



## AUDIT COMMITTEE

22 June 2016

**Subject Heading:**

Training Plan for Audit Committee

**CMT Lead**

Jane West  
Managing Director oneSource

**Report Author and contact details:**

Sandy Hamberger  
Interim Head of Internal Audit  
Tel: 01708 434506  
sandy.hamberger@onesource.co.uk

**Policy context:**

To agree a forward 2016/17 training plan for the members of the Audit Committee.

**Financial summary:**

Most training will be delivered by internal staff; any additional costs arising will be funded from revenue budgets as detailed in the financial implications section.

**The subject matter of this report deals with the following Council Objectives**

Havering will be clean and its environment will be cared for	X
People will be safe, in their homes and in the community	X
Residents will be proud to live in Havering	X

### SUMMARY

This report outlines a planned approach to training for Audit Committee members in 2016/2017 and how the training will be provided.

Members can request training at any time and a needs analysis will be completed and used to guide the focus of training.

### RECOMMENDATIONS

Members are asked to comment on and agree the training plan within the report.

1. To approve the training plan, subject to any comments made at the meeting.
2. To note that this is the annual review of the four year training plan, originally approved in 2014.

<b>REPORT DETAIL</b>
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1. Below is an outline of the areas relevant to the Audit Committee's Terms of Reference:
  - Statement of Accounts including International Financial Reporting Standards;
  - Treasury Management;
  - The role of the Audit Committee in Local Government;
  - The role of Internal and External Auditors
  - Risk Management and Internal Control;
  - Corporate Governance including the Annual Governance Statement;
  - Internal Fraud and Corruption risks including Bribery Act and Money Laundering;
  - External Fraud risks; and
  - Confidential Reporting (Whistle Blowing).
2. An extract from the constitution regarding training and membership is included below:

**Part 4 – Committee Procedure Rules paragraph 18 Training and continuity of membership of certain committees**

(a) In the interests of business continuity, each Group and Group Leader shall ensure that any Member appointed to a place allocated to that Group on each of the Committees referred to in the following table shall have received, or shall within six months of appointment receive, training appropriate to its membership. If a member does not undertake the required training within six months of appointment then that member shall not partake in the decision making of the Committee until their training has been completed.

(b) Each Group and Group Leaders shall strive to avoid making changes to their representation on the Committees referred to in the table for as long as possible and shall accordingly seek to ensure that their members remain on the particular committee for the period indicated:

<b>Committee</b>	<b>Period</b>
Adjudication and Review	At least two years
Audit	Full four year term
Licensing	At least two years
Pensions	Full four year term
Regulatory Services	At least two years

(c) For the Audit, Pensions, Regulatory Services and Adjudication and Review Committees, Groups shall nominate members other than those appointed to the respective Committees to be “designated substitutes”, to attend a meeting in the event that an appointed member is unable to do so. “Designated substitutes” shall participate in the same training opportunities as appointed members. Non nominated members may not act as substitutes.

(d) This rule shall operate without prejudice to the ability of the Council and the Adjudication and Review Committee to require changes in membership where to do so is appropriate for other reasons, or to comply with statutory requirements.

3. A skills analysis was completed for all members and nominated substitutes in 2014 to identify any specific training needs. Members have the opportunity to review the training programme. Members and substitute members can request at any time a briefing on an agenda item.
4. The most appropriate method of delivery will be selected based on the development or learning need. This is likely to be officer briefings (verbal or written), e learning or training with external specialists. The Committee will also receive ad-hoc briefings from the relevant officer on new topics relevant to the Committee’s role.
5. Substitute Members will be invited to attend all training and in some circumstances the training may be offered to all Members, where it is considered relevant.
6. Training is included on the forward plan and presented at each meeting. Details of training provided and undertaken will be included in the Annual Report of the Committee.
7. The table below outlines the draft plan 2016/17 for comment and agreement.

<b>Frequency</b>	<b>Contents</b>	<b>Method of Delivery</b>	<b>Timing</b>
Annual or as required	Statement of Accounts	Group session	27 <sup>th</sup> September 2016 Meeting
Annual or as required	Treasury	Group session	9 <sup>th</sup> May 2017
Annual or as required	Fraud & Corruption <ul style="list-style-type: none"><li>• Bribery</li><li>• Money Laundering</li><li>• Whistle blowing</li><li>• Housing Fraud</li></ul>	Group session	1 <sup>st</sup> December 2016
Annual or as required	Risk Management		June 2017 (TBC)
Annual or as required	Corporate Governance	Group session	1 <sup>st</sup> March 2017

## **IMPLICATIONS AND RISKS**

### **Financial implications and risks:**

Most training referred to in this report is provided by officers and therefore does not incur a cost other than staff time and a small amount of training resources which would be funded from the Audit and Risk revenue budgets. The costs of any external training will either be contained within the Member development budget or the Audit and Risk revenue budgets.

The contribution of an effective Audit Committee is fundamental in ensuring the Council maintains a robust system of internal control. Failure of the Audit Committee to undertake its duties in an effective manner may result in issues that arise not being addressed and an erosion in public confidence.

### **Legal implications and risks:**

None arising directly from this report.

### **Human Resources implications and risks:**

None arising directly from this report.

### **Equalities implications and risks:**

None arising directly from this report.

## **BACKGROUND PAPERS**

None.