



Committee and date

Audit Committee

16 September 2010

4.45pm

Item No

7

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 for the new Unitary Authority in April 2009 a programme of training was agreed and put in place. This training delivered on topics relevant to each audit committee meeting throughout the year, preparing a number of new members for their role, whilst refreshing experienced members.
3. Following discussions with members and now that the committee has matured, it is proposed that an annual training event is agreed. The timing of which should fall between the March and June committees, preparing members for their busiest committee where they, as a minimum, review the Accounts, Annual Governance Statement, Risk Management services,

Internal Audit's delivery, effectiveness of the System of Internal Audit and Annual Assurance Report to Council

4. It is envisaged that the training will last half a day and be delivered from a variety of in house resources, along with colleagues from the Audit Commission and external speakers as appropriate.
5. It is proposed to select a topic such as income collection and explore the issues around this area in terms of the governance, accounting, infrastructure, risk assessment and audit processes and how these relate to Audit Committee responsibilities.
6. A draft training day plan is attached at **Appendix A** for your consideration.

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 Proposed Training Day Plan