

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	27 June 2014	Assurance mapping paper prepared.
Audit Committee Effectiveness					
2.	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. 	Chair of the AC, but facilitated by CIPFA/GT partnership	Sept 2014	Discussion paper on Sept agenda
3.	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	Not due
4.	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

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Delivering impact					
5.	Accountability / Officer ownership of actions and attendance at Audit Committee meetings	<ul style="list-style-type: none"> ■ BW to ensure that SMT members attend Audit Committee Meetings where required. 	Head of Strategic Finance	Sept 2014	On track
6.	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 2015-16 annual audit plan for December audit committee meeting, to ensure that Audit Committee members have the opportunity to influence the plan ■ IA to develop an outline scoping protocol to ensure that individual audits are focused on areas of concern to the Audit Committee 	Internal audit	December 2014	On -track
7.	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	September 2014	On-going