

Effectiveness of the Audit Committee 2015/2016 - 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 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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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

12 Focus on appropriate areas

The Committee focuses on the right questions and is effective in avoiding minutia

13 Quality of interaction with external auditors

The Committee actively engages with the external auditors regarding the scope of their work and audit findings

14 Quality of interaction with internal audit

The Committee demonstrates an appropriate degree of involvement in the work of internal audit and its findings

15 Understanding of key financial issues

The Committee has a good understanding of the key financial issues, key accounting policies and Treasury Management.

16 Understanding of how assurance is gained

The Committee understands the interaction between the various sources of assurance available to it in addition to Internal Audit

17 Rigour of debate

Committee meetings encourage a high quality of debate with robust and probing discussions

18 Quality of chairmanship

The Chair promotes effective and efficient meetings, with an appropriate level of involvement outside the formal meetings

19 Frank, open working relationship with senior officers

Committee members have a frank and open relationship with senior officers.

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

21 Perceived positive balance of roles

There is an appropriate balance between the monitoring role and the Committee acting as an “influencer for good”

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.

	N/A	1	2	3	4
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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 – Internal Audit, IG & Insurance Services SDM, Finance & Human Resources,
Ground Floor, A Wing, Darby House.

by Friday 26th February 2016. Thank you