

**GARM SELF ASSESSMENT ACTION PLAN**

**APPENDIX 1**

<b>ESTABLISHMENT, OPERATION AND DUTIES</b>					
<b>Role and Remit</b>					
<b>REF</b>	<b>REQUIREMENT</b>	<b>GAP IDENTIFIED</b>	<b>SUGGESTED ACTION</b>	<b>RESPONSIBLE OFFICER/MEMBER</b>	<b>IMPLEMENTATION DATE</b>
2	Do the terms of reference cover the core functions of an audit committee as identified in the CIPFA guidance? (key element of CAA) Note 1.2	Possible gap on inspection reports and concern on how to treat these reports. Possible duplication as they currently go to cabinet.	Consideration to be given to either GARM receiving inspection reports or assurances from other committees that receive the reports.	To be considered by GARM Committee at next GARM Meeting	May 2010
3	Are the terms of reference approved by the council and reviewed periodically? Note 1.3	Yes – but weakness identified.	Terms of Reference to be updated to include review regularity and to formally record that they will be agreed at full Council at the start of each year.	Divisional Director RAF with GARMC Chair	May 2010
5	Has the GARM committee been provided with sufficient membership, authority and resources to perform its role effectively and independently?	Weakness on authority.  Awareness of fellow Councillors?  Sufficient membership.  Resources of the committee is reliant on officer resources.	Members training should be obligatory prior to sitting on GARMC.  Consideration to be given for the appointment and use of external co-optees. (this goes wider than GARMC)  <b>Authority to be considered as part of (3) above.</b>  GARMC Member awareness to be included in Members induction pack	Myfanwy Barrett to arrange implementation.  To be considered by GARM Committee January 2010.  <b>Divisional Director RAF with GARMC Chair</b>  Myfanwy Barrett to arrange implementation.	Immediate  Jan 2010  <b>May 2010</b>  May 2010

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<b>FINANCIAL REPORTING AND REGULATORY MATTERS – Note 5</b>					
<b>35</b>	<b>Is the GARM committee’s role in the consideration and/or approval of the annual accounts clearly defined? Note 5.1</b>	<b>No - TOR needs to be more explicit</b>	<b>GARM Terms of Reference to be made more explicit in this respect.</b>	<b>Divisional Director RAF With GARMC Chair</b>	<b>May 2010</b>
<b>39</b>	<b>Does the GARM committee annually review the accounting policies of the authority?</b>	<p>The workshop concluded that:LBH consider this not to be part of the GARMC role but recognise that this is covered within Cabinet.</p> <p>However the Corporate Director of Finance has confirmed that the accounting policies are not reviewed by cabinet and that this should form part of GARMC’s work on the accounts each year.</p>	<p><b>Clarification required on GARMC’s role in relation to the accounting policies.</b></p> <p><b>This to be reflected in GARMC’s Terms of reference.</b></p>	<p><b>Corporate Director Finance</b></p> <p><b>Divisional Director RAF With GARMC Chair</b></p>	<p><b>Jan 2010</b></p> <p><b>April 2010</b></p>
<b>EXTERNAL AUDIT - Note 7</b>					
<b>56</b>	<b>Are reports on the work of external audit and other inspection agencies presented to the committee, including the Audit Commission’s annual audit inspection letter? Notes 7.3 &amp; 7.5</b>	<b>In part. Only AAIL presented to GARMC. No other agencies / inspections report – weakness.</b>	<b>As for 2 above.</b>	<b>As for 2 above.</b>	<b>As for 2 above.</b>