

Title of Report:	Annual Committee Annual Self-Assessment
Committee Report Submitted To:	Audit Committee
Date of Meeting:	8th June 2022
For Decision or For Information	For Decision

Linkage to Council Strategy (2019-23)	
Strategic Theme	Improvement and Innovation
Outcome	Council to agree to readvertise the annual internal audit contract
Lead Officer	Audit, Risk & Governance Manager
Cost: (If applicable)	n/a

Budgetary Considerations	
Cost of Proposal	nil
Included in Current Year Estimates	YES/NO
Capital/Revenue	Revenue
Code	n/a
Staffing Costs	Renewal of Contract

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of the Report

- 1.1 To present a proposal to seek Members comments and approval of the completion of the **2022/23** self-assessment exercise on the effectiveness of the Audit Committee on behalf of Elected Members via a Survey Monkey.

This report has been prepared for the Members of Causeway Coast and Glens Borough Council and should not be disclosed to any third party, quoted or referred to without prior written consent of the author.

2.0 Background

- 2.1 In line with good practice, Audit Committees should assess their effectiveness annually. The main source of guidance for public sector Audit Committees is HM Treasury's 'Audit and Risk Assurance Committee Handbook'. The National Audit Office has developed a standalone checklist that can be used to consider the effectiveness of Audit Committees. Committee members and other regular attendees should consider whether the Committee fulfils the detailed good practice questionnaire.

- 2.2 During Covid, internal audit took the lead on this exercise and identified 5 issues to be actioned which included:

- a) Accounting Officer to be asked to consider attending the audit committee annually in line with best practice.
- b) A conflict-of-interest declaration to be completed by the independent member appointed to the Audit Committee.
- c) Training for all members of the Audit Committee to be progressed.
- d) The Audit Committee's Terms of Reference to be reviewed to ensure that committee in compliance with the CIPFA Audit Handbook and HM Treasury Handbook 2016
- e) An Annual Report to be presented to the Audit Committee, timed to support the Governance Statement, presenting the work the Committee has done during the year.

All 5 actions identified have been addressed. It is best practice that the checklist should be completed by Member of the Committee.

3.0 Recommendation

- 3.1 **It is recommended** that the Causeway Coast and Glens Borough Council approves the use of a 'survey monkey' to fulfil the requirement for the Audit Committee to complete a self-assessment checklist on the performance of the Audit Committee for **2022/23**.

If approval is obtained a 'Survey Monkey' will be issued to the Members of the Audit Committee for completion and a report brought back to the September audit committee in terms of performance and to identify areas upon which the Committee could improve.