

Herefordshire Council

Audit & Governance Committee Members: Knowledge, Skills & Experience Framework

Audit & Governance Committee Member: _____

Date: _____

Core areas of knowledge

Knowledge area	Details of core knowledge required	How the audit committee member is able to apply the knowledge	Comments
Organisational knowledge	<ul style="list-style-type: none"> • An overview of the governance structures of the authority and decision-making processes • Knowledge of the organisational objectives and major functions of the authority 	<ul style="list-style-type: none"> • This knowledge will be core to most activities of the audit committee including review of the Annual Governance Statement (AGS), internal and external audit reports and risk registers 	
Audit committee role and functions	<ul style="list-style-type: none"> • 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 • Understanding of relevant statutory responsibilities 	<ul style="list-style-type: none"> • 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 	
Governance	<ul style="list-style-type: none"> • Knowledge of the seven principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) / Solace Framework and the requirements of the AGS 	<ul style="list-style-type: none"> • The committee will review how governance arrangements align to the principles in the framework • The committee will plan the assurances it is to receive in order to adequately support the AGS • The committee will review the AGS and consider how the authority is meeting the principles of good governance 	

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Knowledge area	Details of core knowledge required	How the audit committee member is able to apply the knowledge	Comments
Internal Audit	<ul style="list-style-type: none"> • An awareness of the key principles of the Public Sector Internal Audit Standards (PSIAS) and the Local Government Application Note for the United Kingdom Public Sector Internal Audit Standards (LGAN) • Knowledge of the arrangements for delivery of the internal audit service in the authority and how the role of the head of internal audit is fulfilled 	<ul style="list-style-type: none"> • The audit committee has oversight of the internal audit function and will monitor its adherence to professional internal audit standards • The audit committee will review the assurances from internal audit work and will review the risk-based audit plan. The committee will also receive the annual report, including an opinion and information on conformance with professional standards • In relying on the work of internal audit, the committee will need to be confident that professional standards are being followed • The audit committee chair is likely to be interviewed as part of the external quality assessment and the committee will receive the outcome of the assessment and action plan 	

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Financial management and accounting	<ul style="list-style-type: none"> • Awareness of the financial statements that a local authority must produce and the principles it must follow to produce them • Understanding of good financial management principles • Knowledge of how the organisation meets the requirements of the role of the Chief Financial Officer (CFO), as required by The Role of the Chief Financial Officer in Local Government (CIPFA, 2016) 	<ul style="list-style-type: none"> • Reviewing the financial statements prior to publication, asking questions • Receiving the external audit report and opinion on the financial audit • Reviewing both external and internal audit recommendations relating to financial management and controls • The audit committee should consider the role of the CFO and how this is met when reviewing the AGS 	
External audit	<ul style="list-style-type: none"> • Knowledge of the role and functions of the external auditor and who currently undertakes this role • Knowledge of the key reports and assurances that external audit will provide • Knowledge about arrangements for the appointment of auditors and quality monitoring undertaken 	<ul style="list-style-type: none"> • The audit committee should meet with the external auditor regularly and receive their reports and opinions • Monitoring external audit recommendations and maximising benefit from audit process • The audit committee should monitor the relationship between the external auditor and the authority and support the delivery of an effective service 	

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Risk Management	<ul style="list-style-type: none"> • Understanding of the principles of risk management, including linkage to good governance and decision making • Knowledge of the risk management policy and strategy of the organisation • Understanding of risk governance arrangements, including the role of members and of the audit committee 	<ul style="list-style-type: none"> • 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 • The committee should also review reports and action plans to develop the application of risk management practice 	
Counter fraud	<ul style="list-style-type: none"> • An understanding of the main areas of fraud and corruption risk to which the organisation is exposed • 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) • Knowledge of the organisation's arrangements for tackling fraud 	<ul style="list-style-type: none"> • 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 • 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 	

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Knowledge area	Details of core knowledge required	How the audit committee member is able to apply the knowledge	Comments
Values of good governance	<ul style="list-style-type: none"> • Knowledge of the Seven Principles of Public Life • Knowledge of the authority's key arrangements to uphold ethical standards for both members and staff • Knowledge of the whistleblowing arrangements in the authority 	<ul style="list-style-type: none"> • The audit committee member will draw on this knowledge when reviewing governance issues and the AGS • 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 	
Treasury Management	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ regulatory requirements ○ treasury risks ○ the organisation's treasury management strategy ○ the organisation's policies and procedures in relation to treasury management • See also Treasure Your Assets (CfPS, 2017) 	<ul style="list-style-type: none"> • Core knowledge on treasury management is essential for the committee undertaking the role of scrutiny 	

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SPECIALIST KNOWLEDGE THAT ADDS VALUE TO THE AUDIT COMMITTEE

This section may be of particular benefit when recruiting independent members.

