

Audit Committee Survey

Please state Name of Organisation	
Are you a Department/Non-Ministerial Department/Agency/NDPB?	

1. Membership of Board

Board	
Number of Executives	
Number of Non-Executives	

2. Membership of Audit Committee

Audit Committee	
Non-Executives who are also Board Members	
Non-Executives who are not also Board Members (Independent External Members)	
Executives who are Board Members	
Executives who are not Board members	
Total number of members on the audit committee	

3. Who chairs the Audit Committee?

Non Executive Board Member	
Non Executive non Board Member	
Accounting Officer	
Executive Board Member	
Executive non Board Member	

4. Who attends the Audit Committee on a regular basis?

Internal Audit	
External Audit	
Accounting Officer	
Finance Director	
Other (please specify)	

5. Does the Audit Committee have a formal Terms of Reference?

Yes	No

6. Does the Audit Committee have a wider remit than a standard Audit Committee (e.g. the Audit Committee is combined with a Risk Committee)?

Yes	No

If yes, it would be very helpful if you would forward a copy of the Terms of Reference for the Committee with this completed survey to ACR.

7. Does at least one Audit Committee member have “recent and relevant financial experience”?

Yes	No

8. Has the Audit Committee carried out a skills need analysis?

Yes	No

9. How often per year does the Audit Committee meet?

Two	
Three	
Four	
Five	
Other (please specify)	

10. How long (on average) do the meetings last for? (to the nearest hour)

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11. Does the Committee ever meet “in camera” (i.e. nobody present who is not a formal member)?

Never	
Occasionally	
Regularly	

12. Do you, as HIA, have free access to the Chair of the Audit Committee in order to raise any concerns, which you may have?

Yes	No

13. Does the Chair of the Audit Committee make arrangements to meet with each of the following representatives bilaterally at least once a year?

	Yes/No
HIA	
External Audit	
Accounting Officer	
Financial Director	

14. Has the Audit Committee formally evaluated its performance?

Yes	No

15. If yes, was this in the context of a review of Board performance?

Yes	No

16. Who provides secretariat services to the Audit Committee?

Board Secretary	
IA Staff	
Other (please specify)	

17. Do you have a separate Risk Committee?

Yes	No

If yes, it would be helpful if you would forward a copy of the Terms of Reference for the Risk Committee with this completed survey to ACR.

18. Membership of Risk Committee

Risk Committee	
Non-Executives who are also Board Members	
Non-Executives who are not also Board Members (Independent External Members)	
Executives who are Board Members	
Executives who are not Board members	
Total number of members on the Risk Committee	

As part of our work on redeveloping the Audit Committee Handbook we will be running a series of workshops.

It would be helpful if you would provide direct contact details (ideally an email address) below so that we can contact people directly when the workshops have been arranged.

Contact for Audit Committee Chair

Contact for Audit Committee Secretary

Many thanks for your time in completing this survey

If you have any questions regarding this survey please contact Karen Parsons in ACR on 020 7270 5687 or <mailto:karen.parsons@hm-treasury.gov.uk>

Please return this completed survey to Karen Parsons by 19 August, <mailto:karen.parsons@hm-treasury.gov.uk> or Assurance, Control and Risk Team, HM Treasury, 1 Horse Guards Road, London, SW1A 2HQ. Fax: 020 7270 7567.