibility for risk management?	5	2	1	
1.	Has the Audit Committee considered the Anti-Fraud and Corruption Strategy, the Fraud Response Plan and the Whistle blowing policy?	6	1		1 blank
1.	Does the Audit Committee ensure that the above policies are being implemented?	6	1		1 blank
2.	Is the Audit Committee made aware of the role of risk management in the preparation of the internal audit plan?	7			1 blank
2.	Does the Audit Committee review the Authority's strategic risk register at least annually?	5	1		2 blank
2.	Does the Audit Committee monitor how the Authority assesses its risk?	7			1 blank
2.	Does the Audit Committee's terms of reference include oversight of the risk management process?	7			1 blank

Priority	Issue	Yes	No	N/A	Comment/Action
<b>FINANCIAL REPORTING AND REGULATORY MATTERS</b>					
1.	Is the Audit Committee's role in the consideration and/or approval of the annual accounts clearly defined?	7			1 blank
1.	Does the Audit Committee consider specifically:				
	• the suitability of accounting policies and treatments	5	2		1 blank
	• major judgements made	5	2		1 blank
	• large write-offs	4	3		1 blank
	• changes in accounting treatment	4	2		2 blank
	• the reasonableness of accounting estimates	5	1		2 blank
	• the narrative aspects of reporting?	6	1		1 blank
1.	Is an Audit Committee meeting scheduled to receive the external auditor's report to those charged with governance including a discussion of proposed adjustments to the accounts and other issues arising from the audit?	7			1 blank
2.	Does the Audit Committee annually review the accounting policies of the Authority?	4			4 blank
2.	Does the Audit Committee gain an understanding of management's procedures for preparing the Authority's annual accounts?	7			1 blank
2.	Does the Audit Committee have a mechanism to keep it aware of topical legal and regulatory issues, for example by receiving circulars and through training?	3	3		2 blank

Priority	Issue	Yes	No	N/A	Comment/Action
<b>INTERNAL AUDIT</b>					
1.	Does the Audit Committee approve, annually and in detail, the internal audit strategic and annual plans including consideration of whether the scope of internal audit work addresses the Authority's significant risks?	7			1 blank
1.	Does internal audit have an appropriate reporting line to the Audit Committee?	7	1		
1.	Does the Audit Committee receive periodic reports from the internal audit service including an annual report from the Head of Internal Audit?	8			
1.	Are follow-up audits by internal audit monitored by the Audit Committee and does the Committee consider the adequacy of implementation of recommendations?	6			2 blank
1.	Does the Audit Committee hold periodic private discussions with the Head of Internal Audit?	4	2		2 blank
1.	Is there appropriate co-operation between the internal and external auditors?	8			
1.	Does the Audit Committee review the adequacy of internal audit staffing and other resources?	7			1 blank
1.	Has the Audit Committee evaluated whether its internal audit service complies with CIPFA's Code of Practice for Internal Audit in Local Government in the UK.	7			1 blank
2.	Are internal audit performance measures monitored by the Audit Committee.	7	1		

Priority	Issue	Yes	No	N/A	Comment/Action
2.	Has the Audit Committee considered the information it wishes to receive from Internal Audit?	7			1 blank
<b>EXTERNAL AUDIT</b>					
1.	Do the external auditors present and discuss their audit plans and strategy with the Audit Committee (recognising the statutory duties of external audit)?	6	1		1 blank
1.	Does the Audit Committee hold periodic private discussions with the external auditor?	4	2		2 blank
1.	Does the Audit Committee review the external auditor's annual report to those charged with governance?	8			
1.	Does the Audit Committee ensure that officers are monitoring action taken to implement external audit recommendations?	8			
1.	Are reports on the work of external audit and other inspection agencies presented to the Committee including the WAO annual letters?	8			
1.	Does the Audit Committee assess the performance of external audit?	5	1		2 blank
<b>ADMINISTRATION</b>					
<b>Agenda Management</b>					
1.	Does the Audit Committee have a designated secretary from Committee/ Member Services?	7			1 blank
1.	Are agenda papers circulated in advance of meetings to allow adequate preparation by Audit Committee Members?	8			
2.	Are outline agendas planned one year ahead to cover issues on a cyclical basis?	7	1		

Priority	Issue	Yes	No	N/A	Comment/Action
<b>Papers</b>					
1.	Do reports to the Audit Committee communicate relevant information at the right frequency, time, and in a format that is effective?	6	2		
2.	Does the Audit Committee issue guidelines and/or a proforma concerning the format and content of the papers to be presented?	4	3		1 blank
<b>Actions Arising</b>					
1.	Are minutes prepared and circulated promptly to the appropriate people?	6	1		1 blank
1.	Is a report on matters arising made and minuted at the Audit Committee's next meeting?	6		1	1 blank
1.	Do action points indicate who is to perform what and by when?	6		1	1 blank