

Appendix 3 – Audit Committee Development Plan 15-16

No.	Issue arising	Proposed action	Lead responsibility	By (date):	Comment
Role of Audit Committee					
1.	Lack of clarity about sources of assurance and the respective roles of the Audit Committee and Performance Review and Scrutiny Committee	<ul style="list-style-type: none"> Development of protocols for forwarding /co-ordinating Audit reports to PRS for Outcome scrutiny work 	Chair of Audit Committee Chair of Performance Review and Scrutiny Committee	Sept 2015	On-Track
2.	Emphasise Role of Audit Committee and Internal Audit	<ul style="list-style-type: none"> Explore possibility of inclusion of Functions of the Audit Committee Diagram on covering reports. Develop role of Internal Audit Watermark for inclusion in reporting format. 	Chief Internal Auditor	Sept 2015	Complete
Audit Committee Effectiveness					
3.	Using CIPFA practical guidance for audit committees	<ul style="list-style-type: none"> Regular Effectiveness session during 15/16 	Chair of the AC, but facilitated by Vice Chair /Grant Thornton	March 2016	On Track
4.	Increasing the impact of the audit committee, and the understanding of the role the committee plays in the internal control framework	<ul style="list-style-type: none"> Chair to present Annual Report to the Council November 2015 	Chair of the AC	November 2015	Not due
5.	Development of materiality matrix	<ul style="list-style-type: none"> Development of indicative materiality matrix. 	Chief Internal Auditor	September 2015	Complete

No.	Issue arising	Proposed action	Lead responsibility	By (date):	Comment
Delivering impact					
6.	Accountability / Officer ownership of actions and attendance at Audit Committee meetings	<ul style="list-style-type: none"> ■ Officer attendance required where reports express Limited Assurance opinion. 	Head of Strategic Finance	June 2015 and on-going	On track
7.	Ensuring that the Audit Committee can influence the scope and coverage of internal audit to meet their assurance requirements	<ul style="list-style-type: none"> ■ IA to prepare indicative 2016-17 annual audit plan for December audit committee meeting, to ensure that Audit Committee members have the opportunity to influence the plan 	Internal audit	December 2015	On -track