

B&NES Council Corporate Audit Committee – Annual Review of Effectiveness – June 2024**High Level Action Plan**

Area of Improvement	CIPFA Self-Assessment Question Reference	Action(s) Required
<p>1) Terms of Reference –</p> <p>The Committee’s TOR to be considered in relation to:</p> <ol style="list-style-type: none"> 1) CIPFA Guidance that Committee - Monitor the effectiveness of the system of internal control, including arrangements for financial management, ensuring value for money, supporting standards and ethics and managing the authority’s exposure to the risks of fraud and corruption. 2) CIPFA Guidance that Committee - Consider the opinion, reports and recommendations of external audit and inspection agencies and their implications for governance, risk management or control,.... 3) CIPFA Guidance that Committee - Support effective relationships between all providers of assurance, audits and inspections, and the organisation, encouraging openness to challenge, review and accountability. 4) CIPFA Guidance that Committee -be able to meet privately and separately with the external auditor and with the head of internal audit 5) CIPFA Guidance that Committee - have the right to call on any other officers or agencies of the authority as required 	<p>CIPFA Area –</p> <p>Audit Committee Purpose & Governance</p> <p>Question(s)</p> <p>4</p>	<p>Summary –</p> <p>WORK IN PROGRESS</p> <ol style="list-style-type: none"> 1) Propose a revised TOR for consultation with Audit Committee Members – consult with Chair and Vice Chair of the Committee. 2) Submit revised TOR to 25th September 2024 meeting of Audit Committee within a report explaining the self-assessment review based on the CIPFA Position Statement 2022. 3) Revised TOR to be agreed by Full Council in November 2024. A Report to Full Council on the Constitution is due to be tabled at the November meeting based on the work of the Constitution Working Group. <p>Target Date for Completion – 1) August 2024, 2) 25th September 2024, 3) November 2024</p>
<p>2) Understanding of role and purpose of Audit Committee – Members and Senior Officers</p> <p>Could be included in the Annual Governance Review to obtain evidence that those charged with governance and in leadership roles have a good understanding.</p>	<p>Understanding of Role of Corporate Audit Committee</p> <p>Question(s)</p> <p>5</p>	<p>WORK IN PROGRESS</p> <ol style="list-style-type: none"> 1) Include as an Annual Governance Review question(s) to Council Officers. 2) Annual Report of the Committee to Full

B&NES Council Corporate Audit Committee – Annual Review of Effectiveness – June 2024**High Level Action Plan**

		<p>Council to provide an explanation of the TOR of the Audit Committee.</p> <p>Target Date for Completion – 1) Summer 2024, 2) November 2024</p>
<p>3) Annual Committee Report in Compliance with CIPFA Position Statement 2022 – Need to carry out a Review of Effectiveness to be able to conclude on each component of the CIPFA Position Statement and compile a Committee Annual Report for 2023/24.</p>	<p>Corporate Audit Committee Annual Report</p> <p>Question(s) 8</p>	<p>COMPLETED</p> <p>1 Carry out review of Effectiveness and compile a Committee Annual Report 2023/24. 2 Consult with Chair & Vice Chair of the Committee, 3 Report to Committee 4 Report to Council.</p> <p>Target Date for Completion – 1) Summer 2024 2) June 2024 3) September 2024 4) November 2024</p>
<p>4) Risk Management Arrangements Need to report to the Committee on the Council's RM arrangements and specifically report on changes in Corporate Risks linked to the delivery of the Corporate Strategy.</p>	<p>Functions of the Committee</p> <p>Question(s) 9</p>	<p>COMPLETED</p> <p>Report to Audit Committee to provide a RM Update on RM Framework, Corporate Risk Register, RM Guidance for Decision Making</p> <p>Standard Item on the agenda</p>
<p>5) Wider Functions outside of Core Functions as set out in 2022 CIPFA Position Statement guidance. Treasury Management Strategy and Outturn is outside of core functions but was added as the historic CIPFA Treasury Management guidance recommended - Treasury Management Strategy and performance should receive independent scrutiny from Audit Committee. The need for TM Strategy scrutiny has proved</p>	<p>Functions of the Committee</p> <p>Question(s) 11</p>	<p>COMPLETED</p> <p>Proposal of S151 Officer to request that Council delegate to the Audit Committee approval of the TM Strategy. This aligns with the current responsibility</p>

B&NES Council Corporate Audit Committee – Annual Review of Effectiveness – June 2024**High Level Action Plan**

