

AUDIT AND ACCOUNTS COMMITTEE TRAINING PLAN

To: **Audit and Accounts Committee**

Date: **24th November 2015**

From: **Head of Internal Audit and Risk Management**

Electoral Division(s): **All**

Forward Plan Ref: **N/A**

Key decision: **No**

Purpose: **To report on the training that Committee Members have requested.**

Key Issues: **N/A**

Recommendation: **The Audit and Accounts Committee is asked:**

a) To provide feedback on their training requirements and their preferred option for delivery and scheduling of training.

b) To identify any other training requirements.

<i>Officer contact:</i>	
Name:	Neil Hunter
Post:	LGSS Head of Internal Audit
Email:	neil.hunter@cambridgeshire.gov.uk
Tel:	01223 715317

1. Background

1.1 The Constitution sets out a number of core functions for which the Audit and Accounts Committee is responsible:

- Consider and approve the annual statement of accounts.
- Ensure that the financial management of the Council is adequate and effective.
- Ensure that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.
- Review annually the Council's system of internal control and to agree an Annual Governance Statement for inclusion in the statement of accounts.
- To ensure that the Council has an adequate and effective internal audit function.
- Consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- Oversee the Council's Assurance Framework, ensuring that action is being taken on risk-related issues identified by auditors and inspectors.
- Consider reports on the provision of internal audit services under S.151 of the Local Government Act 1972 and the Accounts and Audit Regulations 2003 (Regulation 6).
- Review the financial statements, external auditor's opinion and reports to members, and monitor management actions in response to the issues raised by external audit.
- Approve and monitor delivery of the Internal Audit's Strategy and performance and to consider and endorse the Annual Work Programme.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Seek assurance that action has been taken to implement the recommendations arising from the findings of significant audit work.
- Discuss the Audit Planning Memorandum with external audit.
- Receive, for information, the Relationship Management Report and Annual Audit Letter and to scrutinise the Council's response to issues raised.
- Ensure that the Council's Annual Governance Statement properly reflects the risk environment and any actions required to improve it.
- Advise on the content of revisions to the Council's risk management policy.
- Make recommendations as to the wording and content of revisions to the County Council's Financial and Contract Procedure Rules.

- Report as appropriate to Full Council, relevant Service Committee and Constitution and Ethics Committee on issues which require their attention or further action.
- Bring to the attention of the General Purposes Committee any issue which may warrant further consideration or review.
- Approve and maintain the Council's Code of Corporate Governance.
- Oversee the annual review of the effectiveness of the system of internal audit.

1.2 It is therefore beneficial for the Audit and Accounts Committee members to have certain skills and knowledge to carry out their role. The extent to which members of the Committee are familiar with the above areas will depend on their professional background, experience, interest etc. In any event, the Council is committed to providing training to Members to equip them with the necessary skills and knowledge to carry out their roles effectively.

1.3 It was agreed in discussion at a previous meeting that it would be useful for Members to have the opportunity to ask for additional training in respect of the work of the Committee. Committee members were asked to identify any areas where they thought they may require additional training on.

2. Responses received

2.1 Councillor Topping suggested either risk management training, or a session on the corporate accounts.

2.2 Councillor Henson suggested a session on the Accounts process and further training on the background to the Council's PFI Contracts and Council borrowing.