

Appendix A

Audit Committee effectiveness improvement plan – Update on progress

ESTABLISHMENT, OPERATION AND DUTIES				
Role and remit				
Issue	Compliance			Action
	Yes	Partial	No	
Does the audit committee have written terms of reference?		X		<p>2011 - Terms of Reference should be agreed that cover the roles and responsibilities of the Audit Committee that are separate from the constitution.</p> <p>2012 – No change – as the Committee’s TOR are included in the constitution it is not feasible to fully comply with this requirement. However the chair of the committee is satisfied that the current arrangements are satisfactory and partial compliance is acceptable.</p>
Membership, induction and training				
Have all members’ skills and experiences been assessed and training given for identified gaps?	X			<p>2011 - A skills and knowledge assessment needs to be conducted to inform future training needs for the committee.</p> <p>2012 – Skills audit has now been completed and will inform the relevant individuals and/or groups training plan for the coming year.</p>
Meetings				
Do the terms of reference set out the frequency of meetings?		X		<p>2011 - Democratic Services will be consulted with regards to including this in the TOR.</p> <p>2012 – No change, although now classified as partial as meeting dates are set a year in advance and publicised on the councils website. The committee chair considers this is adequate provision.</p>
FINANCIAL REPORTING AND REGULATORY MATTERS				
Does the audit committee have a mechanism to keep it aware of topical legal and regulatory issues, for example by receiving circulars and through training?	X			<p>2011 - A mechanism needs to be established for members of the committee to receive circulars and updates.</p> <p>2012 – A full training plan is followed through the year, usually covering topical issues. Committee is regularly briefed on ongoing matters by the Head of Finance or the Internal Audit Manager.</p>