

## Audit & Standards Committee Knowledge & Skills Self-Assessment

Assessment scores:

**N/A** = not applicable

1 = hardly ever/ poor

**3** = most of the time/ satisfactory

**2** = occasionally/ inadequate

4 = all of the time/ good

	N/A	1	2	3	4
<b>Core Areas of Knowledge &amp; Skills</b>					
<b>1. Organisational knowledge</b>					
I have an overview of the governance structures of the authority and decision making process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have knowledge of the organisational objectives and major functions of the authority.					
<b>2. Audit and Standards Committee role and functions</b>					
I have an understanding of the committee's role and place within the governance structures. I am familiar with the committee's terms of reference and accountability arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have knowledge of the purpose and role of the Audit and Standards Committee.					
<b>3. Governance</b>					
I have knowledge of the seven principles of the CIPFA/Solace Good Governance Framework and the requirements of the Annual Governance Statement (AGS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have knowledge of the local code of governance.					
<b>4. Internal Audit</b>					
I am aware of the key principles of the Public Sector Internal Audit Standards and the Local Government Application Note.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have knowledge of the arrangements for the delivery of the internal audit service in the authority and how the role of the head of internal audit is fulfilled.					
<b>5. Financial management and accounting</b>					
I have an awareness of the financial statements that a local authority must produce and the principles it must follow to produce them. I have an understanding of good financial management principles and knowledge of how the organisation meets the requirements of the role of the Chief Financial Officer, as required by the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. External Audit</b>					
I have knowledge of the role and functions of the external auditor and who currently undertakes this role. I have knowledge of the key reports and assurances that external audit will provide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know about the arrangements for the appointment of auditors and quality monitoring undertaken.					

	N/A	1	2	3	4
<b>Core Areas of Knowledge &amp; Skills</b>					
<b>7. Risk management</b>					
I have an understanding of the principles of risk management, including linkage to good governance and decision making. I have knowledge of the risk management strategy of the organisation. I have an understanding of risk governance arrangements, including the role of members and the Audit and Standards Committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Counter-fraud</b>					
I have an understanding of the main areas of fraud risk the organisation is exposed to. I have 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) and knowledge of the organisation's arrangements for tackling fraud.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Values of good governance</b>					
I have knowledge of the seven Principles of Public Life. Knowledge of the authority's key arrangements to uphold ethical standards for both members and staff and knowledge of the whistleblowing arrangements in the authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Treasury Management</b>					
I am aware of the assessment tool for reviewing the arrangements "Effective Scrutiny of Treasury Management" The key areas of knowledge are: regulatory requirements; treasury risks; the organisation's treasury management strategy; the organisation's policies and procedures in relation to treasury management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Strategic thinking &amp; understanding of materiality</b>					
I am able to focus on material issues and overall position rather than being side tracked by detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Questioning and constructive challenge</b>					
I am able to frame questions that draw relevant facts and explanations. I challenge performance and seek explanations while avoiding hostility or grandstanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Focus on improvement</b>					
I ensure there is a clear plan of action and allocation of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Ability to balance practicality against theory</b>					
I am able to understand the practical implications of recommendations to understand how they might work in practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. Clear Communications skills and focus on the needs of users</b>					
I support the use of plain English in communications, avoiding jargon and acronyms etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Core Areas of Knowledge & Skills

16. Objectivity

I am able to evaluate information on the basis of evidence presented and avoid bias or subjectivity

N/A	1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>