Self-assessment Checklist – Assessing the Effectiveness of the Audit Committee

ISSUE	YES	NO	N/A	COMMENT
1. Terms of Reference				
1.1 Have the Committee's terms of reference been approved by full Council?	✓			
1.2 Do the terms of reference follow the CIPFA model	✓			
2. Internal Audit Process				
2.1 Does the Committee approve the strategic audit approach and annual programme?	✓			
2.2 Is the work of Internal Audit reviewed regularly?	✓			
2.3 Are summaries of quality questionnaires from managers reviewed?	✓			These are currently reviewed annually in the Annual Internal Audit Report.
2.4 Is the Annual Audit Report, from the Head of Audit, presented to the Committee?	✓			
3. External Audit Process				
3.1 Are reports on the work of External Audit and other inspection agencies presented to the Committee?	✓			
3.2 Does the Committee input into the external audit programme?	✓			The Committee has opportunities to influence the external audit programme through attendance of the external auditor at its meetings.
3.3 Does the Committee ensure that officers are acting on and monitoring action taken to implement recommendations?	✓			The process for this was agreed at the meeting in March 2014.
3.4 Does the Committee take a role in overseeing:				These are part of the Committee's standard terms of Reference
• Risk Management strategies	✓			
• Annual Governance Statement	✓			
• Anti-fraud arrangements	✓			
• Whistle-blowing strategies	✓			

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4. Membership				
4.1 Has the membership of the Committee been formally agreed and a quorum set?	✓			
4.2 Is the Chair free of executive or scrutiny functions?	✓			
4.3 Are members sufficiently independent of the other key Committees of the Council?	✓			
4.4 Have all members' skills and experiences been assessed and training given for identified gaps?				Members assessed themselves regarding their training needs. Relevant training is made available to accommodate member's requests. In addition, certain key essential training is made available to comply with regulatory requirements. For example, Risk Management and Ethics
4.5 Can the Committee access other committees as necessary?	✓			
5. Meetings				
5.1 Does the Committee meet regularly?	✓			At least 4 times a year
5.2 Are separate, private meetings held with the external auditor and the internal auditor?				There are arrangements in place to facilitate a meeting with the External Auditor if necessary. A separate meeting with the Audit Manager is not currently held. But the Chairman meets jointly with the Audit Manager and the Chief Finance Officer.
5.3 Are meetings free and open without political influences being displayed?	✓			
5.4 Are decisions reached promptly?	✓			
5.5 Are agenda papers circulated in advance of meetings to allow adequate preparation by members?	✓			

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5.6 Does the Committee have the benefit of attendance of appropriate officers at its meetings?	✓			Other officers attend as and when necessary, or on request of the Chairman
6. Training				
6.1 Is induction training provided to members?	✓			An initial induction training was provided at the 1st meeting of the Committee in June 2013.
6.2 Is more advanced training available as required?	✓			Training needs assessment has been undertaken and a delivery method agreed.
7. Administration				
7.1 Does the authority's S151 Officer or deputy attend all meetings?	✓			The Chief finance Officer attends all meetings.
7.2 Are the key officers available to support the Committee?	✓			
8. PSIAS				
8.1 Has the Committee been advised of the requirements of the New Mandatory Internal Audit Standards?	✓			
8.2 Have proposals for compliance with the new standards been considered by the Committee?				These will be sent to the Committee at the June meeting