<p>to be more important since Councils have taken wider investment choices and more risk. TM Strategy and performance is currently reported to Cabinet, Audit Committee and Council and this needs to be reviewed.</p>		<p>for the Committee to approve the Accounts.</p> <ol style="list-style-type: none"> Any changes of CAC role / responsibilities to be reported to Committee and Council through the Annual Report of the Committee. <p>Target Date as per TOR section</p>
<p>6) Private Meeting of Committee with External Auditors and CAE</p> <p>Currently 'private' meetings of the Committee with External / Internal Audit are not held. Both Internal Audit and External Audit report to the Committee.</p> <p>Committee Members are easily able to contact the Chief Internal Audit Executive and the Engagement Manager of the External Auditors. The accessibility of Chief Internal Audit Executive and the Engagement Manager of the External Auditors and how to contact them could be made clear in communications to Audit Committee Members.</p> <p>The Director of One West provides Pre-Meeting Briefings to the Chair and Independent Co-opted Member, but this isn't a 'private' meeting with the Chief Internal Audit Executive and the Engagement Manager of the External Auditors.</p>	<p>Functions of the Committee</p> <p>Question(s) 12</p>	<p>COMPLETED</p> <ol style="list-style-type: none"> The offer is made every year that the Chair of the Committee Members is able to contact the Chief Internal Audit Executive and the Engagement Manager of the External Auditors, and how to contact them if they have any queries related to their role as a Committee Member.
<p>7) Co-opted Independent Membership</p> <p>CIPFA recommends that Local Authority Audit Committees include at least 2 co-opted independent members to provide technical expertise.</p> <p>B&NES Council Audit Committee has operated with one co-opted independent member, and this is currently viewed as sufficient to provide expert input.</p> <p>This is a paid position and there have not been any problems with attendance.</p>	<p>Membership & Support</p> <p>Question(s) 13</p>	<p>WORK IN PROGRESS</p> <p>Review existing independent member numbers and consider benefit of recruiting 2 new independent co-opted members</p>

B&NES Council Corporate Audit Committee – Annual Review of Effectiveness – June 2024**High Level Action Plan**

The independent member has been in post since 2006 and brings a wealth of experience.		Target Date for Completion – Autumn 2024
<p>8) Membership – selection of Members and evaluation of knowledge, skills and training needs of the Chair & Committee been carried out in last two years.</p> <p>The elections in May 2023 resulted in new members joining the Committee. Members were selected by the three political groups – Lib Dems / Labour / Greens. An evaluation of knowledge, skills and training needs is required.</p>	<p>Membership & Support</p> <p>Question(s) 14 / 15 / 16/ 17</p>	<p>WORK IN PROGRESS</p> <ol style="list-style-type: none"> 1. Members to complete a self evaluation exercise to map the knowledge, skills of Members based on the Committee’s Terms of Reference. 2. Review existing briefings and training to assess options to improve understanding and competency of committee members. 3. Any presentations or other training material should be made available through a shared folder accessible to all CAC members. (Consult Jo Morrison on best resource for a shared folder – Teams / SharePoint or S:Drive). <p>Target Date for Completion –</p> <p>Autumn/Winter 2024</p>
<p>9) Positive Feedback from those relying on its work.</p> <p>The Corporate Audit Committee Annual Report was submitted to the Council meeting on 21st September 2023.</p>	<p>Effectiveness of the Committee</p> <p>Question(s) 20</p>	<p>COMPLETED</p> <p>This is carried out through the presentation of the report to full Council. Ensure the</p>

B&NES Council Corporate Audit Committee – Annual Review of Effectiveness – June 2024**High Level Action Plan**

<p>At the meeting it was resolved to note the Annual Report and approve the Committee Terms of Reference (September 2023)</p>		<p>recommendation to Council when presenting the Committee Annual Report for 2023/24 should request that Council confirm that they have been provided with assurance through the annual report that the Committee has fulfilled its responsibilities</p> <p>Target Date for Completion – November 2024</p>
<p>10) Committee evaluation of it adding value to the organisation. The annual report of the Committee to Council does not currently record that it has evaluated its operation and confirmed that it adds value.</p>	<p>Effectiveness of the Committee</p> <p>Question(s) 27</p>	<p>COMPLETED</p> <p>The process of annual review carries this out (not the annual report). The annual report of the Committee to Council should note that a process has been carried out and an Action Plan maintained.</p> <p>Target Date for Completion – November 2024</p>
<p>11) Committee Action Plan – improvement of areas of weakness</p>	<p>Effectiveness of the Committee</p> <p>Question(s) 28</p>	<p>COMPLETED</p> <p>The completion of the self-assessment process will generate an Action Plan.</p> <p>Target Date for Completion – September 2024</p>