

Report of the Chief Auditor

Audit Committee – 20 June 2017

AUDIT COMMITTEE – DRAFT TRAINING PROGRAMME

Purpose:	This report details the draft Audit Committee Training Programme for 2017/18.
Policy Framework:	None
Consultation:	Legal, Finance and Access to Services
Recommendation(s):	It is recommended that Committee reviews and approves the Audit Committee Training Programme for 2017/18.
Report Author:	Simon Cockings
Finance Officer:	Simon Cockings
Legal Officer:	Sandie Richards
Access to Services Officer:	Sherill Hopkins

1. Introduction

1.1 A draft Training Programme for 2017/18 is included in Appendix 1. The dates included for the meetings in 2017/18 are subject to approval by Council.

1.2 Guidance issued by Cipfa in 2013 recommended the following Core Areas of Knowledge for Audit Committee Members:

- Audit Committee Role and Functions
- Internal Audit
- Governance & Values of Good Governance
- Financial Management and Accounting
- External Audit
- Risk Management
- Counter Fraud

1.3 A summary of the details of the core knowledge required may be found in Appendix 2.

2. Equality and Engagement Implications

2.1 There are no equality and engagement implications associated with this report.

3. Financial Implications

3.1 There are no financial implications associated with this report.

4. Legal Implications

4.1 There are no legal implications associated with this report

Background Papers: None

Appendix 1 – Audit Committee Training Programme 2017/18

Appendix 1

DRAFT AUDIT COMMITTEE TRAINING PROGRAMME 2017/18

Date of Meeting	Reports
20 June 2017	Audit Committee Role and Function - Audit Committee Initial Training (<i>Ben Smith</i>) Risk Management (<i>Richard Rowlands</i>)
11 July 2017 – Special	Financial Management and Accounting (<i>Amanda Thomas</i>) Governance (<i>Tracey Meredith</i>)
8 August 2017	Internal Audit (<i>Simon Cockings</i>)
26 September 2017 - Special	External Audit (<i>WAO</i>)
10 October 2017	Counter Fraud (<i>Tal Davies</i>)
12 December 2017	n/a
13 February 2018	n/a
10 April 2018	n/a

Appendix 2

DRAFT AUDIT COMMITTEE TRAINING PROGRAMME 2017/18 DETAILS OF CORE KNOWLEDGE REQUIRED

Date & Topic	Details of Core Knowledge Required
<p>20 June 2017 Audit Committee Role & Function (Ben Smith)</p> <p>Risk Management (Richard Rowlands)</p>	<p><i>An understanding of the audit committee's role and place within the governance structures. Familiarity with the committee's terms of reference and accountability arrangements. Knowledge of the purpose and role of the audit committee.</i></p> <p><i>Understanding of the principles of risk management, including linkage to good governance and decision making. Knowledge of the risk management policy and strategy of the organisation. Understanding of risk governance arrangements, including role of members and of the audit committee.</i></p>
<p>11 July 2017 – Special Financial Management and Accounting (Amanda Thomas)</p> <p>Governance (Tracey Meredith)</p>	<p><i>Awareness of the financial statements that a local authority must produce and the principles it must follow to produce them Understanding of good financial management principles. Knowledge of how the organisation meets the requirements of the Chief Financial Officer, as required by the CIPFA Statement.</i></p> <p><i>Knowledge of the six principles of the Good Governance Framework and the requirements of the Annual Governance Statement (AGS). Knowledge of the local code of governance.</i></p>
<p>8 August 2017 Internal Audit (Simon Cockings)</p>	<p><i>An awareness of the key principles of the Public Sector Internal Audit Standards and the Local Government Application Note. Knowledge of the arrangements for delivery of the internal audit service in the authority and how the role of the Head of Internal Audit is met.</i></p>
<p>26 September 2017 – Special External Audit (WAO)</p>	<p><i>Knowledge of the role and functions of the external auditor and who currently undertakes this role. Knowledge of the key reports and assurances that external audit will provide. Knowledge about arrangements for the appointment of auditors and quality monitoring undertaken.</i></p>
<p>10 October 2017 Counter Fraud (Tal Davies)</p>	<p><i>An understanding of the main areas of fraud risk the organisation is exposed to. Knowledge of the principles of good fraud risk management practice (Red Book 3). Knowledge of the organisation's arrangements for tackling fraud.</i></p>
<p>12 December 2017</p>	<p>n/a</p>
<p>13 February 2018</p>	<p>n/a</p>
<p>10 April 2018</p>	<p>n/a</p>