

## Effectiveness of the Audit Committee 2012/13 - 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
<b>Processes</b>					
<b>1 Composition of Members</b>					
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"/>
<b>2 Clear terms of reference</b>					
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"/>
<b>3 Clear as to governance and risk management responsibilities</b>					
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"/>
<b>4 Sufficient number of meetings and access to resources</b>					
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"/>
<b>5 Concise, relevant and timely information</b>					
Committee papers are concise, relevant and timely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6 Reports are received sufficiently far in advance if required to allow referral to Council meetings</b>					
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"/>
<b>7 Attendance and contribution to meetings</b>					
All Committee members attend and actively contribute at meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8 Sufficient time and commitment to undertake responsibilities</b>					
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"/>
<b>9 On-going personal development</b>					
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"/>
<b>10 Role in relation to Anti-Fraud and Speak Up Policies</b>					
The Committee is responsible for and is kept informed of the Anti-Fraud and Speak Up policy and 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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<b>Activities</b>					
<b>11 Understanding the Authority's business</b>					
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"/>
<b>12 Focus on appropriate areas</b>					
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"/>
<b>13 Quality of interaction with external auditors</b>					
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"/>
<b>14 Quality of interaction with internal audit</b>					
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"/>
<b>15 Understanding of key financial issues</b>					
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"/>
<b>16 Understanding of how assurance is gained</b>					
The Committee understands the interaction between the various sources of assurance available to it in addition to Internal Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17 Rigour of debate</b>					
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"/>
<b>18 Quality of chairmanship</b>					
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"/>
<b>19 Frank, open working relationship with senior officers</b>					
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"/>
<b>20 Open channels of communication</b>					
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"/>
<b>21 Perceived positive balance of roles</b>					
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"/>
<b>22 Perceived to have a positive impact</b>					
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"/>

**Are there any other comments or observations you wish to make about the effectiveness of the Audit Committee or its operation?**

Name:.....

Officer/Member/Other:.....

(We would prefer that you complete this information but if you do not wish to put your name to it please just indicate if you are an officer/member/other)

Thank you for completing this questionnaire. Please return the completed form to:  
Jenny Marriott – Audit & IG Manager, Finance, Audit & IG, 1<sup>st</sup> Floor, Whitechapel House.

**by Thursday 28th February 2012. Thank you**