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<b>REPORT TO:</b>	<b>AUDIT SUB COMMITTEE</b>	<b>AGENDA ITEM:</b>	<b>8</b>
<b>DATE OF MEETING:</b>	<b>27th SEPTEMBER 2006</b>	<b>CATEGORY:</b>	<b>RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF CORPORATE SERVICES</b>	<b>OPEN</b>	
<b>MEMBERS' CONTACT POINT:</b>	<b>KEVIN STACKHOUSE (595811)</b>	<b>DOC:</b>	<b>u/ks/audit committee/sept06/proposed training</b>
<b>SUBJECT:</b>	<b>PROPOSED ON-GOING TRAINING and DEVELOPMENT</b>	<b>REF:</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>	

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### **1.0 Recommendations**

1.1 That the proposed training and development programme as detailed in the report is approved.

### **2.0 Purpose of Report**

2.1 To propose an on-going training and development programme aimed specifically at Members of the Audit Sub-Committee.

### **3.0 Detail**

- 3.1 Members of the Committee received some initial training on the general role and duties of Audit Committees, together with the roles and responsibilities of its Members, earlier this month.
- 3.2 Good practice recommends that Members of the Committee are trained and over time, acquire the necessary skills and knowledge to add value to the role of the Committee. Consequently, it is proposed to roll out the following training programme.
- The Functions of Internal Audit, incl. role of management (Dec 2006)
  - The Council's Local Code of Corporate Governance (February 2007)
  - The Council's System of Internal Control (June 2007)
  - The Council's Financial Regulations and Procedural Rules (Sept 07)
- 3.3 The initial training was more general and generic in nature. The above proposals aim to focus the training more on arrangements specifically at this Council, alongside the Committee's work programme.

#### **4.0 Financial Implications**

4.1 It is proposed that much of the training will be undertaken internally to supplement reports submitted to this Committee. Any external costs should be contained within existing training budgets.

#### **5.0 Corporate Implications**

5.1 None directly.

#### **6.0 Community Implications**

6.1 None directly.

#### **7.0 Background Papers**

None