

## Update on Audit & Accounts Committee Review of Effectiveness Action Plan

To: Audit & Accounts Committee

Meeting Date: 28<sup>th</sup> March 2024

From: Head of Internal Audit & Risk Management

Electoral division(s): All

Executive Summary: The report provides an update on the implementation of the Action Plan agreed in response to the Audit & Accounts Committee review of effectiveness undertaken in September 2023.

Recommendation: The Committee is asked to consider the update on the implementation of the Action Plan.

Officer contact:

Name: Mairead Claydon

Post: Head of Internal Audit & Risk Management

Email: [Mairead.claydon@cambridgeshire.gov.uk](mailto:Mairead.claydon@cambridgeshire.gov.uk)

# 1. Creating a greener, fairer and more caring Cambridgeshire

1.1 The Audit & Accounts Committee plays a vital role in ensuring the adequacy of the risk management framework, the internal control environment, and the integrity of the financial reporting and annual governance processes at Cambridgeshire County Council. As such, ensuring that the Committee is operating effectively and in line with best practice supports the achievement of all seven of the Council's strategic ambitions.

## 2. Background

2.1 CIPFA's updated *Position Statement on Audit Committees in Local Authorities and Police* (2022) also includes a set of documents to enable Audit Committees to complete a self-assessment against good practice and to evaluate the impact and effectiveness of the Audit Committee.

2.2 Members of the Audit & Accounts Committee in conjunction with key officers conducted a self-assessment exercise against the updated CIPFA *Position Statement* on the 8<sup>th</sup> September 2023.

2.3 The findings and action points from the review of effectiveness were developed into an Action Plan and presented to the full Audit & Accounts Committee on the 1<sup>st</sup> December 2023. This report provides an update on the progress with implementing the Action Plan.

## 3. Progress with Action Plan Implementation:

3.1 The Action Plan capturing all action points identified during the review of effectiveness is presented below, with information on completion and revised target dates where necessary:

<b>Action:</b>	<b>Target Date:</b>	<b>Officer Contact:</b>	<b>Update:</b>
The Audit & Accounts Committee's report to Full Council will be amended to include a reminder to other Committees that they can refer matters to the Audit & Accounts Committee for its consideration or action. It will also be updated to include information on the Review of Effectiveness and development work undertaken during the year and planned improvements going forward.	COMPLETE	Head of Internal Audit & Risk Management	This action had been completed as at the previous update to Committee on 1 <sup>st</sup> December 2023.
A shared drive will be set up to share internal audit final reports; in the interim,	COMPLETE	Head of Internal Audit & Risk	A Microsoft Teams site has been created to share final reports and all

Committee members are reminded that they can request sight of final audit reports.		Management	members of the Committee were contacted with details on how to access the site on 7 <sup>th</sup> March 2024.
Committee members should consider the range of actions available to them in obtaining additional information and assurance from officers and other Committees and considering and making recommendations for the improvement of governance, risk and control arrangements.	COMPLETE	Head of Internal Audit & Risk Management	This action had been completed as at the previous update to Committee on 1 <sup>st</sup> December 2023.
A private meeting with the Committee and the external auditors and Head of Internal Audit to be held following a Committee meeting before the end of the financial year.	COMPLETE	Head of Democratic Services	The private meeting has been scheduled to take place following the 28 <sup>th</sup> March Committee meeting at which this report will be presented.
Training Plan to be re-presented to Committee as a standing item at the end of each meeting for review.	31 <sup>st</sup> March 2024  Revised to: 30 <sup>th</sup> May 2024	Head of Democratic Services	A comprehensive update of the training plan will be brought to the May 2024 meeting of the Committee.
The Committee will conduct a feedback exercise inviting feedback on its performance from the Chief Executive, Monitoring Officer, Section 151 Officer and key Councillor stakeholders.	COMPLETE	Head of Internal Audit & Risk Management	A feedback exercise has been conducted in February/March 2024 but only one response was received. Recognising that the end of the financial year is a busy time for officers and members, it is therefore suggested that a feedback exercise is re-run in advance of the next Review of Effectiveness to obtain a wider range of views. This may be undertaken in person via a meeting at Statutory Officers Group (or equivalent).

<p>Conduct a review of the Audit &amp; Accounts Committee Terms of Reference alongside the CIPFA <i>Position Statement on Audit Committees in Local Authorities and Police</i>.</p>	<p>31<sup>st</sup> March 2024</p> <p>Revised to: 30<sup>th</sup> July 2024</p>	<p>Head of Internal Audit &amp; Risk Management</p>	<p>This review has yet to be completed due to capacity within the internal audit team. It is proposed that an updated version of the Terms of Reference will be brought to the July 2024 meeting of the Audit &amp; Accounts Committee for discussion, as the agenda for the next meeting in May 2024 is full.</p>
---	--	---	--

#### 4. Significant Implications

There are no significant implications for this report.

#### 5. Source Documents

5.1 [Audit & Accounts Committee Review of Effectiveness 2023/4](#)

5.2 [CIPFA Position Statement on Audit Committees in Local Authorities & Police](#)