

## Reports Considered by the Audit Committee 2017/18

At each meeting, the Committee's work programme was reviewed for ongoing relevance. Additionally, actions agreed at meetings were recorded in an action sheet which was again reviewed at each meeting to monitor progress of agreed actions. Other reports considered during the year are recorded below:

Meeting	Report
June 2017	<ul style="list-style-type: none"> <li>• Internal Audit Annual Report for 2016/17.</li> <li>• Draft Annual Governance Statement 2016/17.</li> <li>• Draft Statement of Accounts for 2016/17.</li> <li>• External Audit Update Report.</li> <li>• Audit Committee Annual Report to Full Council 2016/17.</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>• Terms of Reference for the Peer Review of Internal Audit in 2017/18.</li> <li>• Internal Audit In Year Activity Report 2017/18 (Quarter 1).</li> <li>• External Auditor Appointment Process Update.</li> <li>• External Audit Update Report.</li> <li>• DBS check requirements for Members.</li> </ul>
September 2017	<ul style="list-style-type: none"> <li>• Final Annual Governance Statement (AGS) for 2016/17.</li> <li>• Statement of Accounts for 2016/17.</li> <li>• External Audit ISA260 Report.</li> <li>• Bundred report and AGS significant issues tracker.</li> <li>• Risk Management Policy.</li> <li>• Corporate Risk Register Review – Progress Update.</li> <li>• Internal Audit Activity Report – Period April – August 2017.</li> <li>• Treasury Management Annual Report for 2016/17.</li> <li>• External Auditor Appointment Process Update.</li> <li>• Unspent returned grants in 2016/17.</li> <li>• Local Government Ombudsman's Annual Letter 2016/17.</li> <li>• Audit Committee Annual Report to Full Council Addendum.</li> </ul>
November 2017	<ul style="list-style-type: none"> <li>• External Audit – Annual Audit Letter for 2016/17.</li> <li>• Internal Audit - Half-Year Activity Report – Period April – October 2017.</li> <li>• Internal Audit – Counter Fraud Half-Year Update Report.</li> <li>• Corporate Risk Register.</li> <li>• Internal Audit - Quality Assurance and Improvement Plan.</li> <li>• Internal Audit – Charter, Terms of Reference and Strategic Statement.</li> <li>• Bundred Report and Annual Governance Statement Tracker.</li> <li>• Treasury Management – Mid-Year Report 2017/18.</li> <li>• DBS Checks for members of the Council.</li> </ul>
January 2018	<ul style="list-style-type: none"> <li>• External Audit 2016/17 Grants Report.</li> <li>• Revenue and Capital Grant Register.</li> <li>• Code of Governance Update and Re-design (Draft).</li> <li>• Bundred Report and Annual Governance Statement Tracker.</li> <li>• Draft Revised Terms of Reference for the Audit Committee.</li> <li>• Budget Dispensations.</li> <li>• Information Item - Summary Update - Complaints about Councillors.</li> </ul>
March 2018	<ul style="list-style-type: none"> <li>• Bundred Report and Annual Governance Statement Tracker.</li> <li>• External Audit Approach and Planning Letter 2017/18.</li> <li>• Internal Audit Draft Annual Plan for 2018/19.</li> <li>• Whistleblowing Arrangements – Annual Review.</li> <li>• Results of Peer Review of the Internal Audit Service.</li> <li>• Internal Audit Activity Report. Period 1<sup>st</sup> April 2017 to 1<sup>st</sup> March 2018.</li> <li>• Update on General Data Protection Regulations Readiness.</li> </ul>
May 2018 (Extra-ordinary Meeting)	<ul style="list-style-type: none"> <li>• Constitution Updates.</li> </ul>

**Evaluating the Effectiveness of the Audit Committee (CIPFA Best Practice Checklist)**

**Appendix 2**

<b>Assessment key</b>	
<b>5</b>	<b>Clear evidence is available from a number of sources that the Committee is actively supporting improvements across all aspects of this area. The improvements made are clearly identifiable.</b>
<b>4</b>	<b>Clear evidence from some sources that the committee is actively and effectively supporting improvement across some aspects of this area.</b>
<b>3</b>	<b>The committee has had mixed experience in supporting improvement in this area. There is some evidence that demonstrates their impact but there are also significant gaps.</b>
<b>2</b>	<b>There is some evidence that the committee has supported improvements, but the impact of this support is limited.</b>
<b>1</b>	<b>No evidence can be found that the committee has supported improvements in this area.</b>

<b>Areas where the audit committee can add value by supporting improvement</b>	<b>Examples of how the audit committee can add value and provide evidence of effectiveness</b>	<b>Average Score:</b>
Promoting the principles of good governance and their application to decision making.	Providing robust review of the AGS and the assurances underpinning it.	2.7
	Working with key members/governors to improve their understanding of the AGS and their contribution to it.	3.3
	Supporting reviews/audits of governance arrangements	3.0
	Participating in self assessments of governance arrangements.	2.7
	Working with partner audit committees to review governance arrangements in partnerships	1.0
Contributing to the development of an effective control environment's	Monitoring the implementation of recommendations from auditors	3.3
	Encouraging ownership of the internal control framework by appropriate managers	3.3
	Raising significant concerns over controls with appropriate senior managers.	3.7

Areas where the audit committee can add value by supporting improvement	Examples of how the audit committee can add value and provide evidence of effectiveness	Average Score:
Supporting the establishment of arrangements for the governance of risk and for effective arrangements to manage risks.	Reviewing risk management arrangements and their effectiveness, eg risk management benchmarking.	2.3
	Monitoring improvements	2.7
	Holding risk owners to account for major/strategic risks	2.0
Advising on the adequacy of the assurance framework and considering whether assurance is deployed efficiently and effectively.	Specifying its assurance needs, identifying gaps in overlaps in assurance.	3.3
	Seeking to streamline assurance gathering and reporting.	2.0
	Reviewing the effectiveness of assurance providers, eg internal audit, risk management, external audit.	3.0
Supporting the quality of the Internal Audit activity, particularly by organising its organisational independence.	Assessing the effectiveness of Internal Audit arrangements and supporting improvements	3.3
Aiding the achievement of the authority's goals and objectives through helping to ensure appropriate governance, risk, control and assurance arrangements.	Reviewing major projects and programmes to ensure that governance and assurance arrangements are in place.	2.0
	Reviewing the effectiveness of performance management arrangements.	2.0
Supporting the development of robust arrangements for ensuring value for money.	Ensuring that assurance on value for money arrangements is included in the assurance received by the audit committee.	2.3

Areas where the audit committee can add value by supporting improvement	Examples of how the audit committee can add value and provide evidence of effectiveness	Average Score:
	Considering how performance in value for money is evaluating as part of the AGS	2.3
Helping the authority to implement the values of good governance, including effective arrangements for countering fraud and corruption risks.	Reviewing arrangements against the standards set out in CIPFA's Management the Risk of Fraud (Red book 2).	4.0
	Reviewing fraud risks and the effectiveness of the organisation's strategy to address those risks.	4.0
	Assessing the effectiveness of ethical governance arrangements for both staff and Members.	3.0
Promoting effective public reporting to the authority's stakeholders and local community and measures to improve transparency and accountability.	Improving how the authority discharges its responsibilities for public reporting; for example, better targeting at the audience, plain English.	2.7
	Reviewing whether decision making through partnership organisations remains transparent and publicly assessable and encouraging greater transparency.	2.0