REPORT TO:	AUDIT SUB COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	24 September 2014	CATEGORY: RECOMMENDED
REPORT FROM:	HEAD OF INTERNAL AUDIT PARTNERSHIP	
MEMBERS' CONTACT POINT:	HEAD OF INTERNAL AUDIT PARTNERSHIP RICHARD BONEHAM richard.boneham@derby.gov.uk	DOC:
SUBJECT:	AUDIT COMMITTEE TRAINING PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 09

1.0 Recommendations

1.1 To determine what training is required by the Audit Sub Committee and how that training should be delivered.

2.0 Purpose of Report

2.1 This report provides proposals for training for Audit Sub Committee Members to ensure they are well informed to fulfil their role.

3.0 Detail

3.1 A key requirement of an effective Audit Committee is a well-informed membership who has substantial experience of the key areas to be considered by the Committee. It is essential that a range of training is provided by way of assisting members to improve their knowledge and understanding of some of the issues they will be involved with in their role as a member of the Audit Sub Committee.

3.2 The objectives of training will be to ensure that the members of the Audit Sub Committee are able to fulfil the role required by the Terms of Reference.

3.3 The delivery mechanisms to be used will vary. The most effective way to achieve this is through a combination of relevant guidance material being supplied to members and appropriate briefings being circulated by the Head of the Audit Partnership. Some training may need to be delivered in a formal training environment, which may require time to be set aside outside the Committee framework. However, good practice suggests that there should also be an opportunity to build at least one training/development item into the agenda for each ordinary meeting of the Committee.

3.4   Appendix 1 provides a draft training and skills development programme. Members are invited to consider this programme and to suggest any further elements that they would like to see included.

3.5   New members of the Committee need to be provided with an understanding of the following areas:

- The Principles of Audit and the functions of the Audit Committee.
- The Role of the External Auditor.
- The Role and Function of Internal Audit.
- Introduction to the Authority's Annual Accounts.
- Introduction to the Authority's Governance framework.

4.0   Financial Implications

4.1   None

5.0   Legal Implications

5.1   None

6.0   Corporate Implications

6.1   None

7.0   Community Implications

7.1   None

8.0   Background Papers

8.1   None

Potential Areas for Training for Audit Sub Committee Members

Audit
- Understanding the Internal Audit process.
- The role of the Head of Internal Audit
- The effectiveness of internal audit
- The challenge role of External Audit.
- Effective scrutiny of the compliance with audit recommendations.

Governance
- Understanding the Council's assurance framework
- The Authority's Financial and Contract Procedure Rules.
- How the Council deals with fraud and irregularities
- The council's approach to Business Continuity Management
- A guide to the management of risks
- Understanding the Council's key governance documents
- The importance of ethical governance
- Preventing procurement fraud

Information Governance
- Information and how it is managed
- Principles of Freedom of Information
- Data protection and preventing data security breaches

Audit Committee
- Audit Committee effectiveness

Financial Accounting
- Understanding the Statement of Accounts