

Audit and Risk Management Committee

Self-Assessment Checklist - 2023

PURPOSE, FUNCTION, MEMBERSHIP AND EFFECTIVENESS					
Audit Committee Purpose and Governance					
No	Good Practice Question	Yes	Part	No	Action Required
1	Does the Authority have a dedicated Audit Committee ?	X			Well established Committee.
2	Does the Audit Committee report directly to full Council or equivalent ?	X			
3	Do the terms of reference clearly set out the purpose of the Committee in accordance with CIPFA's position statement ?	X			ARMC Terms of Reference updated in 2021-22 to reflect latest CIPFA Best Practice publication, which remains current.
4	Is the role and purpose of the Committee understood and accepted across the Authority ?	X			
5	Does the Audit Committee provide support to the authority in meeting the requirements of good governance ?	X			
6	Are the arrangements to hold the committee to account for its performance operating satisfactorily ?	X			ARMC Annual Report prepared for Council on activity and performance.

No	Good Practice Question	Yes	Part	No	Action Required
Functions of the Committee					
7	<p>Do the committee's terms of reference explicitly address all the core activities identified in CIPFA's Position Statement ?</p> <ul style="list-style-type: none"> • Good Governance • Assurance framework • Internal audit • External audit • Financial reporting • Risk management • Value for money • Counter fraud 	X			ARMC Terms of Reference explicitly identify all core activities.
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 ?	X			<p>Self Assessment against CIPFA matrix undertaken annually and reported to ARMC and Council.</p> <p>ARMC Annual Report completed and presented to Council that summarises and evaluates activity of committee and achievement of objectives as per the TOR.</p>
9	Has the committee considered the wider areas identified in CIPFA's best practice statement such as Risk Management, Treasury Management, and Whistleblowing, and whether it would be appropriate include in the committees' terms of reference ?	X			<p>The Terms of Reference were updated in 2021-22 and incorporates reference to the committee having oversight of reviews of Risk Management, Treasury Management and Whistleblowing arrangements.</p> <p>Consideration should be given to the frequency of Whistleblowing reporting.</p>
10	Where coverage of core areas has found to be limited are plans in place to address this ?	X			No core areas identified as missing.

No	Good Practice Question	Yes	Part	No	Action Required
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 ?	X			No decision making powers as reflected in Terms of Reference and working practice.
Membership and Support					
12	Has an effective audit committee structure and composition of the Committee been selected ? This should include: <ul style="list-style-type: none"> • Separation from Exec/Com • An appropriate mix of knowledge and skill. • Size of committee is not unwieldy. • Where independent members used, system for appointments appropriate. 	X X X X			ARMC structure and composition complies with CIPFA best practice. Reviewed in 2022 to reflect findings of external reviews. Developments included a reduction in membership and strengthening of Member training and development opportunities. Two independent Members are included on the Committee, with one currently filled and the other subject to ongoing recruitment that is fully compliant with comprehensive corporate policy and procedure.
13	Does the Chair of the committee have appropriate knowledge and skills ?	X			
14	Are arrangements in place to support the Committee with briefings and training ?	X			Regular scheduled briefings and training sessions scheduled and delivered.
15	Has the membership of the committee been assessed against the new core knowledge and skills framework and found to be satisfactory ?			X	Actions: New Members of the Audit and Risk Management Committee should each be assessed against the CIPFA Core Knowledge and Skills Framework. Any shortfalls identified in core skills and knowledge should be addressed through the provision of targeted training and development.

No	Good Practice Question	Yes	Part	No	Action Required
16	Does the committee have good working relations with key people and organisations, including external audit, internal audit and the Chief Financial Officer ?	X			Periodic scheduled Meetings take place between the Chair, the Party Spokespersons and relevant officers.
17	Is adequate secretariat and administrative support to the committee provided ?	X			Democratic Services fully support the Committee.
Effectiveness of the Committee					
18	Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work ?		X		The Policy and Resources Committee, along with other Service Committees regularly interacts with the ARMC, providing feedback as required. Action: A more robust system for obtaining feedback from stakeholders on the performance of the Audit and Risk Management Committee should be considered.
19	Has the Committee evaluated whether and how it is adding value to the organisation ?	X			The Annual ARMC Report prepared for Policy and Resources Committee analyses and details the activities of the Committee over a 12 month period and identifies the related value added to the organisation.
20	Does the committee have an action plan to improve any areas of weakness ?	X			

Completed By:

Councillor Jenny Johnson, Chair Audit and Risk Management Committee.

Mark Niblock, Chief Internal Auditor

Dec 2023

