Corporate Governance and Audit Committee – Development Plan 2021/22

The Development Plan set out below responds to CIPFA Audit Committees: Practical Guidance for local Authorities and the Police (2018), and is designed to enable Members to develop and extend their knowledge in relation to the core areas set out at Appendix C of that guidance.

Core area of knowledge	Details of core knowledge required	Content	Lead officer	Delivery method	Timetable
Organisational knowledge	• An overview of the governance structures of the authority and decision-making processes	• Introduction to Exercising the Democratic mandate (description of Council structures) • Members guide to decision making	Kate Sadler	Written material	June
	• Knowledge of the organisational objectives and major functions of the authority	• BCP plan on a page	Tim Rollett		
Audit Committee Role and Functions	• An understanding of the audit committee's role and place within the governance structures. • Familiarity with the committee's terms of reference and accountability arrangements • Knowledge of the purpose and role of the audit committee	Introductory workshop: An effective audit committee (CIPFA Guidance) • purpose • functions • resources • independence • skills	Kate Sadler	Remote meeting	16th June
Governance	• Knowledge of the seven principles of the CIPFA/Solace Framework • Knowledge of the requirements of the AGS	AGS & covering report	Kate Sadler	Written material / Committee discussion	July & September
	• Knowledge of the local code of governance	Review of Corporate Governance Code and Framework			
Values of good governance	• Knowledge of the Seven Principles of Public Life • Knowledge of the authority's key arrangements to uphold ethical standards for both members and staff	AGS & covering report			
	• Knowledge of the whistleblowing arrangements in the authority	Fraud and corruption workshop	Louise Ivens	Remote meeting	October
Internal Audit	• An awareness of the key principles of the PSIAS and the LGAN • Knowledge of the arrangements for delivery of the internal audit service in the authority and how the role of the head of internal audit is fulfilled	• Regular Internal Audit update reports • Annual Audit Opinion	Louise Booth	Written material / Committee discussion	Ongoing

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External Audit	• Knowledge of the role and functions of the external auditor and who currently undertakes this role • Knowledge of the key reports and assurances that external audit will provide • Knowledge about arrangements for the appointment of auditors and quality monitoring undertaken	External Audit Workshop • Introduction • Role • Independence • Redmond • NAO • VfM	Gareth Mills	Remote meeting	July
		• Regular update briefings • Annual Report • Contribution to committee meetings		Written material / Committee discussion	Ongoing
Financial Management and Accounting	• Awareness of the financial statements that a local authority must produce and the principles it must follow to produce them	Accounts Briefing	Mary Hasnip	Remote meeting	July
	• Understanding of good financial management principles • Knowledge of how the organisation meets the requirements of the role of the CFO, as required by The Role of the Chief Financial Officer in Local Government (CIPFA, 2016) and the CIPFA Statement on the Role of Chief Financial Officers in Policing (2018)	Annual assurance report on arrangements for financial management and planning	Richard Ellis	Written material / Committee discussion	September
Counter fraud	• An understanding of the main areas of fraud and corruption risk to which the organisation is exposed • Knowledge of the principles of good fraud risk management practice in accordance with the Code of Practice on Managing the Risk of Fraud and Corruption (CIPFA, 2014) • Knowledge of the organisation's arrangements for tackling fraud	Fraud and Corruption Workshop	Louise Ivens	Remote meeting	October
Risk Management	• Understanding of the principles of risk management, including linkage to good governance and decision making • Knowledge of the risk management policy and strategy of the organisation • Understanding of risk governance arrangements, including the role of members and of the audit committee	Risk management workshop	Tim Rollett	Remote meeting	January

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Treasury	• Effective Scrutiny of Treasury Management is an assessment tool for reviewing the arrangements for undertaking scrutiny of treasury management. The key knowledge areas identified are:
	  o regulatory requirements
	  o treasury risks
	  o the organisation's treasury
	• management strategy
	  o the organisation's policies and
	• procedures in relation to treasury management
		Annual assurance report on treasury management systems and processes	Bhupinder Chana	Written material / Committee discussion	September