



Derby City Council

**Audit and Accounts Committee
19 September 2018**

Report of the Strategic Director of Corporate
Resources

ITEM 5

Audit & Accounts Committee Work Programme 2018/19

SUMMARY

- 1.1 This report provides details of the updated work programme for this Committee for the 2018/19 Municipal Year.
- 1.2 The report also highlights potential areas of training for Committee Members.

RECOMMENDATION

- 2.1 To agree the revised work programme for the Committee as set out in Appendix 2.
- 2.2. To agree to complete the knowledge/skills self –assessment.

REASONS FOR RECOMMENDATION

- 3.1 It provides a proposed 'core business' work programme for the Committee.
- 3.2 There needs to be a commitment from all Committee Members to participate in training and development to ensure that their knowledge is kept up to date. The Council should establish a programme of support that involves induction training, regular briefings and updates as well as formal training programmes.

SUPPORTING INFORMATION

- 4.1 As stated at the meeting on 19 June 2018, all required updates to the work programme would be reported to Committee on a regular basis. The Chair has agreed to remove the Committee meeting on 5th December 2018 given that the Committee also has a meeting on 7th November 2018. All reports scheduled for that meeting will be presented at either the November meeting or the meeting on 6th February 2019. The revised work programme is attached at Appendix 2.

Committee Training

- 4.2 The 2017/18 work programme included training sessions for the Committee, which took place an hour before the Committee meeting commenced. The current work programme has not included this as the training programme had not been finalised.
- 4.3 The Chair has identified the following areas as potential training sessions for 2018/19:
- Counter Fraud
 - Risk Management
 - External Audit
- 4.4 The Chartered Institute of Public Finance and Accountancy (CIPFA) has provided practical guidance for audit committees in local authorities to help develop the Committee's effectiveness. This guidance document states that "the primary considerations when considering audit committee membership should be maximising the committee's knowledge base and skills". However, no one committee member would be expected to be expert in all areas, but there are some core areas of knowledge that committee members will need to acquire.
- 4.5 The guidance document sets out a knowledge and skills framework for audit committee members and the committee chair. This can be used to guide members on their training needs and to evaluate the overall knowledge and skills of the committee. A distinction is made between core areas of knowledge that all audit committee members should seek to acquire and a range of specialisms that can add value to the committee.
- 4.6 The Chair wants to use this framework to inform the Committee's training programme. A template based on this framework has been sent to all Members of the Committee. The intention is that members identify the level of skills they believe they have in each "knowledge area" based on the core knowledge required (as set out in the framework), as well as highlighting those areas where they feel they require further training.
- 4.7 It is the intention of the Chair that there is a workshop held for Committee members before the November Committee meeting to review the outcomes of the knowledge/skills self-assessment and develop a training programme going forward.

OTHER OPTIONS CONSIDERED

- 5.1 None.

This report has been approved by the following officers:

Legal officer	n/a
Financial officer	n/a
Human Resources officer	n/a
Estates/Property officer	n/a
Service Director(s)	n/a
Other(s)	n/a

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Background papers:	
List of appendices:	Appendix 1 – Implications Appendix 2 – Committee Work Programme

IMPLICATIONS

Financial and Value for Money

- 1.1 None arising from this report

Legal

- 2.1 None arising from this report

Personnel

- 3.1 None arising from this report

IT

- 4.1 None arising from this report

Equalities Impact

- 5.1 None arising from this report

Health and Safety

- 6.1 None arising from this report

Environmental Sustainability

- 7.1 None arising from this report

Property and Asset Management

- 8.1 None arising from this report

Risk Management

- 9.1 None arising from this report

Corporate objectives and priorities for change

- 10.1 Sound processes and practices underpin the achievement of the Council's

objectives.