

## APPENDIX 2

### KPMG AUDIT COMMITTEE TRAINING DAY REPORT – ADDITIONAL ACTIONS

RECOMMENDED ACTIONS	ACTION RESPONSE	PROPOSED ACTION DATE
External auditor to be requested to complete a short presentation on the role of the external auditor. Particular focus on explaining the key reports it produces that the audit committee need to review.	The Audit Committee will receive a short presentation from the external auditor with coverage of the key reports to be produced as outlined in their annual plan.	March 2010
The self-assessment exercise and effectiveness review of the audit committee was agreed to remain a stand alone activity that would be completed annually. The next date needs to be defined.	The Audit Committee will meet annually and undertake a self assessment and effectiveness review. The findings will be reported to the June Audit Committee.	May 2010
Audit committee overall expertise required to fulfil remit is to be identified.	The Audit Committee will annually determine the level of expertise required to fulfil their remit. Results to be reported to June Audit Committee.	May 2010
Tailored individual training programme to be developed for each committee member based upon expertise identified for overall committee.	The Audit Committee will annually determine a training programme for individual members as determined by the expertise requirements of the overall committee remit. Results to be reported to the June Audit Committee.	May 2010
Identify a provider to deliver a broad ranging training programme on corporate governance and the role of the audit committee extended to both audit committee members and other key stakeholders (i.e. council members, executive and senior management).	In order to ensure members are fully aware of changing legislation pertinent to the Audit Committee remit, a training programme will be defined annually and a provider identified. Results to be reported to the June Audit Committee.	May 2010
A formal induction process should be defined that incorporates a private meeting with the chairman and Head of Strategic Finance following appointment and the creation of an individually tailored training programme. It was agreed that the constitution should form a pivotal part within the induction process.	The Audit Chairman and Head of Strategic Finance to formalise an individual member training programme induction process.	To be discussed
Succession planning to be determined by council for the chairman and vice-chairman of the audit committee.	The Head of Democratic Services and Governance will agree a process for the Audit Committee regarding succession planning.	To be discussed