



Committee and date

Audit Committee

18 June 2010

10.00 am

Item No

12

Public

AUDIT COMMITTEE TRAINING PLAN 2010/11

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Summary

The report provides a proposed training plan for Audit Committee Members to ensure they are well informed to fulfil their role.

Recommendations

- A. Members are asked to consider, comment upon and approve the proposed training plan attached as **Appendix A**.

Report

Background

1. A key requirement of an effective Audit Committee is a well informed membership who has some knowledge and experience of the key areas to be considered by the Committee. Appropriate and timely training for Members is an important way of ensuring Members are well prepared and gain the knowledge and experience needed to carry out their role effectively.
2. With the appointment of the Audit Committee it is important that a training programme is agreed and put in place to help Members in their roles. In line with best practice a training plan has been prepared that will include be delivered over the next twelve months. Suggested timings are included in the plan to ensure the training is undertaken in a timely manner in advance of any reports received. A copy of the suggested training plan for Members of the Audit Committee is attached as **Appendix A** for comment and approval. Whilst a training plan is approved this will not prevent any additional items being added during the year if these are felt to be of value.
3. It is envisaged that the training will be delivered from a variety of in-house resources along with colleagues from the Audit Commission. It is planned that each topic will require 20-40 minutes depending on complexity and size of topic.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Human Rights Act Appraisal

The recommendations contained in this report are compatible with the provisions of the Human Rights act 1998.

Environmental Appraisal

N/A

Risk Management Appraisal

Without appropriate training in respect of their roles and responsibilities there is a risk that members of the Audit Committee would not be able to undertake their function as effectively as they should do.

Community / Consultations Appraisal

N/A

Cabinet Member

Keith Barrow (Leader of the Council) and Brian Williams Chairman of Audit Committee

Local Member

N/A

Appendices

Appendix A – Audit Committee Draft Training Plan 2010/11

AUDIT COMMITTEE DRAFT TRAINING PLAN 2010/11

	Nov 10	Feb 11	Jun 11	Provided by
Treasury Services and Investment Management	√			Head of Treasury and Pension Services
Our approach to fraud	√			Group Auditor
External Audit Plan and Audits assessed	√			Audit Commission
Financial Rules ²		√		Audit Manager
Insurance and Risk Management		√		Risk and Insurance Manager
Information and our management of it		√		Information Governance Officer
Annual Governance Statement			√	Head of Audit
Annual Accounts External Audit Perspective			√	Audit Commission
Reviewing the Annual Accounts			√	Director of Resources
Future areas for consideration				
The Role of IT Audit				IA Auditor
Briefing on any new approach to inspection				Audit Commission
Role of Internal Audit ¹				Head of Audit
Role of External Audit ¹				Audit Commission
Role of the Audit Committee ¹				Director of Resources
The Council's Procurement Arrangements ²				Procurement Manager
Contract Rules ²				Legal Services

¹ At appointment of a new committee² When changes are made