



AUDIT COMMITTEE

26 September 2013

Subject Heading:

Annual Review of for Audit
Committee Training

Report Author and contact details:

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Policy context:

To review the training attended for
2012/13 and agree a training plan for the
members of the Audit Committee.

Financial summary:

N/A

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

Clean, safe and green borough	X
Excellence in education and learning	X
Opportunities for all through economic, social and cultural activity	X
Value and enhance the life of every individual	X
High customer satisfaction and a stable council tax	X

SUMMARY

This report advises of training provided to the Audit Committee in 2012/13 and the plan for 2013/14. The Members are in the last year of their four year appointment to the Committee so their training requirements are relatively low and determined by a timetable approved in 2012.

The new substitute member on the Committee has been given an induction to the role and an assessment of any immediate training needs

completed. The replacement for Cllr Frederick Osborne will also be offered the same opportunity.

Members and Substitute Members can request training at any time and a needs analysis has been completed and used in the past to guide the focus of training.

RECOMMENDATIONS

1. To comment on the training plan within the report.
2. To approve the training plan, subject to any comments made.

REPORT DETAIL

The Audit Committee consists of six experienced Councillors:

- Cllr Georgina Galpin (Chair);
- Cllr Frederick Osborne (resigned June 2013 Council will appoint a replacement October 2013);
- Cllr Roger Ramsey;
- Cllr Frederick Thompson;
- Cllr Clarence Barrett; and
- Cllr Denis Breading.

Members appointed to Audit Committee generally serve for the full four year term to ensure consistency of membership. Three of the current members sat on the Audit Committee prior to the last election in 2010. A needs analysis has been completed for all members and this fed into the 2012/13 training programme.

All members and substitute members who join the committee mid-term are offered an induction and their training needs assessed.

To ensure there is suitable cover for Audit Committee members unable to attend meetings political parties have been asked to identify substitute members who are now also invited to attend any training provided.

Substitute Members:

- Cllr Steven Kelly;
- Cllr Lesley Kelly (appointed June 2013);
- Cllr Eric Munday;
- Cllr Linda Hawthorn; and
- Cllr Pat Murray

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In addition training is often extended to all Council members where it is felt appropriate, usually where the topic is Fraud & Corruption.

In 2012 the Committee approved a timetable of training that identified the planned frequency and timing of training within the members four year appointment to Committee. As the term progresses the requirement for training reduces, however at any point all members can request training and the Chair takes an active role in determining any additional or unplanned training or briefings that are required.

The table below indicates the training that has taken place in 2012/13 and the attendance at each session.

Timescale	Session	Coverage	Attendance
June	Fraud	Housing Fraud	Cllr Georgina Galpin Cllr Fred Osborne Cllr Linda Hawthorn Cllr Roger Ramsey Cllr Frederick Thompson Cllr Denis O'Flynn Cllr Ron Ower
December	Fraud	General Fraud Update	Cllr Georgina Galpin Cllr Clarence Barrett Cllr Denis Breeding Cllr Wendy Brice-Thompson Cllr Roger Ramsey Cllr Frederick Thompson
February	Risk Based Verification	New approach to Benefits assessment	Cllr Georgina Galpin Cllr Denis Breeding Cllr Frederick Osborne Cllr Frederick Thompson
June	Fraud	Brief update on Single Fraud Investigation Service and Officers recent secondment to Department of Work & Pensions	Cllr Georgina Galpin Cllr Roger Ramsey Cllr Clarence Barrett Cllr Linda Hawthorn Cllr Frederick Thompson

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The table below indicates the training that is plan until election.

Timescale	Session	Coverage	Attendance
September	Finance	Introduction of interim Internal Audit & Corporate Risk Manager & Annual Statement of Accounts / Treasury Management	Audit Committee & Substitute Members
December	Fraud	Corporate	All Members
February	Risk Management	Corporate Risk Register	Audit Committee & Substitute Members
April	Governance	Annual Governance Statement process and actions plan	Audit Committee & Substitute Members

The overall training plan for the Committee will be reviewed in advance of the next election and individual needs of the new Committee will be assessed post election to inform the training programme for 2014/15.

IMPLICATIONS AND RISKS

Financial implications and risks:

None directly arising from this report, as most training is provided by officers and therefore does not incur a cost other than resources. Where external training is required this will be funded from current budgets. The existence 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. Internal costs may be incurred should insufficient members or substitute members be available for a meeting as other members are not permitted to substitute and vote the risk of this occurring is increased.

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