

Title of Report: Training and Development Requirements

Report of: Mike Barker, Strategic Director, Corporate Services and Governance

Purpose of the Report

1. This report sets out progress on training and development requirements for the Audit and Standards Committee.

Background

2. A report was presented at the Audit and Standards Committee on 4 March outlining proposals for induction and training plans for the Audit and Standards Committee.
3. The Committee agreed to complete self-assessment forms which would inform a development plan for the committee. In addition, it was agreed induction training would be provided for new members of the committee.

Progress

Induction

4. Following a change in membership of the committee in May, induction training has been provided to the new Chair and Vice Chair of the Committee, as well as the new committee members.
5. In addition, the Chair attended a CIPFA course 'Introduction to the Knowledge and Skills of the Audit Committee' in September which she found useful.

Self-Assessment Forms

6. All committee members (including the new members) have been asked to complete the self-assessment forms for completion. To date, forms have been received back from six committee members.
7. Analysis of the forms has shown that none of the committee members feel that there need to be any additional areas of development other than those suggested on the development plan. No additional training needs have been identified by the committee members who completed the forms.

Development Plan

8. A suggested Development Plan is attached at appendix 1.
9. Treasury Management training has been arranged and will take place on 28 October.
10. Ethics and Probity Training has taken place on three dates in September and October with a total of 20 councillors attending. Further training will be arranged following the local elections in May 2020.
11. Training will be arranged on Risk and Counter Fraud during 2019/20 as agreed in the report that was presented to the Committee on 4 March.
12. Any training offered will be open to all council members to attend, which will assist with any future membership changes of the committee.

Recommendations:

13. The Committee is asked to:
 - (i) Note the report;
 - (ii) Agree the proposed development plan; and
 - (iii) Consider whether there any additional training or development needs which have not been included.

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**Audit and Standards Committee
Development Plan**

Topic	Date
Basic Introduction to the Role and Remit of the Committee and Governance Structures	24 June 2019
Ethics and Probity	16 September 2019 24 September 2019 10 October 2019
Treasury Management	28 October 2019
Risk Management	27 January 2020
Understanding Internal/External Audit	27 April 2020
Reviewing Financial Statements	June 2020
Counter Fraud	July 2020