



## Governance & Audit Committee – 3 December 2014

### Welland Internal Audit Consortium – Committee Training Sessions

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#### **Purpose of report:**

This report provides Members with updated training options, and seeks approval for a revised programme of training.

#### **Attachment(s)**

Appendix A – Governance & Audit Committee Proposed Training Sessions

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#### **1.0 Background**

- 1.1 Following the retirement of the previous Head of Consortium on 31 August 2014, Local Government Shared Services (LGSS) were appointed to manage the consortium on an interim basis until 31<sup>st</sup> March 2015.
- 1.2 LGSS have completed a review of audit committee training provision across the Welland Authorities. This review included a comparison with audit committee training arrangements adopted by other authorities.

#### **2.0 Topics and Timings for Training Sessions**

- 2.1 The review identified five areas in which training could be provided in short half hour sessions prior to the start of committee meetings. Full details are set out at Appendix A and the proposed topics are:
  - An Introduction to Internal Audit
  - Audit Committee Effectiveness and the Responsibilities of an Audit Committee
  - Assurance and Independent Assurance
  - Audit Planning
  - Corporate Governance and Risk
- 2.2 It is proposed to hold the first training session, “An Introduction to Internal Audit”, before the Committee meeting in March 2015. The remaining training sessions would then be delivered in the new municipal year.
- 2.3 Members may wish to propose alternative areas in which training would be beneficial. Members may also choose to propose different arrangements for delivering the proposed training.

#### **3.0 Equality and Diversity Implications**

- 3.1 There are no equality and diversity implications arising from the report

#### 4.0 Legal Implications

4.1 There are no legal implications arising from the report.

#### 5.0 Risk Management

5.1 There are no significant risks arising from the report.

#### 6.0 Financial Implications


6.1 There are no financial implications arising from the report

#### 7.0 Corporate Outcomes

7.1 Effective Management - The Committee Training Plan is designed to support Members in seeking assurance over the effective management of the council's most significant risks.

#### 8.0 Recommendations

- 8.1 (a) That Members approve the proposed schedule of training; and  
(b) That Members determine the timing of each proposed training session

<b>Legal</b>	Power: It is a statutory requirement for Councils to have an Internal Audit function in accordance with the Local Government Act 1972.				
	Other considerations: Internal audit and the "Audit Committee" should also conform to the relevant professional guidance – the Public Sector Internal Audit Standards.				
<b>Background Papers:</b> None					
<b>Person Originating Report:</b> Rachel Ashley-Caunt, Senior Audit Manager, 07824 537900, rashley-caunt@rutland.gcsx.gov.uk					
<b>Date:</b> 11/11/2014					
<b>CFO</b> 21/11/14		<b>MO</b>		<b>CX</b>	

(Committee Report Normal Rev. 22)

**GOVERNANCE & AUDIT COMMITTEE PROPOSED TRAINING SESSIONS**

Topic	Key areas to be covered	Suggested form of delivery
Introduction to Internal Audit	<ul style="list-style-type: none"> <li>• Role of Internal Audit</li> <li>• What is Assurance and why it is required? (3 Lines of Defence)</li> <li>• Audit Plan</li> <li>• Types of Audits</li> <li>• The Audit Process</li> <li>• The Audit Report and Assurance Opinion</li> <li>• Annual Opinion</li> <li>• Reporting to Committee</li> </ul>	Pre-committee meeting session
Audit Committee Effectiveness / Responsibilities of an Audit Committee	<ul style="list-style-type: none"> <li>• Expectations of an Audit Committee</li> <li>• What does effective Internal Audit look like?</li> <li>• Public Sector Internal Standards</li> <li>• Self- Assessment of Audit Effectiveness</li> <li>• Development of Audit Committee Work Plan</li> </ul>	Pre-committee meeting session
Assurance and Independent Assurance	<ul style="list-style-type: none"> <li>• Need for Assurance</li> <li>• Assurance Frameworks</li> <li>• Assurance Mapping</li> <li>• Reporting of Assurances</li> </ul>	Pre-committee meeting session
Audit Planning	<ul style="list-style-type: none"> <li>• Introduction to Internal Audit</li> <li>• Audit Planning Process</li> <li>• Assurances required</li> <li>• Balance of Audit work</li> <li>• What is the right level of Internal Audit?</li> </ul>	Pre-committee meeting session
Corporate Governance and Risk	<ul style="list-style-type: none"> <li>• Good Governance Background</li> <li>• CIPFA/ SOLACE Principles</li> <li>• Code of Corporate Governance</li> <li>• Annual Governance Statement process</li> <li>• Risk Management</li> <li>• Internal Audit Role</li> </ul>	Pre-committee meeting session