

APPENDIX 1

AUDIT COMMITTEE – SELF ASSESSMENT 2019/20 – ACTION PLAN

	Self Assessment Question	Agreed Action	Responsible Officer	Timescale
10	Has the Committee agreed set criteria when an officer may be invited to attend Committee?	To formally agree a protocol for inviting officers to attend Audit Committee	Chief Internal Auditor / Local Democracy Manager	December 2020
11	Does the Committee consider they have the mechanisms to ensure that officers are acting on and monitoring action taken to implement recommendations?	Details on the implementation of agreed recommendations by service managers to be reported into Audit Committee more regularly	Chief Internal Auditor	March 2021
22	Does the Committee receive regular information on client perceptions of the Internal Audit service and other performance management information?	Details of Internal Audit's returned evaluation questionnaires, following the issue of final reports, to be reported into Audit Committee	Chief Internal Auditor	March 2021
27	Is there the opportunity to hold private meetings with the External Auditor?	To determine a protocol for discussing audit committee related issues with the External Auditor outside ordinary Audit Committee meetings	External Audit / Local Democracy Manager	December 2020
41	Has the membership of the committee been assessed against a knowledge and skills framework and found to be satisfactory.	Training to be provided to Audit Committee Members around the skill set required to be an effective member of the Audit Committee	Chief Internal Auditor / Local Democracy Manager / Scrutiny Manager	March 2021

43 /44 /45	Is induction / further / specialised training provided to Members?	<p>Officers will endeavour to provide appropriate training to Members to enable them to function effectively within Audit Committee.</p> <p>Members to request further / additional training as they feel is appropriate</p>	<p>Chief Internal Auditor / Local Democracy Manager / Scrutiny Manager</p> <p>Audit Committee Members</p>	March 2021
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