

TONBRIDGE & MALLING BOROUGH COUNCIL

AUDIT COMMITTEE

23 October 2007

Report of the Director of Finance

Part 1- Public

Matters for Information

1 TRAINING – ‘ BEST PRACTICE IN AUDIT COMMITTEES’

Members are reminded of training taking place on 15 November 2007.

1.1 Programme

1.1.1 Members are reminded of a day-time training session for Members of the Committee on **15 November 2007**.

1.1.2 The training, ‘Best Practice in Audit Committees’, is being facilitated by CIPFA and arranged by Delia Gordon, the Council’s training officer.

1.1.3 The session will commence at 9.30am and should be finished by 4.30pm. The programme is expected to be as follows:

- 1) Introduction to Corporate Governance
 - Public Sector Accountability Framework
 - Principles of Good Governance
 - Relevant Public Sector Guidance
- 2) Audit Committee Quiz
- 3) Audit Committee features and functions:
 - Core functions
 - Feature of an effective Audit Committee
 - Structure and administration
- 4) The Audit Committee Members
 - Qualities of the Chair of the Audit Committee
 - Audit Committee composition
 - Remit of the Audit Committee

5) Audit Committee Relationships

- Director of Finance
- Internal Audit
- External Audit

6) Audit Committee Dilemmas

7) Risk and Internal Control

- Risk Management Process
- Risk Registers
- Internal Control and Statements of Internal Control

8) Avoiding Audit Committee Overload

1.2 Legal Implications

1.2.1 None

1.3 Financial and Value for Money Considerations

1.3.1 The costs associated with the training course provided by CIPFA are being met from the Members' training budget.

1.4 Risk Assessment

1.4.1 It is important that Members are appropriately trained in order to discharge their responsibilities as Members of this Committee. If appropriate training is not given, the Council runs the risk of failing to properly discharge its responsibilities.

Background papers:

contact: Sharon Shelton

Nil

Sharon Shelton
Director of Finance