

By: Ben Watts, General Counsel (Monitoring Officer)
Zena Cooke, Corporate Director of Finance

To: Governance and Audit Committee – 22 July 2021

Subject: Training Programme for Governance and Audit Committee Members

Classification: Unrestricted

Summary: This report provides an outline of the training programme proposed for Members of the Governance and Audit Committee

FOR DECISION

1. At the Governance and Audit Committee meeting held on 27th May 2021, members of the committee agreed that a full and varied programme of training is needed to enable the committee to undertake its role effectively, and that this training must be mandatory for all committee members and their substitutes.
2. Training sessions for Committee Members have already begun and, in addition to the Introduction to Audit Committee training delivered on 19 July, the following training sessions will be provided between now and the next meeting of the Committee as these are considered time critical:
 - a. The Annual Governance Statement
 - b. Statement of Accounts
3. As a result of reviewing the work programme, the Chairman of the Committee has agreed to an additional meeting of the Committee in September 2021 and the full training programme (to September 2022) will be brought for approval at the September meeting. Topics that will form the training programme over the term of the committee are set out in [Appendix 1](#).
4. Recognising the requirement that training for Committee members is mandatory, it is likely that the majority of the training programme can be delivered virtually over MS Teams. All virtual training sessions will be recorded and made available for Committee members via KNet for them to access at a later date, if they are unable to attend on the day.

Recommendation:

The Committee is asked to:

- 1) AGREE to the training sessions set out in paragraph 2.
- 2) NOTE and COMMENT on the proposed training programme set out in Appendix 1 report.
- 3) AGREE to receive a further report setting out the proposed training programme and delivery approach.

Ben Watts

General Counsel

Tel No: 03000 416814

e-mail: benjamin.watts@kent.gov.uk

Appendix 1:

Content of the Governance and Audit Committee training programme, 2021-25

- a. An introduction to the work of local government Governance and Audit Committees from CIPFA
- b. Workshops from external governance professionals
- c. Training on the KCC Constitution and Financial Regulations
- d. External training on pensions and investments held by KCC
- e. Internal and External training on company ownership
- f. Information Governance training
- g. External training on the operation, governance and board behaviours of successful organisations
- h. "Governance Failure" training and how to avoid it
- i. Training on the role of Internal Audit, Finance and Legal
- j. Statement of Accounts
- k. Annual Governance Statement
- l. Improving Audit Committee Effectiveness
- m. Assurance for an Audit Committee
- n. Risk Management
- o. Public Sector Internal Audit Standards and EQA
- p. Assurance Arrangements for Transformation and Major Projects
- q. Commissioning and Partnership Governance