

<u>No.</u>	<u>Action</u>	<u>Implementation Date</u>	<u>By Whom</u>
1	The reporting arrangements contained within the Audit Committee's Terms of Reference should be updated to provide for a direct reporting line to full council.	March 2016	Audit Section/Audit Committee
2	The terms of reference for the Audit Committee should explicitly address all of the core areas identified in CIPFA's Position Statement.	March 2016	Audit Section/Audit Committee
3	The agenda for Audit Committee meetings should include for consideration, assurance reports issued to the Council by external inspection agencies.	March 2016	Audit Section/Audit Committee
4	The Audit Committee must undertake an annual review of its performance and report the findings to full council. This review should include an assessment of the committee's strengths and weaknesses and an assessment of its effectiveness with an action plan for improvements were identified. Full council should review and comment upon this report.	June 2015	Audit Section/Audit Committee
5	The Audit Committee should ensure that an annual evaluation is undertaken to assess whether it is fulfilling its terms of reference and that adequate consideration has been given to all core areas identified in CIPFA's Position Statement.	June 2015	Audit Section/Audit Committee
6	The Audit Committee should consider including within its terms of reference the wider areas identified in CIPFA's Position Statement.	March 2016	Audit Section/Audit Committee
7	The composition of the Audit Committee must be reviewed in line with HM Treasury and CIPFA guidance on the inclusion of executive members on the committee.	March 2016	Democratic Services

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8	Members of the Audit Committee should review the knowledge and skills framework contained within the CIPFA guidance as part of a self-assessment process designed to identify any training needs.	March 2015	Audit Section/Audit Committee/ Democratic Services
9	The expected knowledge and skills of Audit Committee members should be outlined in a model job description and person specification.	June 2015	Audit Section/Audit Committee/ Democratic Services
10	A programme of support for Audit Committee members to include specific induction training for their role on the Committee and a formal training programme should be considered.	June 2015	Audit Section/Audit Committee/ Democratic Services
11	The audit committee should engage with a wider range of officers such as the chief executive, monitoring officer and service directors.	March 2016	Audit Committee Members
12	An annual work programme for the Audit Committee should be developed and scheduled into a timetable of meetings setting out details of the assurances it requires. The annual programme should be updated throughout the year to include details of reports which are instructed for submission to the Committee along with the due date and responsible officer.	March 2016	Audit Section/Audit Committee
13	Committee members should complete the assessment tool at appendix E of the CIPFA guidance in order to evaluate the effectiveness of the Audit Committee and should develop an action plan to improve any areas of weakness identified.	March 2016	Audit Committee