

TELFORD & WREKIN COUNCIL

AUDIT COMMITTEE 25th JUNE 2013

RESULTS OF THE SKILLS AUDIT FOR AUDIT COMMITTEE MEMBERS MAY/JUNE 2013

REPORT OF THE AUDIT & INFORMATION GOVERNANCE MANAGER

1 PURPOSE

- 1.1 To provide members of the Audit Committee with the results of the skills audit undertaken in May/June 2013 for Audit Committee members.

2 RECOMMENDATIONS

- 2.1 That members of the Audit Committee note the results of the skills survey and agree any action to be taken.

3 SUMMARY

- 3.1 The Audit Committee agreed at their meeting in March 2013 for a skills survey to be undertaken following Annual Council in May 2013. The questions used were based on the terms of reference of the Committee and previous skills surveys undertaken.
- 3.2 The results will inform any training or awareness programme for Audit Committee members.

4 PREVIOUS MINUTES

- 4.1 Audit Committee 27th March 2012
Audit Committee 26th March 2013

5 BACKGROUND

- 5.1 The skills survey was undertaken to help assess the training needs of Audit Committee members. 57% of members returned their forms (4 out of 7) and the results are attached at Appendix A including any additional comments made.
- 5.2 A summary of the findings of the returned surveys highlighted that 8 out of the 13 questions were answered as competent (3 members or more), 2 were assessed as developing and 3 had equal scores for equal competent and developing. 1 member felt that in one area of the assessment that they were not yet developed.
- 5.3 Additional training has been requested on the following areas:
a) General legislation, rules and regulatory frameworks governing the Council ;
b) Treasury management (strategy, practice & reporting)
c) Council's Anti-Fraud & Corruption Strategy
d) Council's Information Governance framework
Member's views on these topics, timings and duration are sought to inform delivery arrangements.
- 5.4 In the additional comments boxes there were areas highlighted where members suggested they needed to be kept updated:

- i. Priorities and progress for the Co-operative Council
- ii. Council's structure, key relationships and partners
- iii. Changes to the External audit arrangements
- iv. Financial accounting and reporting arrangements
- v. The development of the Council's commercial activities

It is suggested that (i), (ii) and (v) are referred to the Member Services Officer and are included in the general members development programme. The contents of the Internal Audit Plan will probably be influenced by developments in (v) and will be reported onto the Committee. In respect to (iii) and (iv) members of the Committee will be updated as appropriate within the current Audit Committee reporting arrangements.

- 5.5 It is suggested that the next survey is undertaken following the induction of the new Council and Audit Committee members in November 2015 and for the results to be presented to the January 2016 Audit Committee meeting.

6 OTHER CONSIDERATIONS

AREA	COMMENTS
Equal Opportunities	All reviews should ensure that Equality of Opportunity is adhered to. All training opportunities will be available to all Audit Committee members.
Environmental Impact	During audit work reported to the Committee any environmental issues identified are reported to the appropriate level of management.
Legal Implications	There is no legal requirement for Audit Committee members to have training but they should be provided with the appropriate information and training for them to undertake their roles on the Audit Committee. This enables the Audit Committee to contribute towards ensuring that the Council maintains an adequate and effective system of internal audit as required by the Accounts and Audit (England) Regulations 2011.
Links with Corporate Priorities	An effective Audit Committee supports the Council's good governance arrangements. Appropriately skilled members of the Audit Committee help it to be effective.
Opportunities and Risks	Ensuring members of the Audit Committee are appropriately skilled helps them to support the Council's risk management framework.
Financial Implications	There are no direct financial implications arising from this report as any costs arising from training will be met from within existing budgets.
Ward Implications	None.

7 BACKGROUND PAPERS

Accounts and Audit (England) Regulations 2011
CIPFA Guidance on Audit Committees 2005

Report by Jenny Marriott, Audit & Information Governance Manager 383101

Skills Audit May/June 2013 Results

No.	Skill	Competent	Developing	Not yet developed	Additional Comments
1.	Do you consider that you have sufficient understanding of the Council's co-operative priorities and significant issues it faces to undertake your Audit Committee responsibilities?	Yes Yes Yes Yes			I think we need more general discussions amongst members/officers regarding the progress and priorities for the Co-operative Council
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?	Yes Yes Yes	Yes		As structure and relationships change will need updating
3.	Do you consider that you have sufficient knowledge and understanding of the general legislation, rules and regulatory frameworks governing the Council so that you can undertake your Audit Committee role?	Yes	Yes Yes Yes		<ul style="list-style-type: none"> • I am involved in writing these rules • I wouldn't presume to know all legal aspects, but I feel assured that if specific knowledge is needed Jenny will ensure this is available to use • More training required
4.	Do you have an understanding of the democratic, accountability and decision making processes of the Council?	Yes Yes Yes Yes			This has been helped by having worked in local government for 20 years

No.	Skill	Competent	Developing	Not yet developed	Additional Comments
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?		Yes Yes Yes Yes		As these requirements change on a regular basis will need regular updates This is being improved over time
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?	Yes Yes Yes	Yes		
7.	Do you have sufficient understanding of the Council's financial accounting and reporting arrangements to enable you to undertake your Audit Committee responsibilities?	Yes Yes	Yes Yes		As these arrangements change on a regular basis will need regular updates This has been helped by having worked in local government for 20 years
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?	Yes Yes Yes		Yes	Treasury Management (Strategy, Practice & Reporting) – training required This has been helped by having worked in local government for 20 years

No.	Skill	Competent	Developing	Not yet developed	Additional Comments
9.	Do you have sufficient understanding of the Council's risk management and reporting arrangements to undertake your Audit Committee responsibilities?	Yes Yes	Yes Yes		The shape of the Councils activities is changing As the Council takes on more commercial activities I believe the Committee will need to strengthen its understanding of its role This has been helped by having worked in local government for 20 years
10.	Do you have sufficient knowledge and understand the Council's Internal Audit arrangements so that you can undertake your Audit Committee responsibilities?	Yes Yes Yes	Yes		
11.	Do you have sufficient knowledge of the Council's Anti-Fraud and Corruption Strategy to enable you to undertake your Audit Committee responsibilities?	Yes Yes Yes	Yes		Working on this but would appreciate further training
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?	Yes Yes Yes Yes			
13.	Do you have sufficient knowledge and understanding of the Council's Information Governance framework to enable you to undertake your Audit Committee responsibilities?	Yes Yes	Yes Yes		Working on this but would appreciate further training

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

No.	Skill	Competent	Developing	Not yet developed	Additional Comments*
14.	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?		Yes Yes Yes		<p>Learning more every day through my work as a councillor on the Audit committee</p> <p>I work with budgets within my workplace and also have experience I can draw on from my previous working life.</p> <p>Some familiarity with financial accounts reporting on various LAs over a period of years.</p>