

Audit Committee Self Assessment Checklist

Issue	Yes	No	N/A	Comment
<i>Terms of Reference</i>				
Have the committee's terms of reference been approved by full council?				
Do the terms of reference follow the CIPFA model?				
<i>Internal Audit Process</i>				
Does the committee approve the strategic audit approach and the annual programme?				
Is the work of internal audit reviewed regularly?				
Are summaries of quality questionnaires from managers reviewed?				
Is the annual report , from the head of audit, presented to the committee?				
<i>External Audit Process</i>				
Are reports on the work of external audit and other inspections agencies presented to the committee?				
Does the committee input into the external audit programme?				
Does the committee ensure that officers are acting on and monitoring action taken to implement recommendations?				
Does the committee take a role in overseeing: <ul style="list-style-type: none"> • Risk management strategies • Internal control statements • Anti-Fraud arrangements • Whistle-Blowing strategies? 				

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<i>Membership</i>				
Has the membership of the committee been formally agreed and a quorum set?				
Is the chair free from executive or scrutiny functions?				
Are members sufficiently independent of the other key committees of the council?				
Have all members' skills and experiences been assessed and training given for identified gaps?				
Can the committee access other committees as necessary?				
<i>Meetings</i>				
Does the committee meet regularly?				
Are separate, private meetings held with the external auditor and the internal auditor?				
Are meetings free and open without political influences being displayed?				
Are decisions reached promptly?				
Are agenda papers circulated in advance of meetings to allow adequate preparation by members?				
Does the committee have the benefit of attendance of appropriate officers at its meetings?				
<i>Training</i>				
Is induction training provided to members?				
Is more advanced training available as required?				
<i>Administration</i>				
Does the authority's s 151 officer or deputy attend all meetings?				
Are the key officer available to support the committee?				