



Committee and Date

Audit Committee

16 June 2011

10.00am

Item

21

Public

AUDIT COMMITTEE TRAINING PLAN 2011/12

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1. Summary

- 1.1 It is important that Audit Committee Members receive appropriate training in order to deliver their responsibilities effectively. This report provides a proposed training plan for Members to ensure that they are well informed and appropriately skilled to fulfil their role.

2. Recommendations

- 2.2 The Committee is asked to consider and approve, with or without comment, the proposed training plan attached as **Appendix A**

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 By identifying and receiving appropriate training in respect of their roles and responsibilities Audit Committee Members are able to undertake their duties effectively and deliver them to a high standard in accordance with the Committees Terms of Reference. Therefore, adding to the robustness of the internal controls and governance of the Council.
- 3.2 The recommendations contained in this report are compatible with the provisions of the Human Rights Act 1998.
- 3.3 There are no direct environmental, equalities or climate change requirements or consequences of this proposal.
- 3.4 Members of the Audit Committee have been engaged on identifying through a skills self assessment the areas that they would like more training in, results

- 3.5 from which have been used to inform the proposed training. This training concentrates on the present years training but is part of a longer term view of training requirements.

4. Financial Implications

- 4.1 Training costs for members are met from within approved budgets.

5. Background

- 5.1 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.
- 5.2 It is important that a training programme is agreed and put in place to support Members in their roles. Initially training sessions were provided prior to each meeting around the topics to be tabled. In 2010/11 it was agreed to change the format with members receiving two half day sessions that covered a number of topics in detail, the latest session was delivered prior to this meeting and covered topics such as: changes to the Accounts and Audit Regulations 2011; Update on the Statement of Accounts; Corporate Governance and the Annual Governance Statement; Treasury Management; External Audit plans and approaches and the difference between scrutiny and audit committees.
- 5.3 Training has been delivered from a variety of in house resources, along with colleagues from the Audit Commission and external speakers as appropriate.
- 5.4 In line with best practice a training plan has been prepared for members to consider, providing two half day sessions for delivery over the next twelve months. Timings are suggested to ensure training is delivered at the most appropriate time, but dates are yet to be agreed. A copy of the proposed training plan 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

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

Previous training session records

Cabinet Member (Portfolio Holder)

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

Local Member N/A

Appendices: Appendix A – Audit Committee Proposed Training Plan 2011/12

APPENDIX A

AUDIT COMMITTEE PROPOSED TRAINING PLAN 2011/12

Topic	Nov 11	Jun 12	Provided by	Type of requirement
Treasury Services and Investment Management		√	Head of Treasury and Pension Services	Service
Our approach to fraud	√		Group Auditor	Governance
Risk Management (to include opportunity/inherent and residual risks)	√		Risk Manager	Governance
Information and our management of it	√		Information Governance Officer	Governance
Annual Governance Statement		√	Audit Service Manager	Statutory
Audit Plans and Annual Accounts External Audit Perspective		√	Audit Commission	Audit
Reviewing the Annual Accounts		√	Section 151 Officer	Statutory
Internal Audit Strategic Planning	√		Audit Service Manager	Audit
Contract Rules	√		Legal Services	Statutory
The impact of proposed changes to external audit provision		√	Section 151 Officer	External
Human Resources and their management	√		Organisational Development	Service