

# TELFORD & WREKIN COUNCIL

AUDIT COMMITTEE 17<sup>th</sup> SEPTEMBER 2013

DRAFT TRAINING PROGRAMME 13/14 FOR AUDIT COMMITTEE MEMBERS

REPORT OF THE AUDIT & INFORMATION GOVERNANCE MANAGER

## 1 PURPOSE

- 1.1 This report presents a 2013/14 training programme for the Audit Committee members to approve. It has been devised from the skills audit undertaken in late May/early June 2013.

## 2 RECOMMENDATIONS

- 2.1 That members of the Audit Committee approve the training programme including proposed timings as set out in paragraph 5.1.

## 3 SUMMARY

- 3.1 The Audit Committee agreed at their meeting in June 2013 following review of the results of a skills survey that a training programme needed to be developed for delivery during 2013/14.
- 3.2 This report provides a draft training programme for members to review and approve.

## 4 PREVIOUS MINUTES

- 4.1 Audit Committee 25<sup>th</sup> June 2013

## 5 BACKGROUND

- 5.1 The skills audit identified four areas where additional training was requested. The table below sets out the areas and some more details of what will be covered, delivered by whom and a suggested delivery time. It also includes other training already scheduled for the Committee.

No.	Area	Detail	Who	When
1.	Audited accounts	Explanation of audited accounts summary.  How accounting requirements are reflected in them  Issues from the external audit (if any)	Finance	Prior to September Audit Cttee when the accounts are presented 4.15pm – 5.30pm
2.	General legislation, rules and regulatory frameworks governing the Council	Legal context Constitution Regulatory frameworks	JM & rep from Law, Democracy & Public Protection	November 2013 1.5 hour session

No.	Area	Detail	Who	When
3.	Information Governance Framework	ICT Strategy CISP Roles & Responsibilities FOI Act Data Protection Act	Information Governance  (RM supported by JM)	December 2013 1.5 hour session
4.	Treasury Management	Strategy, practice & reporting	Finance & Council's Treasury advisors	Prior to 28 January 2014 Audit Cttee meeting (4.30pm – 5.30pm)
5.	Anti-Fraud & Corruption Policy	Requirements Roles & responsibilities Speak Up Policy	JM	May 2014 – just prior to presentation of Annual report to June Committee meeting

5.2 Members may also wish to consider if there is any external input required however there is no member training budget for the Audit Committee so this would need to be funded from within the Internal Audit & IG budget.

## **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 with appropriately skilled members supports the Council's good governance arrangements.
Opportunities and Risks	Ensuring members of the Audit Committee are appropriately skilled helps them to support the Council's risk management framework.
Financial Implications	The majority of member training identified in this report is provided through Council staff time that is funded from existing budgets. There is no specific budget for external training, funding would need to be secured should the need for any external training be identified. MLB 08.08.13
Ward Implications	None.

## **7 BACKGROUND PAPERS**

Accounts and Audit (England) Regulations 2011

CIPFA Guidance on Audit Committees 2005

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