

SELF ASSESSMENT OF GOOD PRACTICE

GOOD PRACTICE QUESTIONS	Yes	Partly	No	Comments/Action
-------------------------	-----	--------	----	-----------------

Audit and Standards Committee purpose and governance

1	Does the authority have a dedicated audit committee?				
2	Does the audit committee report directly to full council? (Applicable to local government only)				
3	Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's Position Statement?				
4	Is the role and purpose of the audit committee understood and accepted across the authority?				
5	Does the audit committee provide support to the authority in meeting the requirements of good governance?				
6	Are the arrangements to hold the committee to account for its performance operating satisfactorily?				

GOOD PRACTICE QUESTIONS	Yes	Partly	No	Comments/Action
-------------------------	-----	--------	----	-----------------

Functions of the committee

7	Do the committee's terms of reference explicitly address all the core areas identified in CIPFA's Position Statement?				
	• Good governance				
	• Assurance framework				
	• Internal audit				
	• External audit				
	• Financial reporting				
	• Risk management				
	• Value for money or best value				
	• Counter-fraud and corruption				
8	Is the annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?				
9	Has the audit committee considered the wider areas identified in CIPFA's Position Statement and whether it would be appropriate for the committee to undertake them?				
10	Where coverage of core areas has been found to be limited, are plans in place to address this?				
11	Has the committee maintained its non-advisory role by not taking on any decision-making powers that are not in line with its core purpose?				

Membership and support

12	<p>Has an effective audit committee structure and composition of the committee been selected?</p> <p>This should include:</p> <ul style="list-style-type: none"> • Separation from the executive • An appropriate mix of knowledge and skills among the membership • a size of committee that is not unwieldy • where independent members are used, that they have been appointed using an appropriate process 				
13	Does the chair of the committee have appropriate knowledge and skills?				
14	Are arrangements in place to support the committee with briefings and training?				
15	Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory?				
16	Does the committee have good working relations with key people and organisations, including external audit, internal audit and the chief financial officer?				
17	Is adequate secretarial and administrative support to the committee provided?				

Effectiveness of the committee

18	Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?				
19	Has the committee evaluated whether and how it is adding value to the organisation?				
20	Does the committee have an action plan to improve any area of weakness?				