

DRAFT ACTION PLAN

AUDIT AND RISK MANAGEMENT COMMITTEE – SELF ASSESSMENT

Appendix 2

File Ref: ARM/01/03/13

Ref	Recommendations	Priority	Officer Responsible	Agreed	Planned Action Date	Client Comments	Date Verified (For Audit use only)
R.1	<p>Training should be provided to Members of the Audit and Risk Management to enable them to operate effectively and ensure continued compliance with Terms of Reference for the Committee. The training should include the following:</p> <ul style="list-style-type: none">• Risk Management (Incl Risk Registers)• Regulatory Regime• Annual Governance Statement• Statement on Internal Control	High	Head of Legal & Democratic Services/ Director of Finance	Y	Sept 13	<i>Training events currently being organised to cover areas identified.</i>	
R.2	<p>The Audit and Risk Management Committee Terms of Reference should be reviewed for continued compliance with the CIPFA guidance and current professional best practice and this exercise should be undertaken periodically.</p> <p>The Terms of Reference should set out the frequency of meetings of the Committee.</p>	Medium	Head of Legal & Democratic Services	Y	Sept 13		

DRAFT ACTION PLAN

AUDIT AND RISK MANAGEMENT COMMITTEE – SELF ASSESSMENT

Appendix 2

File Ref: ARM/01/03/13

Ref	Recommendations	Priority	Officer Responsible	Agreed	Planned Action Date	Client Comments	Date Verified (For Audit use only)
R.3	Membership of the Audit and Risk Management Committee should be evaluated to ensure that it remains fit for purpose; this should include an assessment of the independence of individual Members.	High	Head of Legal & Democratic Services	Y	Sept 13		
R.4	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 their induction and any identified gaps addressed through the provision of relevant training.	High	Head of Legal & Democratic Services	Y	Sept 13	<i>Newly elected Members now receive an induction which includes an informal one to one with the Member Training Officer to complete a Personal Development Plan (PDP). A PDP is completed each year and is reviewed after 6 months. During PDP discussions the Member has the opportunity to outline any new areas of work or challenges. (See Member Training Audit Feb13)</i>	
R.5	Agenda papers for Audit and Risk Management Committee meetings should be circulated in advance of meetings to allow adequate preparation by the Members.	Medium	Head of Legal & Democratic Services	Y	Sept 13		

DRAFT ACTION PLAN

AUDIT AND RISK MANAGEMENT COMMITTEE – SELF ASSESSMENT

Appendix 2

File Ref: ARM/01/03/13

Ref	Recommendations	Priority	Officer Responsible	Agreed	Planned Action Date	Client Comments	Date Verified (For Audit use only)
	Consideration should be given to introducing a second weekly mail drop for Members to ensure that adequate preparation time is provided.						
R.6	All Members of the Audit and Risk Management Committee should be reminded to ensure that they attend all meetings and briefings of the Committee and when they are unavailable an appropriate deputy is nominated.	Medium	All Members	Y	Sept 13		
R.7	Members of the Audit and Risk Management Committee should consider how the Council identifies and evaluates its risks and the role of the Committee in this process. This might include requesting Chief Officers to personally present their departmental risk registers to Audit and Risk Management Committee periodically for consideration.	High	Head of Legal & Democratic Services/ Director of Finance/Members	Y	Sept 13	<i>Mike Lane scheduled to deliver additional Risk Management training following revision and approval of the Risk Management Framework and Processes. Target date Sep 13.</i>	
R.8	A mechanism should be put in place to ensure that the Audit and Risk Management	Medium	Head of Legal &	Y	Sept 13		

DRAFT ACTION PLAN

AUDIT AND RISK MANAGEMENT COMMITTEE – SELF ASSESSMENT

Appendix 2

File Ref: ARM/01/03/13

Ref	Recommendations	Priority	Officer Responsible	Agreed	Planned Action Date	Client Comments	Date Verified (For Audit use only)
	Committee Members are aware of topical legal and regulatory issues, for example by receiving relevant circulars.		Democratic Services				
R.9	The Audit and Risk Management Committee should regularly review the performance of the External Auditors. Consideration should be given to the introduction of performance measures to facilitate this.	High	Head of Legal & Democratic Services/ Director of Finance	Y	Sept 13		
R.10	The Chair of the Audit and Risk Management Committee should be involved in the preparation and planning of agendas for the Committee.	Medium	Head of Legal & Democratic Services/ Director of Finance	Y	Sept 13		
R.11	Members of the Audit and Risk Management Committee should be reminded to familiarise themselves with the documented Terms of Reference for the Committee.	Medium	All Members	Y	Sept 13		