

AUDIT AND GOVERNANCE COMMITTEE

30 NOVEMBER 2022

COMMITTEE TRAINING PROPOSALS

Recommendations

- 1. The Chief Financial Officer recommends that the Training Proposal attached as an Appendix be approved.**

Background

2. The Audit and Governance Committee has a long-established training programme. With the revisions to the Committee following the electoral cycle a revised programme has been put together to look at providing a strong competency based framework for all members of the Committee.

Progress

3. The attached Appendix sets out the proposed training plan for the remainder of this electoral cycle. It is noted that the programme will be a mixture of face-to-face delivery and on-line training. Where training is held face to face every effort will be made to set dates significantly in advance to allow members to attend, although where members cannot attend, all training will be recorded and available for non-attendees to follow up at a later date.
4. Members will be required to attend / complete all training modules. Alongside this the programme will continue to be reviewed in light of emerging developments from CIPFA, Government and ARGA.
5. Officers will carry out a post training session evaluation and will continually seek advice and comments from members attending on the focus and style of training.
6. It is suggested this programme could form the basis of an Annual Report presented to Full Council by the Chairman of the Audit and Governance Committee to demonstrate the effectiveness of the Committee. This Annual Report would need to be included in the update to the constitution to be considered by Council.

Supporting information

Appendix – Proposed Audit & Governance Committee Training Programme 2022-2025

Contact Points

Specific Contact Points for this report
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Supporting Information

Appendix - Proposed Audit & Governance Committee Training Programme 2023-2025

Background Papers

In the opinion of the proper officer (in this case the Chief Financial Officer) there are no background papers relating to the subject matter of this report.

Proposed Audit & Governance Committee Training Programme 2023-2025

Technical	Knowledge: Potential E-Learning modules
2023	
<p>Accounts – Valuations / Property, Plant & Equipment: A focus on the methods use to value and estimate values of our key assets, as well as coverage. This will inform Members ahead of scrutiny of the Councils 2022/23 draft statement of accounts</p>	<p>Audit Landscape: There are a number of national changes taking place around how external and internal audit are set out, delivered and governed. This includes ARGAs, the appointment of external auditors, fee setting and quality reviews of IA.</p>
<p>Treasury Management: This will inform members of the Councils Treasury Strategy, the reasoning behind risk, as well as how and where the Council invests / borrows its money. The cashflow forecasting employed and the accounting for treasury management.</p>	<p>Audit Code changes: CIPFA and NAO regularly carry out updates to audit codes of practice. This training will cover the basic content and updates (happening and planned)</p>
<p>Constitution: This training will coincide with the planned update of the Authority's Constitution as part of its Annual Governance Statement work. As such it will look at what is a Constitution, what does it cover and how is it applied.</p>	<p>Regulation updates: Government sets out regulations as to how finance functions, audit and audit committees must work. This session will focus on what these are and any updates (happening or planned).</p>
<p>Financial Sustainability: This will focus on how the Council assesses factors that affect its long term financial viability, including commitments, budget monitoring and management of reserves.</p>	<p>Skills Frameworks: This programme will focus on the core competencies of audit and finance, including risk based audit, estimation and forecasting.</p>

Technical	Knowledge: Potential E-Learning modules
2024	
Internal Audit: A focus on the role of IA, qualitative factors and measures, resourcing, risk based approach including three lines of defence, as well as good reporting and follow up.	Role of the Statutory Officers: who are statutory officers, what are they responsible for, where is their role defined and what does that mean for the way we work.
Business Continuity: This will focus on what is Business Continuity, when does it apply, how it is managed and what an Audit Committee should look at in assessing the effectiveness of an organisations response to incidents.	Partnership Governance: How do we work with our partners; what difference factors do we need to consider in making decisions across partnerships.
Risk Management: What is risk management, how do you assess likelihood and impact, what is a risk event, what is mitigation and residual risk, as well as what is risk appetite.	Ombudsman: Which Ombudsman bodies cover local government, how do they operate and how do we respond.
Fraud and Money Laundering: A guide to legislative requirements to safeguard public funds. How we plan and undertake checks within our controls to mitigate these risks.	Transparency & openness: why is this such an important principle of the public sector and what does it mean? How do we interpret and ensure we are in line with standards? Where do the 'grey lines' lie?
2025	
Induction & Role of an Audit Committee: Basic introduction to the purpose of an Audit Committee, the Terms of Reference, Frequency and agenda of meetings, where to find further information and introduction to key officers and partners.	External & Internal Audit: Who are they, what are their powers, what areas do they look at, how are they different. Introduction to our auditors as well as plans of work and ways of reporting to Committee.