

DRAFT ACTION PLAN

AUDIT AND RISK MANAGEMENT COMMITTEE – SELF ASSESSMENT

Appendix 1

File Ref: ARM/1/07-09

Ref	Recommendations	Priority	Officer Responsible	Agreed	Planned Action Date	Client Comments	Date Verified (For Audit use only)
R.1	Guidance notes should be prepared identifying the correct procedure for Members of the Audit and Risk Management Committee to follow if it is necessary for them to access other Committees or full Council regarding any issues identified.	High	Director of Law, HR & Asset Management	Y/N			
R.2	The Audit and Risk Management Committee should undertake the self assessment exercise against best practice on a periodic basis	Medium	Chair of Audit and Risk Management Committee	Y/N			
R.3	The Audit and Risk Management Committee should make a formal annual report on its work and performance during the year to Cabinet or full Council.	Medium	Chair of Audit and Risk Management Committee	Y/N			
R.4	A mechanism should be in place to ensure that all new Members of the Audit and Risk Management Committee are provided with an appropriate induction that is specific to this Committee.	High	Director of Law, HR and Asset Management	Y/N			
R.5	A system should be in operation to assess the skills and experience mix of all new Members of the Audit and Risk Management Committee during	High	Director of Law, HR and Asset	Y/N			

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	their induction and any identified gaps addressed through the provision of relevant training.		Management				
R.6	Members of the Audit and Risk Management Committee should consider the format and presentation of the Annual Governance Statement and assess how meaningful the Statement is to them.	High	Chair of Audit and Risk Management Committee	Y/N			
R.7	The mechanism in place to remind Members of all Committees of the importance of Risk Management in the service delivery and decision making process should be reinforced.	High	Director of Finance	Y/N			
R.8	Members of the Audit and Risk Management Committee should receive a report from the officers identifying progress made by the Council towards implementing the CIPFA Managing the Risk of Fraud Framework.	High	Director of Finance	Y	Jan 2010		
R.9	The library facility for storing reports presented to the Audit and Risk Management Committee should be reviewed in an attempt to provide the Members	Medium	Director of Law HR and Asset	Y/N			

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	with a more efficient and effective search facility that doesn't involve the need to view specific Committee meetings.		Management.				
R.10	A mechanism should be put in place to ensure that the Audit and Risk Management Committee Members are aware of topical legal and regulatory issues, for example by receiving relevant circulars and through more detailed training.	Medium	Director of Law, HR and Asset Management	Y/N			
R.11	The Audit and Risk Management Committee should regularly review the performance of the External Auditors.	High	Chair of Audit and Risk Management Committee	Y/N			
R.12	Agenda papers for Audit and Risk Management Committee meetings should be circulated in advance of meetings to allow adequate preparation by the Members.	Medium	Director of Law HR and Asset Management	Y/N			