

**Audit Committee Self-Assessment Improvement Actions - September 2016**

Ref.	Improvement Actions	Target Date	Action Owner	Status
<b>Actions Carried Forward from 2015/16</b>				
1.	<p><u>Internal Audit Resource</u></p> <p>The impact of reducing resources within the Audit team to continue to be monitored and highlighted. Regular reports are required from the Audit Manager.</p>	Ongoing	Audit Manager	
2.	<p><u>Audit / Scrutiny Protocol</u></p> <p>In order to address the issue of items being considered by Scrutiny overlapping with Audit Committee, a protocol is to be developed by officers.</p> <p>This will be progressed through engagement with the new Director for Governance and Legal Services (Davina Fiore).</p>	Ongoing	Audit Manager & Director, Governance and Legal Services.	
<b>(New) Proposed Improvement Actions</b>				
3.	<p><u>Audit Committee Terms of Reference</u></p> <p>Audit Committee to review its Terms of Reference in consideration of the CIPFA best practice guidance in readiness for the 2017/18 municipal year. This will also require consideration of the Local Government (Wales) Bill implications for the anticipated widening role of the Committee.</p> <p>Focus is particularly required in respect of the extent of risk management, performance and partnership oversight responsibilities.</p>	November 2016	Audit Committee, Audit Manager & Director, Governance and Legal Services.	
4.	<p><u>Role and Purpose of Audit Committee</u></p> <p>The Audit Committee to consider the publication of a newsletter to assist officers and members in understanding its role, purpose and work.</p>	November 2016	Audit Manager	
5.	<p><u>Audit Committee information / Reports</u></p> <p>There is an opportunity to discuss the ongoing work programme at the end of each Audit Committee meeting and to decide if additional reports are to be requested from Management.</p>	November 2016	Audit Manager	

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6.	<u>Agenda Setting</u> The pre Audit Committee Meeting could have more briefings and officer presentations. This would assist in the wider discussion of issues which may be of interest at the agenda setting stage.	November 2016	Audit Manager	
7.	<u>Knowledge and Skills</u> The CIPFA 'Audit Committee Members – Knowledge and Skills Framework' to be trailed for skills and development assessments on a low impact basis.	January 2017	Audit Manager & Audit Committee	
8.	<u>Audit Committee Minutes</u> Audit Committee minutes are required more promptly, with a target of a two week turnaround for the Chair to review.	November 2017	Democratic Services	