

Appendix 1

BOLSOVER DISTRICT COUNCIL – Audit Committee Self - Assessment Action Plan January 2020

| | Issue Identified | Action Identified | Action By | Target Date |
|---|--|--|---|--------------------|
| 1 | The Audit Committee doesn't report directly to full Council | Production of an annual report to go to full council each May / consideration of a mid -year update / provision of minutes to full council/ involvement of Scrutiny required? | Head of Finance + Resources/ IAC Manager / Chair of the Audit Committee | May 2020 |
| 2 | The role and purpose of the Audit Committee is not fully understood and accepted across the authority | Addressed by the production of an annual report as above – could also promote through including on internal training/ promote on intranet? | As above | As above |
| 3 | The Committee has not considered the wider areas of CIPFA's position statement and whether it would be appropriate for the committee to undertake them | The wider areas to be identified and an exercise undertaken to see if these are covered elsewhere and if not if the Audit Committee wish to add them to their terms of reference – (are VFM + ethics covered by any of the Scrutiny committees?) | Head of Finance + Resources/ IAC Manager / Chair of the Audit Committee | May 2020 |
| 4 | It is unknown if there is an appropriate mix of knowledge and skills among the membership | Members to identify gaps in their skills to be addressed via training Include in the induction training for the future, if not already. | Audit Committee Members / Head of Finance + Resources / IAC Manager | May 2020 |

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|---|--|--|---|--------------------|
| 5 | The membership of the committee has not been assessed against the core knowledge and skills framework. | As above plus comparison of skills with Appendix C of CIPFA's Audit Committees: practical guidance for local authorities and police 2018 edition | Audit Committee Members / Head of Finance + Resources / IAC Manager | May 2020 |
| 6 | The Committee hasn't obtained feedback on its performance from those interacting with the committee or relying on its work | Annual report to request feedback / provide a mechanism for giving feedback. Others to be asked directly for feedback e.g. External Audit, Internal Audit, Head of Finance + Resources | Audit Committee Members/ Head of Finance + Resources/ IAC Manager | May 2020 |
| 7 | The level of engagement and discussion from Members varies | Training required? With experience comes confidence so time may be what is needed. | | |
| 8 | The Committee has not evaluated how it adds value to the organisation | This will be addressed via the production of an annual report | Audit Committee Members / Head of Finance + Resources / IAC Manager | May 2020 |
| 9 | The Committee does not have an action plan to improve any areas of weakness | Production of an action plan arising from the annual self -assessment | Head of Finance + Resources/ IAC Manager / Chair of the Audit Committee | January 2020 |

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|----|---|--|---|--------------------|
| 10 | The Audit Committee does not publish an annual report to account for its performance and explain its work | That the Audit Committee produce an annual report for Council detailing the work that it has undertaken during the year and how it has added value to the Council's governance arrangements – tie in to the Annual Governance Statement. | Chair of the Audit Committee/ Internal Audit Consortium Manager / Head of Finance + Resources | Each April / May |