

## **AUDIT & ACCOUNTS COMMITTEE TRAINING**

### **SUMMARY**

- 1.1 Members of the Audit and Accounts Committee should have an understanding of the role of an Audit Committee and the issues that are presented.

### **RECOMMENDATIONS**

- 2.1 That members of the Audit Committee receive training on the topics as suggested in paragraph 4.2 and appendix 2.

### **REASONS FOR RECOMMENDATION**

- 3.1 Training for members strengthens the Committee's coverage of the financial, risk and governance arrangements (including the role of an Audit Committee) of the Council.

### **SUPPORTING INFORMATION**

- 4.1 All Audit and Accounts Committee members, whatever their status or background, will have training and development needs. Those members who have not sat on the Audit and Accounts Committee will need induction training to help them understand their role.
- 4.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) suggests that induction should be provided to members on:
- the role of the committee
  - the terms of reference
  - the time input required of members
  - an overview of council activities
  - the financial and risk environment.

An induction session will be held for all new members of the Audit and Accounts Committee prior to the first meeting of the Committee cycle.

- 4.3 Good practice suggests that further, regular and specific audit committee training should also be provided in:
- financial reporting
  - governance
  - understanding financial statements
  - the regularity framework
  - the role of internal and external audit
  - the importance of risk management.

Appendix 2 provides the key areas of training proposed for future training for the Committee for the next 2 years.

- 4.4 Internally arranged sessions will be the most cost-effective method of delivering any training. This can be supplemented by briefings from external sources. Given the scope of the training identified in paragraph 4.2 and Appendix 2, a single session will not be suitable to cover all the issues. The most effective way to deliver training is a series of sessions in the form of a rolling programme at the start of each Committee meeting. No session will last no longer than 30 minutes. The programme will start at the June 2012 meeting.
- 4.5 There may be a requirement for some additional elements on the member's training programme. There are various methods that can be adopted to provide additional training.
- conferences
  - formal courses
  - internally arranged sessions
  - emailed briefings
  - briefings from external sources i.e. External Audit
  - e-learning solutions.

The Head of Governance and Assurance will keep members up to date on courses, workshops etc that are available to help them fulfil their responsibilities as Audit and Accounts Committee members.

- 4.6 Committee Members will also receive training as part of the overall members' training programme, for example safeguarding issues. This will provide knowledge that will also assist members in discharging their responsibilities as part of the Audit and Accounts Committee.

<b>OTHER OPTIONS CONSIDERED</b>
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- 5.1 n/a

This report has been approved by the following officers:

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	
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<b>For more information contact:</b>  <b>Background papers:</b> <b>List of appendices:</b>	Richard Boneham, Head of Governance and Assurance, 01332 643280 <a href="mailto:richard.boneham@derby.gov.uk">richard.boneham@derby.gov.uk</a> None Appendix 1 – Implications Appendix 2 – Training Programme
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<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 None directly arising

**Legal**

- 2.1 None directly arising

**Personnel**

- 3.1 None directly arising

**Equalities Impact**

- 4.1 None directly arising.

**Health and Safety**

- 5.1 None directly arising.

**Environmental Sustainability**

- 6.1 None directly arising.

**Asset Management**

- 7.1 None directly arising.

**Risk Management**

- 8.1 None directly arising.

**Corporate objectives and priorities for change**

- 9.1 The functions of the Committee have been established to support delivery of corporate objectives by enhancing scrutiny of various aspects of the Council's controls and governance arrangements.

## Appendix 2

<b>Area of training</b>	<b>Lead Officer</b>	<b>Scheduled meeting</b>
Understanding the Internal and External Audit Function	Head of Governance & Assurance	June 2012
Statement of Accounts	Head of Corporate Finance	September 2012
Risk Management	Head of Governance & Assurance	December 2012
Information Security	Information Governance Manager	February 2013
Freedom of Information issues	Information Governance Manager	March 2013
Treasury Management	Head of Corporate Finance	June 2013
Partnership Working	Head of Performance & Improvement	September 2013
Fraud	Head of Governance & Assurance	December 2013
Asset Management	Head of Corporate Finance	February 2014