

**ASSESSMENT CHECKLIST****REVIEW OF THE EFFECTIVENESS OF THE AUDIT COMMITTEE****November 2019**

	ISSUE	YES	NO	N/A	Comment
<b>A</b>	<b>Terms of Reference</b>				
1	Does the authority have a dedicated audit committee?	√			
2	Does the audit committee report directly to full Council?	√			Annual review to Annual Council, May
3	Do the terms of reference clearly set out the purpose of the Committee in accordance with CIPFA's position statement?	√			
4	Is the role and purpose of the audit committee understood and accepted across the authority?	√			Reported annually to full Council
5	Does the audit committee provide support to the authority in meeting the requirements of good governance?	√			
6	Are the arrangements to hold the committee to account for its performance working satisfactorily?	√			This assessment, Annual report to Council
<b>B</b>	<b>Functions of the Committee</b>				
7	Do the Committee's terms of reference explicitly address all the core areas identified in CIPFA's Position Statement? i. good governance ii. assurance framework including partnerships and collaboration iii. internal audit iv. external audit v. financial reporting vi. risk management vii. value for money or best value viii. counter fraud and corruption ix. supporting the ethical framework	√ √ √ √ √ √ √ √ √			Considered as part of review of Local Code of Governance
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?	√			This report

## Appendix 1

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?	√			<ul style="list-style-type: none"> <li>• Considering governance, risk or control matters at the request of other committees or statutory officers</li> <li>• Working with local standards committees to support ethical values and reviewing the arrangements to achieve those values</li> <li>• Reviewing and monitoring treasury management arrangements in accordance with the CIPFA Treasury Management Code of Practice: in SLDC this is carried out by Overview and Scrutiny Committee</li> </ul>
10	Where coverage of core areas has been found to be limited, are plans in place to address this?			√	
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?	√			
<b>C</b>	<b>Membership and support</b>				
12	<p>Has an effective audit committee structure and composition of the committee been selected? This should include:</p> <p>i. separation from the executive</p> <p>ii. an appropriate mix of knowledge and skills among the membership</p> <p>iii. size of committee that is not unwieldy</p> <p>iv. consideration has been given to the inclusion of at least one independent member</p>	√			<p>Members of the committee also sit on Shadow Cabinet, Lake Administration Committee, Planning Committee, Standards Committee, Human Resources Committees and Licensing Committees.</p> <p>The Chairman of Audit Committee is also the Chairman of the Council.</p> <p>Officers would give the relevant members advice if they believed there was conflict of interest regarding any audit or other review of other committee issues.</p> <p>All members of Audit Committee are elected members of SLDC; consideration was given in December 2018 to the inclusion of independent member(s).</p>
13	Have independent members appointed to the committee been recruited in an open and transparent way and approved by full Council?			√	No independent members

## Appendix 1

14	Does the chair of the committee have appropriate knowledge and skills?	√			
15	Are arrangements in place to support the committee with briefings and training?	√			
16	Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory?	√			Core knowledge framework attached at Appendix 3.
17	Does the committee have good working relations with key people and organisations, including external audit, internal audit and the chief finance officer?	√			
18	Is adequate secretariat and administrative support to the committee provided?	√			
<b>D</b>	<b>Meetings</b>				
19	Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?	√			Annual meeting with external audit, annual report to Council
20	Are meetings effective with a good level of discussion and engagement from all the members	√			
21	Does the committee engage with a wide range of leaders and managers, including discussion of audit findings, risks and action plans with the responsible officers?	√			Managers appear at Audit Committee for relevant internal and external audit reports. Additional reports provided during 2018/19 and 2019/20 on Customer Connect at request of Audit Committee
22	Does the Committee make recommendations for the improvement of governance, risk and control and are these acted on?	√			Yes: recommendation implementation monitoring usually reported to every meeting of Audit Committee
23	Has the Committee evaluated whether and how it is adding value to the organisation?	√			This review, annual report to Council
24	Does the Committee have an action plan to improve any areas of weakness?	√			part of AGS review and action plan, issues arising from this review Audit Risk Register: mitigations required
25	Does the Committee publish an annual report to account for its performance and explain its work?	√			Annual Report to Council