

Audit Committee Self Assessment – 30 November 2009 - Action Sheet

Item	Action By	Date	Update as at
Amend the terms of reference to include provision for the Audit Committee to meet at least quarterly.	G Wythes	30/06/10	
Incorporate requirement for “regular attendance” at Audit Committee meetings into independent member role description (Note: cannot apply this to all members at present unless, as part of UOR/Member Development Charter, a formal JDS for all member roles is implemented)	G Wythes	30/06/10	
Director of Finance to report to next audit committee as to what would constitute “major judgements” in preparation of annual accounts and what parameters are operated in respect of write-offs.	M. Griffiths	11/1/10	
Incorporate standing agenda item to update members on topical, legal and regulatory issues.	G Wythes	30/06/10	
Director of Corporate Services to discuss with external audit the committee’s desire for regular updates on recommendation follow-up.	A. Brandon	29/03/10	
Undertake a members’ skills and experience assessment, and provide training for any significant identified gaps.	P Farrow/ Audit Cttee	29/03/10	