

## **AUDIT AND ACCOUNTS COMMITTEE**

**28 JULY 2021**

### **COMMITTEE MEMBER TRAINING AND BI-ANNUAL REVIEW OF EFFECTIVENESS OF THE INTERNAL AUDIT FUNCTION AND THE COMMITTEE**

#### **1.0 Purpose of Report**

- 1.1 To provide Members with an update to the recent skills questionnaire circulated to all Committee members.
- 1.2 To propose a training programme for members of the Committee.
- 1.3 To update members on the Bi-annual review of effectiveness of the Internal Audit function and the Committee.

#### **2.0 Introduction**

- 2.1 During the Committee meeting on 21 April 2021 Assurance Lincolnshire reported that they were collating responses to the skills questionnaire that was circulated to members during March.
- 2.2 Overall there were only three responses to the questionnaire by members of the Committee. The majority of the responses were positive in nature and therefore a broad programme of activity has been suggested for members to partake in.
- 2.3 Should any member request an individual session in relation to any part of their role as a member of this Committee, this would be accommodated and those members should contact the Business Manager – Financial Services whenever they require.

#### **3.0 Training Programme**

- 3.1 The table in the paragraph below shows the sessions that are to be put in place in order to ensure that members of the Committee receive a broad understanding of their roles and responsibilities as Committee members together with assistance for some of the more technical reports that are brought to the Committee, such as the end of year financial statements and the Treasury Management Strategy (and associated documents).

3.2

<b>Session Title</b>	<b>Proposed Date</b>	<b>Description</b>
Mazars – Roles and Responsibilities of Local Authority Audit Committees	24 <sup>th</sup> June 2021	The session will cover the roles and responsibilities of the Audit Committee as well as good practices, followed by a panel Q&A in the second half
End of Year Statement of Accounts	21 <sup>st</sup> July 2021	To gain an understanding of the financial statements, notes to the accounts in order to be able to

		objectively challenge the information in the accounts
Governance, Risk Management and Financial Management	22 <sup>nd</sup> September 2021	The session will take members through the statutory role of the committee and a high level overview of its remit in relation to risk and financial management
Treasury Management	1 <sup>st</sup> December 2021	The session will give members an understanding of their roles and responsibilities in respect of Treasury Management, the reports they should expect to receive and the focus areas for challenge

- 3.3 It is anticipated that the sessions identified above will give members the insight that they require into the various responsibilities they hold as members of this committee.
- 3.4 The sessions relating to the Annual Statement of Accounts and Treasury Management have been, and will continue to be, annual sessions to keep members abreast of the latest developments. This will then aid their scrutiny of the reports relating to those areas.
- 3.5 The Business Manager – Financial Services will continue to review external sources for other sessions that may be available for members to attend and will promote those to members at that time.

#### **Bi-Annual Review of Effectiveness of the Internal Audit function and the Committee**

- 3.6 A session has been proposed for 25<sup>th</sup> August 2021 for the review the effectiveness of both the Internal Audit function and this Committee. As in previous years the self-assessment of the Committee will follow the questionnaire provided within CIPFA's Practical Guidance for Audit Committees. It is suggested that the Chair together with another member of the Committee undertake this, facilitated by the Business Manager – Financial Services and a representative from Assurance Lincolnshire.
- 3.7 Once the self-assessment of the Committee has been concluded, the representative from Assurance Lincolnshire will depart from the session in order for the remaining panel to assess the effectiveness of the Internal Audit function. A framework for that assessment will be provided to the panel members prior to the session.
- 3.8 It is proposed that a member be selected as a recommendation of this report to join the Chair and Business Manager – Financial Services in creating the panel to conduct the review.

#### **4.0 RECOMMENDATIONS**

- (a) Members approve the training programme as described at paragraph 3.2**
- (b) Members nominate a representative to accompany the Chair and the Business Manager – Financial Services in the review of the effectiveness of Internal Audit and the Committee**

Background Papers

Nil

For further information please contact Nick Wilson on extension 5317.

Sanjiv Kohli  
Deputy Chief Executive/Director – Resources and S151 Officer