

Proposed Schedule of Member Briefing Sessions for 2024-2025 and 2025-2026 Municipal Years and June in 2026 Municipal Year - based on the CIPFA recommended Core Areas of Knowledge for Audit and Governance Committee Members

2024-2025 Municipal Year		
Date / Topic / Facilitator	Details of core knowledge required	How the audit committee member is able to apply the knowledge
<p>19 June 2024 <u>Audit committee role and functions</u> (Chapters 3 and 6)</p> <p>Facilitators:</p> <ul style="list-style-type: none"> ●Chief Legal and Democratic Officer ●Service Manager Finance ●Chief Internal Auditor 	<p>An understanding of the audit committee’s role and place within the governance structures. Familiarity with the committee’s terms of reference and accountability arrangements. Knowledge of the purpose and role of the audit committee.</p>	<p>This knowledge will enable the audit committee to prioritise its work in order to ensure it discharges its responsibilities under its terms of reference and to avoid overlapping the work of others.</p>

Date / Topic / Facilitator	Details of core knowledge required	How the audit committee member is able to apply the knowledge
<p>4 September 2024</p> <p><u>External audit</u> (Chapter 4)</p> <p>Facilitators:</p> <ul style="list-style-type: none"> • External Auditors • Service Manager - Finance 	<p>Knowledge of the role and functions of the external auditor and who currently undertakes this role.</p> <p>Knowledge of the key reports and assurances that external audit will provide</p> <p>Knowledge about arrangements for the appointment of auditors and quality monitoring undertaken.</p>	<p>The audit committee should meet with the external auditor regularly and receive their reports and opinions.</p> <p>Monitoring external audit recommendations and maximising benefit from audit process.</p> <p>The audit committee should monitor the relationship between the external auditor and the authority and support the delivery of an effective service area.</p>

Date / Topic / Facilitator	Details of core knowledge required	How the audit committee member is able to apply the knowledge
<p>25 September 2024</p> <p><u>Financial management and accounting</u> (Chapter 4)</p> <p>(Annual Statement of Accounts) <i>tbc - depending on the date of the A&G meeting for consideration of the Statement of Accounts</i></p> <p>Facilitators:</p> <ul style="list-style-type: none"> • External Auditors • Service Manager – Finance 	<p>Awareness of the financial statements that a local authority must produce and the principles it must follow to produce them.</p> <p>Understanding of good financial management principles.</p> <p>Knowledge of how the organisation meets the requirements of the role of the CFO, as required by The Role of the Chief Financial Officer in Local Government (CIPFA, 2016) and the CIPFA Statement on the Role of Chief Financial Officers in Policing (2018).</p>	<p>Reviewing the financial statements prior to publication, asking questions.</p> <p>Receiving the external audit report and opinion on the financial audit .</p> <p>Reviewing both external and internal audit recommendations relating to financial management and controls.</p> <p>The audit committee should consider the role of the CFO and how this is met when reviewing the AGS.</p>

Date / Topic / Facilitator	Details of core knowledge required	How the audit committee member is able to apply the knowledge
<p>11 December 2024</p> <p><u>Values of good governance</u> (Chapter 5)</p> <p>Facilitator: Chief Legal and Democratic Officer</p>	<p>Knowledge of the Seven Principles of Public Life.</p> <p>Knowledge of the authority's key arrangements to uphold ethical standards for both members and staff</p> <p>Knowledge of the whistleblowing arrangements in the authority</p>	<p>The audit committee member will draw on this knowledge when reviewing governance issues and the AGS.</p> <p>Oversight of the effectiveness of whistleblowing will be considered as part of the AGS. The audit committee member should know to whom concerns should be reported.</p>

Date / Topic / Facilitator	Details of core knowledge required	How the audit committee member is able to apply the knowledge
<p>19 March 2025 <u>Treasury management</u></p> <p><i>Also, to be provided to all Councillors at a later date (tbc) as part of the Member Development Programme</i></p> <p>Facilitator: The Council's Treasury Management Consultants</p>	<p>Effective Scrutiny of Treasury Management is an assessment tool for reviewing the arrangements for undertaking scrutiny of treasury management. The key knowledge areas identified are: regulatory requirements; treasury risks; the organisation's treasury management strategy; the organisation's policies and procedures in relation to treasury management.</p> <p>See also Treasure Your Assets (CfPS).</p>	<p>Core knowledge on treasury management is essential for the committee undertaking the role of scrutiny.</p>

