

Name
Audit Committee

Agenda
Item No.

XX MONTH, YEAR

XX

Title of the Report

Ward(s):

Portfolios:

Purpose: Approve/Review/For Information (delete as necessary)

1. Aim

Clearly state the aim of the subject matter. (**Not** the aim of the report.)

2. Summary

Provide a concise explanation of the report which will enable the reader to quickly understand its purpose.

3. Recommendations

Please avoid asking for a report to be noted. Give Members a role/activity if possible.

The recommendation(s) should be clear, concise and include all relevant information. No abbreviations or acronyms are to be used. No statements are to be used.

If you only have one recommendation there is no need to number it. It looks like there should be others

4. Report detail – know

The main body of the report. Content should be sufficiently detailed but accessible to lay members.

Number the paragraphs **not** the sub headings.

Include the following sub headings:-

Control Environment

Does the report relate to financial controls, corporate governance, procurement etc.?

Assurance of Controls

Is the content related to full assurance, i.e. that provided by an independent body, such as a regulator or the Auditor; or re-assurance, the production of a report from a manager; or assumption, where reference is made to indicators that suggest an environment is working well;

Strategic Risks/Annual Statements

Does the report relates to any strategic risk, and if so which one; and whether the reports to any annual statements (e.g. financial statements or annual governance statement).

5. Financial information

Explain the key financial factors here and include the following as sub headings.

6. Reducing Inequalities

How does the issue you are writing about reduce inequality? Explain the impact on known demographic and socio-economic factors.

Cross reference the Marmot objectives.

7. Decide

This is not a repeat of recommendations

Use this section to describe different options the committee could take forward.

8. Respond

If your report is here for feedback what will happen if the committee make recommendations?

Is the issue going to Cabinet or Council or is there a significant milestone coming up?

9. Review

How will you review the issue this report is about? Is there performance monitoring or regular reviews? Are there opportunities to get involved?

Background papers

Author

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Job Title

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