

Appendix 2 – Audit and Standards Advisory Committee Improvement Action Plan

Ref	Good Practice Questions	Average Score	Suggested Improvement Action(s)	Target Date
Audit Committee Purpose and Governance				
1.	Does the authority have a dedicated audit committee that is not combined with other functions (e.g. standards, ethics, scrutiny)?	3	n/a - CIPFA's guidance suggests that to ensure focus on core functions, the committee should not be combined with other council committees such as scrutiny or <u>standards</u> or policy and resources; however, actioning this would present a number of potential issues, including ensuring meetings are quorate. The Committee currently combines Audit and Standards and a dedicated and well thought out Forward Plan and Agendas ensures that all items receive adequate and suitable coverage. We therefore intend to retain the current structure.	n/a
7.	Does the governing body hold the audit committee to account for its performance at least annually?	2.4	In accordance with CIPFA Guidance, the Committee should prepare an annual report that provides assurance to all those charged with governance that it fulfils its purpose and can demonstrate its impact. This is a key output of the committee. The report should be publicly available, supporting the authority's accountability to wider stakeholders, including the public.	June 2023
Membership and support				
15.	Has an evaluation of knowledge, skills and the training needs of the chair and committee members been carried out within the last two years?	2.7	The Committee members should continue to review their knowledge and skills by undertaking an annual self-assessment exercise. The outcomes of the self-assessment should inform a training needs analysis to identify any areas where further training may be required.	June 2023
16.	Have regular training and support arrangements been put in place covering the areas set out in the 2022 guidance?	2.9	In accordance with the action identified at point 15, an annual training plan should be prepared and should accompany the Committee's Forward Plan.	June 2023
17.	Across the committee membership, is there a satisfactory level of knowledge, as set out in the 2022 guidance?	2.7	To be covered by the actions set out at points 15. and 16.	June 2023

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Effectiveness of the Committee				
27.	Has the committee evaluated whether and how it is adding value to the organisation?	2.9	As part of the Committee's Annual Report (see action identified at ref.1), the Committee will evaluate and conclude whether and how it is adding value to the organisation.	June 2023
28.	Does the committee have an action plan to improve any areas of weakness?	2.9	This action plan addresses this area of good practice and will be reviewed/updated on a regular basis. It should also be added to the Committee's Forward Plan/Training Plan (as an appendix) to ensure that the Committee continues to have oversight of it.	On-going