

Effectiveness of the Audit Committee 2011/12 - Survey

Assessment scores:

N/A = not applicable	1 = hardly ever/ poor	2 = occasionally/ inadequate
	3 = most of the time/ satisfactory	4 = all of the time/ good

	N/A	1	2	3	4
Processes					
1 Composition of Members					
The Committee members have an appropriate mix of skills and experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Clear terms of reference					
There are clear, up to date terms of reference for the Audit Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Clear as to governance and risk management responsibilities					
The Committee is clear about its role in relation to governance and risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Sufficient number of meetings and access to resources					
The number and length of meetings and access to resources is sufficient to allow the Committee to be fully discharged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Concise, relevant and timely information					
Committee papers are concise, relevant and timely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Reports are received sufficiently far in advance if required to allow referral to Council meetings					
Committee meetings receiving relevant reports are held sufficiently far in advance of Council meetings to permit resolution of the issues raised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Attendance and contribution to meetings					
All Committee members attend and actively contribute at meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Sufficient time and commitment to undertake responsibilities					
All Committee members have sufficient time and commitment to fulfil their responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 On-going personal development					
Committee members have access to on-going development activities to update their skills and knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Role in relation to Anti-Fraud and Speak Up Policies					
The Committee is responsible for and is kept informed of the Anti-Fraud and Speak Up procedures in place within the Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Activities					
11 Understanding the Authority's business					
All Committee members have a good understanding of the different risks inherent in the Authority's business activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Focus on appropriate areas					
The Committee focuses on the right questions and is effective in avoiding minutia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Quality of interaction with external auditors					
The Committee actively engages with the external auditors regarding the scope of their work and audit findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Quality of interaction with internal audit					
The Committee demonstrates an appropriate degree of involvement in the work of internal audit and its findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Understanding of key financial issues					
The Committee has a good understanding of the key financial issues, key accounting policies and Treasury Management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Understanding of how assurance is gained					
The Committee understands the interaction between the various sources of assurance available to it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Rigour of debate					
Committee meetings encourage a high quality of debate with robust and probing discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Quality of chairmanship					
The Chair promotes effective and efficient meetings, with an appropriate level of involvement outside the formal meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Frank, open working relationship with senior officers					
Committee members have a frank and open relationship with senior officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Open channels of communication					
The Committee has open channels of communication with officers and other members to keep it aware of topical/ regulatory issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 Perceived to have a positive impact					
There is an appropriate balance between the monitoring role and the Committee acting as an "influencer for good"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22 Perceived to have a positive impact					
The Committee is effective in achieving its terms of reference and adding value to the corporate governance of the Authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skills Audit for Audit Committee Members 2012

Please complete this form based on your knowledge, skills and experience to date and whether you feel that your current level of understanding is adequate to enable you to fulfil your roles and responsibilities as a member of the Audit Committee.

* - Please make appropriate comments here including information on any additional training requirements or skills required of yourself or a co-opted member.

No.	Skill	Competent	Developing	Not yet developed	Additional Comments*
1.	Do you consider that you have sufficient understanding of the Council's priorities and significant issues it faces to undertake your Audit Committee responsibilities?				
2.	Do you consider that you have sufficient understanding of the Council's structure including key relationships and major partners to undertake your Audit Committee responsibilities?				
3.	Do you consider that you have sufficient knowledge and understanding of the general legislation, rules, regulatory and compliance frameworks governing the Council so that you can undertake your Audit Committee role?				

No.	Skill	Competent	Developing	Not yet developed	Additional Comments*
4.	Do you have an understanding of the democratic, accountability and decision making processes of the Council?				
5.	Do you have sufficient understanding of the External Audit and Inspection requirements on the Council so that you can undertake your Audit Committee responsibilities?				
6.	Do you have sufficient understanding of the Council's governance arrangements including the Code of Good Governance so that you can undertake your Audit Committee responsibilities?				
7.	Do you have sufficient understanding of the Council's financial accounting and reporting arrangements to enable you to undertake your Audit Committee responsibilities?				
8.	Do you have sufficient understanding of the Council's Treasury Management strategy and reporting arrangements to enable you to undertake your Audit Committee responsibilities?				

No.	Skill	Competent	Developing	Not yet developed	Additional Comments*
9.	Do you have sufficient understanding of the Council's risk management strategy, methodology and reporting arrangements to undertake your Audit Committee responsibilities?				
10.	Do you have sufficient knowledge and understand the Council's Internal Audit arrangements and internal control assurance so that you can undertake your Audit Committee responsibilities?				
11.	Do you have sufficient knowledge of the Council's Anti-Fraud and Corruption Strategy and counter fraud arrangements to enable you to undertake your Audit Committee responsibilities?				
12.	Do you have sufficient understanding of the Council's Compliments, Complaints and Comments procedures and reporting arrangements to enable you to undertake your Audit Committee responsibilities?				

Within the Audit Committee there should be someone with the following:

No.	Skill	Competent	Developing	Not yet developed	Additional Comments*
13.	Do you have any recent and relevant financial experience that enables you to have effective engagement with financial accounts reporting and your responsibilities on the Audit Committee?				

Name.....Date.....

PLEASE RETURN COMPLETED FORMS TO JENNY MARRIOTT by MONDAY 27TH FEBRUARY 2012