Audit Committee effectiveness

Assessment scores:

N/A = not applicable   **1** = hardly ever/ poor   **2** = occasionally/ inadequate

3 = most of the time/ satisfactory   **4** = all of the time/ good

	N/A	1	2	3	4

Processes

1   Members with appropriate skills and experience

The Audit Committee comprises members with an appropriate mix of skills and experience, including some relevant financial experience

☐ ☐ ☐ ☐ ☐

2   Clear terms of reference

There are clear, up to date terms of reference, with clarity as to the Committee's role in relation to the Council and other Committees

☐ ☐ ☐ ☐ ☐

3   Clear as to risk management responsibilities

The Audit Committee is clear about its role in relation to risk management

☐ ☐ ☐ ☐ ☐

4   Structured and appropriate annual agenda

There is a structured annual agenda of matters to be covered, with focus on the right areas

☐ ☐ ☐ ☐ ☐

5   Sufficient number of meetings and access to resources

The number and length of meetings and access to resources is sufficient to allow the Committee fully to discharge its duties

☐ ☐ ☐ ☐ ☐

6   Concise, relevant and timely information

Audit Committee papers are concise, relevant and permit timely resolution of the issues raised

☐ ☐ ☐ ☐ ☐

7   The right people invited to attend and present at meetings

Senior officers and others are asked to present on issues as appropriate

☐ ☐ ☐ ☐ ☐

8   Attendance and contribution to meetings

All Audit Committee members attend and actively contribute at meetings

☐ ☐ ☐ ☐ ☐

9   Sufficient time and commitment to undertake responsibilities

All Audit Committee members have sufficient time and commitment to fulfil their responsibilities

☐ ☐ ☐ ☐ ☐

10 On-going personal development

Audit Committee members have access to on-going development activities to update their skills and knowledge

☐ ☐ ☐ ☐ ☐

11 Role in relation to whistle-blowing

The Audit Committee is informed of the whistle-blowing procedures in place within the Authority

☐ ☐ ☐ ☐ ☐

	N/A	1	2	3	4

Activities

12 Understanding the Authority's business

All Audit Committee members have a good understanding of the different risks inherent in the Authority's business activities

N/A	1	2	3	4
☐	☐	☐	☐	☐

13 Focus on appropriate areas

The Audit Committee focuses on the right questions and is effective in avoiding minutia

N/A	1	2	3	4
☐	☐	☐	☐	☐

14 Quality of interaction with external auditors

The Audit Committee actively engages with the external auditors regarding the scope of their work and audit findings

N/A	1	2	3	4
☐	☐	☐	☐	☐

15 Quality of interaction with internal audit

The Audit Committee demonstrates an appropriate degree of involvement in the work of internal audit and its findings

N/A	1	2	3	4
☐	☐	☐	☐	☐

16 Understanding of key financial issues

The Audit Committee has a good understanding of the key financial issues, critical accounting policies and complex transactions

N/A	1	2	3	4
☐	☐	☐	☐	☐

17 Understanding of how assurance is gained

The Audit Committee understands the interaction between the various sources of assurance available to it

N/A	1	2	3	4
☐	☐	☐	☐	☐

18 Rigour of debate

Audit Committee meetings encourage a high quality of debate with robust and probing discussions

N/A	1	2	3	4
☐	☐	☐	☐	☐

19 Reaction to bad news

The Audit Committee responds positively and constructively to bad news to encourage future transparency

N/A	1	2	3	4
☐	☐	☐	☐	☐

20 Quality of chairmanship

The Chair promotes effective and efficient meetings, with an appropriate level of involvement outside the formal meetings

N/A	1	2	3	4
☐	☐	☐	☐	☐

21 Frank, open working relationship with senior officers

Audit Committee members have a frank and open relationship with senior officers, whilst avoiding the temptation to act as officers

N/A	1	2	3	4
☐	☐	☐	☐	☐

22 Open channels of communication

The Audit Committee has open channels of communication with officers and other members to keep it aware of topical/ regulatory issues

N/A	1	2	3	4
☐	☐	☐	☐	☐

23 Perceived to have a positive impact

There is an appropriate balance between the monitoring role and the Committee acting as an "influencer for good"

N/A	1	2	3	4
☐	☐	☐	☐	☐

24 How do we know that we are being effective in achieving our terms of reference and adding value to the corporate governance of the Authority?

25 How do we know what impact we are having?

26 What do we do well as a Committee?

27 What could we do differently or better as a Committee?

Question number	Comments

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