



Leicester  
City Council

**WARDS AFFECTED:**

**Audit and Risk Committee**

**16 July 2013**

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**Audit and Risk Committee Training Review and Skills Self Assessment**

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**Report of the Acting Director of Finance**

**1. Purpose of Report**

To seek to engage Members in the formulation of a training programme for 2013/14 to ensure that the training needs of the Committee, both collectively and individually, continue to be identified and met.

**2. Summary**

Guidance produced by the Chartered Institute of Public Finance and Accountancy (CIPFA), regarding the constitution of and operational arrangements for an audit committee, recommends that Members are suitably experienced in the field of governance and internal control and have training to ensure knowledge and skills remain relevant to the remit of this Committee.

**3. Recommendations**

The Committee is recommended to:

- 3.1. Consider their training needs and development requirements, with new Committee members completing their skills assessment forms (Appendix 1), returning them to the Head of Internal Audit and Risk Management by 31 July 2013;
- 3.2. Confirm the continuation of the pre-meeting training/briefing sessions, suggesting further topics that the Committee wish to have presented to them.

#### 4. Report

- 4.1 On an annual basis it is appropriate to ensure that training is influenced by the members of the Committee and so meets their specific training needs. In addition and where necessary, bespoke training should be given to Committee members individually.
- 4.2 A skills self-assessment questionnaire (Appendix 1) was completed in July and September 2011 by several of the members of this Committee. Based on the broad remit of the Committee, this form seeks to prompt each member as to their particular requirements. It is important for all Members to complete this skills assessment to ensure each is assisted to maximise their contribution to the Committee.
- 4.3 The self-assessment forms will be issued with the minutes. All returned forms and comments will be analysed and any additional training needs identified will then be added to the Committee's training plan. As in 2011, short 121 sessions with individual members will be offered to enhance the understanding members have of their role on this Committee.

#### 5. Financial and Legal Implications

There are no direct financial or additional legal implications arising from this report.

#### 6. Other Implications

OTHER IMPLICATIONS	YES/NO	Paragraph References Within Supporting Information
Equal Opportunities	No	
Policy	No	
Sustainable and Environmental	No	
Climate Change	No	
Crime and Disorder	No	
Human Rights Act	No	
Elderly/People on Low Income	No	
Risk Management	Yes	All of the paper.

#### 7. Report Author/Officer to contact:

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24 June 2013