Knowledge area	Details of supplementary knowledge	How the audit committee member is able to add value to the committee	Level of Experience	Comments
Accountancy	<ul style="list-style-type: none"> Professional qualification in accountancy 	<ul style="list-style-type: none"> More able to engage with the review of the accounts and financial management issues coming before the committee Having an understanding of the professional requirements and standards that the finance function must meet will provide helpful context for discussion of risks and resource issues More able to engage with the external auditors and understand the results of audit work 		
Internal audit	<ul style="list-style-type: none"> Professional qualification in internal audit 	<ul style="list-style-type: none"> This would offer in-depth knowledge of professional standards of internal audit and good practice in internal auditing The committee would be more able to provide oversight of internal audit and review the output of audit reports 		
Risk management	<ul style="list-style-type: none"> Risk management qualification Practical experience of applying risk management Knowledge of risks and opportunities associated with major areas of activity 	<ul style="list-style-type: none"> Enhanced knowledge of risk management will inform the committee's oversight of the development of risk management practice Enhanced knowledge of risks and opportunities will be helpful when reviewing risk registers 		
Governance and legal	<ul style="list-style-type: none"> Legal qualification and knowledge of specific areas of interest to the committee, for example constitutional arrangements, data protection or contract law 	<ul style="list-style-type: none"> Legal knowledge may add value when the committee considers areas of legal risk or governance issues 		

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Knowledge area	Details of supplementary knowledge	How the audit committee member is able to add value to the committee	Level of Experience	Comments
Service knowledge relevant to the functions of the organisation	<ul style="list-style-type: none"> • Direct experience of managing or working in a service area similar to that operated by the authority • Previous scrutiny committee experience 	<ul style="list-style-type: none"> • Knowledge of relevant legislation, risks and challenges associated with major service areas will help the audit committee to understand the operational context 		
Programme and project management	<ul style="list-style-type: none"> • Project management qualifications or practical knowledge of project management principles 	<ul style="list-style-type: none"> • Expert knowledge in this area will be helpful when considering project risk management or internal audit reviews 		
Information Technology (IT) systems and IT governance	<ul style="list-style-type: none"> • Knowledge gained from management or development work in IT 	<ul style="list-style-type: none"> • Knowledge in this area will be helpful when considering IT governance arrangements or audit reviews of risks and controls 		

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CORE SKILLS

Skills	Key elements	How the audit committee member is able to apply the skill	Level of Experience	Comments
Strategic thinking and understanding of materiality	<ul style="list-style-type: none"> • Able to focus on material issues and overall position, rather than being side tracked by detail 	<ul style="list-style-type: none"> • When reviewing audit reports, findings will include areas of higher risk or materiality to the organisation, but may also highlight more minor errors or control failures. The audit committee member will need to pitch their review at an appropriate level to avoid spending too much time on detail 		
Questioning and constructive challenge	<ul style="list-style-type: none"> • Able to frame questions that draw out relevant facts and explanations • Challenging performance and seeking explanations while avoiding hostility or grandstanding 	<ul style="list-style-type: none"> • The audit committee will review reports and recommendations to address weaknesses in internal control. The audit committee member will seek to understand the reasons for weaknesses and ensure a solution is found 		
Focus on improvement	<ul style="list-style-type: none"> • Ensuring there is a clear plan of action and allocation of responsibility 	<ul style="list-style-type: none"> • The outcome of the audit committee will be to secure improvements to the governance, risk management or control of the organisation, including clearly defined actions and responsibilities • Where errors or control failures have occurred, then the audit committee should seek assurances that appropriate action has been taken 		
Able to balance practicality against theory	<ul style="list-style-type: none"> • Able to understand the practical implications of recommendations to understand how they might work in practice 	<ul style="list-style-type: none"> • The audit committee should seek assurances that planned actions are practical and realistic 		

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Skills	Key elements	How the audit committee member is able to apply the skill	Level of Experience	Comments
Clear communication skills and focus on the needs of users	<ul style="list-style-type: none"> Support the use of plain English in communications, avoiding jargon, acronyms, etc 	<ul style="list-style-type: none"> The audit committee will seek to ensure that external documents such as the AGS and the narrative report in the accounts are well written for a non-expert audience 		
Objectivity	<ul style="list-style-type: none"> Evaluate information on the basis of evidence presented and avoiding bias or subjectivity 	<ul style="list-style-type: none"> The audit committee will receive assurance reports and review risk registers. There may be differences of opinion about the significance of risk and the appropriate control responses and the committee member will need to weigh up differing views 		
Meeting management skills	<ul style="list-style-type: none"> Chair the meetings effectively: summarise issues raised, ensure all participants are able to contribute, focus on the outcome and actions from the meeting 	<ul style="list-style-type: none"> These skills are essential for the audit committee chair to help ensure that meetings stay on track and address the items on the agenda. The skills are desirable for all other members 		

Level of Experience

- (1) **No Experience** – No knowledge or previous experience/training
- (2) **Basic Understanding** - A basic awareness of the skill gained from working experience (usually over 1 year) or appropriate training and development. Or where knowledge possessed is not current (more than 3 years out of date)
- (3) **Well informed** - Practical training and experience (a minimum of 2 years, gained during the last 10 years) in the specified skill or application of knowledge
- (4) **Specialist Knowledge** - Formal training, appropriate qualification (degree or professional qualification) and/or considerable practical experience (3 years or more, gained in the last 10 years) in the specified skill.