Good Practice Assessment March 2018

Good practice questions		Yes	Partly	No	Improvement Actions
Audit committee purpose and governance					
1	Does the authority have a dedicated audit committee?	☒	☐	☐	
2	Does the audit committee report directly to full council? (Applicable to local government only.)	☒	☐	☐	
3	Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's Position Statement?	☒	☐	☐	
4	Is the role and purpose of the audit committee understood and accepted across the authority?	☐	☒	☐	1. Communications Plan.
5	Does the audit committee provide support to the authority in meeting the requirements of good governance?	☒	☐	☐	
6	Are there arrangements to hold the committee to account for its performance operating satisfactorily?	☒	☐	☐	
Functions of the Committee					
7	Do the committee's terms of reference explicitly address all the core areas identified in CIPFA's Position Statement?				
	• good governance	☒	☐	☐	
	• assurance framework , **including partnerships and collaboration arrangements**	☒	☐	☐	
	• internal audit	☒	☐	☐	
	• external audit	☒	☐	☐	2. Terms of Reference.
	• financial reporting	☒	☐	☐	
	• risk management	☒	☐	☐	
	• value for money or best value	☒	☐	☐	
	• counter-fraud and corruption	☒	☐	☐	
	• **Supporting the Ethical Framework**	☐	☐	☐	
8	Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?	☒	☐	☐	
9	Has the audit committee considered the wider areas identified in CIPFA's Position Statement and whether it would be appropriate for the committee to undertake them?	☐	☒	☐	3. 'Wider Functions' review. 4. Audit Committee Induction.
10	Where coverage of core areas has been found to be limited, are plans in place to address this?	☒	☐	☐	
11	Has the committee maintained its non-advisory role by not taking on any decision-making powers that are not in line with its core purpose?	☒	☐	☐	
Membership and support					

12	Has an effective audit committee structure and composition of the committee been selected? This should include: • separation from the executive • an appropriate mix of knowledge and skills among the membership • a size of committee that is not unwieldy ▪ ~~where independent members are used, that they have been appointed using an appropriate process.~~ **consideration has been given to the inclusion of at least one independent member (where it is not already a mandatory requirement)**	☒	☐	☐	
13	**Have independent members appointed to the committee been recruited in an open and transparent way and approved by the full council or the PCC and chief constable as appropriate for the organisation?**	☐	☐	☐	
14	Does the chair of the committee have appropriate knowledge and skills?	☒	☐	☐	5. Chair's External engagement.
15	Are arrangements in place to support the committee with briefings and training?	☒	☐	☐	
16	Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory?	☐	☐	☒	6. Knowledge and Skills Assessment.
17	Does the committee have good working relations with key people and organisations, including external audit, internal audit and the chief financial officer?	☒	☐	☐	
18	Is adequate secretariat and administrative support to the committee provided?	☒	☐	☐	
Effectiveness of the Committee					
19	Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?	☒	☐	☐	
20	**Are meetings effective with a good level of discussion and engagement from all the members?**	☐	☐	☐	
21	**Does the committee engage with a wide range of leaders and managers, including discussion of audit findings, risks and action plans with the responsible officers?**	☐	☐	☐	
22	**Does the committee make recommendations for the improvement of governance, risk and control and are these acted on?**	☐	☐	☐	
23	Has the committee evaluated whether and how it is adding value to the organisation?	☒	☐	☐	
24	Does the committee have an action plan to improve any areas of weakness?	☒	☐	☐	
25	**Does the committee publish an annual report to account for its performance and explain its work?**	☐	☐	☐	