



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

AUDIT AND GOVERNANCE COMMITTEE	AGENDA ITEM No: 9
30 NOVEMBER 2018	PUBLIC REPORT

SELF ASSESSMENT ACTIONS AND REVIEW

1.0 PURPOSE

- 1.1. The purpose of the report is for the Audit and Governance Committee to review the proposed actions from the Committee's first annual self-assessment exercise.

<u>DECISION REQUIRED</u>	
Lead Officer:	Karl Fenlon – Interim Chief Finance Officer
<ul style="list-style-type: none">• The Audit and Governance Committee is recommended to review progress against the Committee's self-assessment action list.	

2.0 BACKGROUND

- 2.1. At its July meeting the Audit and Governance Committee conducted a self-assessment exercise to help provide feedback for the committee after its first year in operation to ensure it was performing in line with its terms of reference and that it was providing an effective challenge to the governance arrangements put in place for the Combined Authority.
- 2.2. The self-assessment exercise was carried out to assess the Committee's performance against the following principles:

(a) Principle 1: Membership, independence, objectivity and understanding

The Audit and Governance Committee should be independent and objective. Each member should have a good understanding of the objectives and priorities of the organisation and of their role as an Audit and Governance Assurance Committee member.

(b) Principle 2: Skills

The Audit and Governance Committee should corporately own an appropriate skills mix to allow it to carry out its overall function.

(c) Principles 3 and 4: The role and scope of the Committee

The Audit and Governance Committee should support the Board by reviewing the comprehensiveness and reliability of assurances on governance, risk management, the control environment and the integrity of financial statements and the annual report.

(d) Principle 5: Communication and reporting

The Audit and Governance Committee should ensure it has effective communication with all key stakeholders, for example, the Board, the Chief Internal Auditor, the External Auditor and other relevant assurance providers.

2.3. The Committee requested that the self-assessment form be turned into an action sheet to be reviewed by the committee on a quarterly basis.

2.4. The self-assessment action list is shown at appendix 1.

2.5. The Committee is recommended to review and update the action list to ensure that the objectives of the self-assessment exercise are being met.

3.0 FINANCIAL IMPLICATIONS

3.1. There are no financial implications arising from this report.

4.0 LEGAL IMPLICATIONS

4.1. There are no legal implications arising from this report.

5.0 SIGNIFICANT IMPLICATIONS

5.1. None.

6.0 APPENDICES

- Appendix 1 – The self-assessment action list

<u>Source Documents</u>	<u>Location</u>
<i>None</i>	

CPCA Audit and Governance Committee Self-Assessment Action log – 28 November 2018

<u>Action</u>	<u>Date set</u>	<u>Next action with:</u>	<u>Progress /Comments</u>	<u>Deadline</u>	<u>Open/Closed /Ongoing</u>
Improve attendance at Development sessions	20 July '18	All Members/ Anne G	All Members to attend Development sessions. Register to be kept to monitor improvement	N/A	Ongoing
Repeat of skills audit following change in membership to re-assess strengths and weaknesses.	20 July '18	Anne G		30 Nov '18	Open
To provide access to member training and development sessions materials	20 July '18	Anne G/ Jon A	To discuss with IT most appropriate means of providing access to materials e.g. separate group set up within Sharepoint.	30 Nov '18	Open
Induction pack to be developed along lines of Overview and Scrutiny Committee version.	20 July '18	Anne G		30 Nov '18	Open
Chair will hold annual 1:1s with Members to capture concerns, ensure engagement and build understanding.	20 July '18	Chair/Anne G	Dates of annual 1:1s to be scheduled	30 Nov '18	Open
Terms of reference to be reviewed annually	20 July '18	Anne G	To be included within Forward Plan	30 Nov '18	Ongoing
Separate Dedicated workshop held to consider the draft financial statements	20 July '18	Anne G	Date of workshop to be agreed and scheduled. Options: Public meeting – early June 2018 Non-Public – late May 2018	30 Nov '18	Open
In 2 nd year, Committee to hold informal private discussions with internal/external auditors – without Officers	20 July '18	Anne G	Dates of informal discussions to be scheduled	30 Nov '18	Open