2025/2026 Municipal Year Date / Topic / Facilitator	Details of core knowledge required	How the audit committee member is able to apply the knowledge
<p>June 2025</p> <p><u>Counter fraud</u> (Chapter 4)</p> <p>Facilitator: Chief Internal Auditor</p>	<p>An understanding of the main areas of fraud and corruption risk to which the organisation is exposed.</p> <p>Knowledge of the principles of good fraud risk management practice in accordance with the Code of Practice on Managing the Risk of Fraud and Corruption (CIPFA, 2014)</p> <p>Knowledge of the organisation's arrangements for tackling fraud.</p>	<p>Knowledge of fraud risks and good fraud risk management practice will be helpful when the committee reviews the organisation's fraud strategy and receives reports on the effectiveness of that strategy.</p> <p>An assessment of arrangements should support the AGS and knowledge of good fraud risk management practice will support the audit committee member in reviewing that assessment.</p>

Date / Topic / Facilitator	Details of core knowledge required	How the audit committee member is able to apply the knowledge
<p>Early September 2025</p> <p><u>Risk management</u> (Chapter 4)</p> <p>Facilitator: Chief Internal Auditor</p>	<p>Understanding of the principles of risk management, including linkage to good governance and decision making.</p> <p>Knowledge of the risk management policy and strategy of the organisation.</p> <p>Understanding of risk governance arrangements, including the role of members and of the audit committee.</p>	<p>In reviewing the AGS, the committee will consider the robustness of the authority's risk management arrangements and should also have awareness of the major risks the authority faces. Keeping up to date with the risk profile is necessary to support the review of a number of audit committee agenda items, including the risk-based internal audit plan, external audit plans and the explanatory foreword of the accounts. Typically, risk registers will be used to inform the committee.</p> <p>The committee should also review reports and action plans to develop the application of risk management practice</p>

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<p>Late September 2025</p> <p><u>External audit</u> (Chapter 4)</p> <p>(provisional special meeting for consideration of the 2024-2025 Statement of Accounts)</p> <p>Facilitators:</p> <ul style="list-style-type: none"> • External Auditors • Service Manager – Finance 	<p>Knowledge of the role and functions of the external auditor and who currently undertakes this role.</p> <p>Knowledge of the key reports and assurances that external audit will provide</p> <p>Knowledge about arrangements for the appointment of auditors and quality monitoring undertaken.</p>	<p>The audit committee should meet with the external auditor regularly and receive their reports and opinions.</p> <p>Monitoring external audit recommendations and maximising benefit from audit process.</p> <p>The audit committee should monitor the relationship between the external auditor and the authority and support the delivery of an effective service area.</p>

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<p>December 2025</p> <p><u>Values of good governance</u> (Chapter 5)</p> <p>Facilitator: Chief Legal and Democratic Officer</p>	<p>Knowledge of the Seven Principles of Public Life.</p> <p>Knowledge of the authority's key arrangements to uphold ethical standards for both members and staff</p> <p>Knowledge of the whistleblowing arrangements in the authority</p>	<p>The audit committee member will draw on this knowledge when reviewing governance issues and the AGS.</p> <p>Oversight of the effectiveness of whistleblowing will be considered as part of the AGS. The audit committee member should know to whom concerns should be reported.</p>

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<p>March 2026 <u>Treasury management</u></p> <p><i>Also, to be provided to all Councillors at a later date (tbc) as part of the Member Development Programme</i></p> <p>Facilitator: The Council's Treasury Management Consultants</p>	<p>Effective Scrutiny of Treasury Management is an assessment tool for reviewing the arrangements for undertaking scrutiny of treasury management. The key knowledge areas identified are: regulatory requirements; treasury risks; the organisation's treasury management strategy; the organisation's policies and procedures in relation to treasury management.</p> <p>See also Treasure Your Assets (CfPS).</p>	<p>Core knowledge on treasury management is essential for the committee undertaking the role of scrutiny.</p>

Date / Topic / Facilitator	Details of core knowledge required	How the audit committee member is able to apply the knowledge
<p>June 2026</p> <p><u>Financial management and accounting</u> (Chapter 4)</p> <p>Facilitators:</p> <ul style="list-style-type: none"> • External Auditors • Service Manager – Finance 	<p>Awareness of the financial statements that a local authority must produce and the principles it must follow to produce them.</p> <p>Understanding of good financial management principles.</p> <p>Knowledge of how the organisation meets the requirements of the role of the CFO, as required by The Role of the Chief Financial Officer in Local Government (CIPFA, 2016) and the CIPFA Statement on the Role of Chief Financial Officers in Policing (2018).</p>	<p>Reviewing the financial statements prior to publication, asking questions.</p> <p>Receiving the external audit report and opinion on the financial audit .</p> <p>Reviewing both external and internal audit recommendations relating to financial management and controls.</p> <p>The audit committee should consider the role of the CFO and how this is met when reviewing the AGS.</p>