

DRAFT TRAINING SCHEDULE FOR G&E MEMBERS (SEPTEMBER 2020)

Internal Audit	Focus of Training	Duration of Training
Overview	The role of Internal Audit, the statutory background, and regulatory framework.	1 hour
Audit Plan update reports and annual report.	How to interpret these and query the information provided.	1 hour
Preparation of the Audit Plan	How the Council's operations are risk assessed and a programme of audit work compiled.	45 minutes
Undertaking an audit	Using an example of an audit, going through the key stages, what is involved, how the information is recorded, assessed and reported.	45 minutes
Fraud and Corruption	Overview of where this may occur in the Council, and how Internal Audit work checks the mitigation put in place.	1 hour
Council Financial Accounts		
Overview	What are the financial statements, the statutory background, and regulatory framework.	1 hour
Review of Balance Sheet	Review Content of Balance Sheet, explain where the figures come from/what they mean.	45 minutes

Risk Management		
Risk and Risk Management definitions and types of risks	Familiarise with the terminology used by the Council. Understand the different types of risks	90 minutes
Risk Management Process: Risk Management and Strategic & Operational Planning	Understand the risk identification process and the links with the strategic and operational planning	45 minutes
Risk Management Process: Risk analysis and Evaluation Risk treatment Gross Current and Expected Rating	To familiarise with the approach for analysing risks and action planned to mitigate them	90 minutes
Risk reporting	To detail the processes taking place to collate and report risk and risk mitigation information	45 minutes
Risk Strategy Risk Appetite The role of G&E Committee relating to risk management	Familiarise with the Council's risk management strategy, risk appetite Revisit in detail the expectation from the G&E Committee members in relation to Risk Management	45 minutes