

Audit, Risk and Governance Committee

Skills and Development Needs Review

This review has been drafted by the Member Development Team to support councillors in exploring their key skills and to review any areas for learning and development.

When completing the form, use the following definitions:

- "Low need" means that you are confident in this area, you have recently received training and /or you have good knowledge and experience
- "Medium Need" means that, whilst you have some level of understanding, you feel you need more to be able to do your job well; or, you have received training, but it was some time ago or only partial
- "High Need" means it is an area you have little or no experience in, have never had training, or where you would really like to know more

Please tick the relevant box for each of the skills and subject areas listed below.

Knowledge Area	Details of Core Knowledge Required	Low Need	Medium Need	High Need
Core Areas of Knowledge				
Organisational knowledge	An overview of the governance structures of the authority and decision-making processes. Knowledge of the organisational objectives and major functions of the authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit, Risk & Governance committee role and functions	Understanding of the committee's role and place within the governance structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Familiarity with the committee's terms of reference and accountability arrangements.</p> <p>The purpose and role of the audit, Risk & Governance committee.</p>			
Governance	<p>The seven principles of the CIPFA/Solace Framework and the requirements of the Annual Governance Statement.</p> <p>The local code of corporate governance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal audit	<p>Awareness of the key principles of the Public Sector Internal Audit Standards and the Local Government Auditors Network.</p> <p>Arrangements for delivery of internal audit service and how the role of the head of internal audit is fulfilled.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial management and accounting	<p>Awareness of financial statements and the principles it must follow to produce them.</p> <p>Understanding of good financial management principles.</p> <p>How the organisation meets requirements of the role of Chief Finance Officer, as required by The Role of Chief Financial Officer in Local Government (CIPFA 2016) and CIPFA Statement on Role of Chief Financial Officers in Policing (2018).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

External audit	<p>Role and functions of the external auditor and who undertakes this role.</p> <p>Key reports and assurances that external audit will provide.</p> <p>Arrangements for appointment of auditors and quality monitoring undertaken.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk management	<p>Understanding of principles of risk management, including linkage to good governance and decision making.</p> <p>Risk management approach adopted by the organisation.</p> <p>Risk governance arrangements, including role of members and the Audit, Risk & Governance committee.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counter fraud	<p>Understanding of the main areas of fraud and corruption risk to which organisation is exposed. Principles of good fraud risk management practice in accordance with Code of Practice on Managing Risk of Fraud and Corruption (CIPFA 2014).</p> <p>Organisations arrangements for tackling fraud.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Values of good governance	<p>Seven Principles of Public Life.</p> <p>Authority's key arrangements to uphold ethical standards for both members and staff.</p> <p>Whistleblowing arrangements in the authority.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treasury management	Effective Scrutiny of Treasury Management is an assessment tool for reviewing arrangements for undertaking scrutiny of treasury management. Regulatory requirements, treasury risks, organisations treasury management strategy, policies and procedures in relation to treasury management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Core Skills				
Skills	Key Elements	Low Need	Medium Need	High Need
Strategic thinking and understanding of materiality	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"/>
Questioning and constructive challenge	Able to frame questions that draw out relevant facts and explanations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focus on improvement	Ensuring there is a clear plan of action and allocation of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to balance practicality against theory	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"/>

Clear communication skills and focus on the needs of users	Support the use of plain English in communications, avoiding jargon, acronyms etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objectivity	Evaluate information on the basis of evidence presented and avoiding bias or subjectivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting management skills	Chairs the meeting effectively: summarise issues raised, ensure all participants are able to contribute, focus on the outcome and actions from the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there are any other skills or subject areas you feel would be useful in your role for development, please list below:

Please send the completed form to member.development@lancashire.gov.uk by Friday 28 September.