

Appendix 1 – Audit Committee Development Day: Action Plan

No.	Issue arising	Proposed action	Lead responsibility	By (date):	Comment
Assurance mapping					
1.	Lack of clarity about sources of assurance and the respective roles of the Audit Committee and Performance Review and Scrutiny Committee	<p>A draft outline of assurance mapping process/options will be presented to the June Audit Committee</p> <p>Assurance map to consider respective roles of the PRS Committee and the Audit Committee including:</p> <ul style="list-style-type: none"> ■ clarity of roles ■ areas of overlap ■ scope for collaboration 	Grant Thornton	June 2014	Complete
2.	Assurance Mapping	Draft Assurance Map utilising 3 lines of defence model	Grant Thornton	Dec 2014	On Track
Audit Committee Effectiveness					
3.	Clarity about potential gaps against new Audit Committee best practice guidance	<p>Use CIPFA Checklist to review current performance of the Audit Committee, and areas for improvement. Scope to include:</p> <ul style="list-style-type: none"> ■ Defining success criteria for the Committee for 2014-15 ■ How the committee considers the effectiveness of internal audit and external audit, including progress reporting. ■ Effectiveness discussion session (Dec) 	Chair of the AC, but facilitated by CIPFA/GT partnership	Revised December 2014	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 / Vice-Chair to reflect on content of the Annual Report, including PSIAS developments and risk management achievements ■ Chair to present Annual Report to the Council meeting in November 2014 	Chair of the AC	November 2014	Complete

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5.	Managing the length of meetings and quality of discussion	Chair and Vice Chair to consider key papers for discussion at pre-agenda meetings, and allocate any papers that can be noted only.	Chair and Vice Chair of the AC	June 2014 and ongoing	On track
Delivering impact					
6.	Accountability / Officer ownership of actions and attendance at Audit Committee meetings	<ul style="list-style-type: none"> ■ Head of Strategic Finance to ensure that SMT members attend Audit Committee Meetings where required. 	Head of Strategic Finance	On-Going	On track
7.	Ensuring that the Audit Committee can input to potential scope and coverage of Internal audit to meet their assurance requirements	<ul style="list-style-type: none"> ■ IA to prepare indicative 2015-16 annual audit plan for December audit committee meeting, to ensure that Audit Committee members have the opportunity to input to the plan 	Internal audit	December 2014	On -track
8.	Improving the impact of internal audit	<ul style="list-style-type: none"> ■ To review the format of progress reports, to ensure that they focus on key risks ■ To ensure that internal audit findings are clear, and risks properly articulated 	Internal audit	March 2015	On-Track