

Section 8 – Other Committees

8.1 Audit and Governance Committee

- 8.1.1 The Audit and Governance Committee will have the specific role of monitoring the Budget, approving the council's Statement of Accounts and acting as the council's audit committee. The Committee also carries out the treasury management functions.
- 8.1.2 The number and arrangements for this Committee are as follows:
- (a) the Committee will consist of a maximum of seven Members of the Council;
 - (b) the Committee may appoint Sub-Committees;
 - (c) no Member of the Executive may be a Member of the Committee;
 - (d) Substitute Members to the committee shall be appointed by the Council in accordance with the wishes of the political group to whom the seats have been allocated.
- 8.1.3 Meetings of the Committee shall be programmed in each year. There will normally be between four and six meetings annually. In addition, Extraordinary Meetings may be called from time to time as and when appropriate. A Committee meeting may be called by the Chairman, by any four Members of the Committee or by the Monitoring Officer if they consider it necessary or appropriate.
- 8.1.4 Quorum

The Quorum for the Committee shall be three Members.

8.1.5 Appointment of Chairman and Vice Chairman

The Chairman of the Audit and Governance Committee will be appointed by the Council at its annual meeting. The Vice-Chairman will be appointed by the Committee at its first meeting of the Civic Year.

8.1.6 Subject to 8.1.5 above, the Chairman and Vice-Chairman will hold office during that Civic Year until, in each case:

- (a) they resign from the office of Chairman or Vice-Chairman;
- (b) they are no longer a Councillor; or
- (c) they are removed by a resolution of the Council.

8.1.7 Upon the occurrence of a vacancy in the office of Chairman, the Council shall appoint a Chairman at its next meeting. In the case of a vacancy in the office of Vice Chairman, the Committee shall fill the vacancy at its next meeting.

8.1.8 Terms of Reference

The Audit and Governance Committee has the following functions:

- (a) assist the Council and the Executive in the development of the annual Budget;
- (b) approving the Council's statement of accounts;

- (c) consider the effectiveness of the council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- (d) seek assurances that action is being taken on risk-related issues identified by auditors and inspectors;
- (e) be satisfied that the council's assurance statements, including reviewing the Annual Governance Statement against the good governance framework, properly reflect the risk environment and any actions required to improve it;
- (f) approve internal audit's strategy, its plan and monitor its performance;
- (g) approve the shared anti-fraud service strategy, its plan and monitor its performance;
- (h) review summary internal audit reports and the main issues arising and seek assurance that action has been taken where necessary;
- (i) consider the annual report of the head of internal audit;
- (j) consider the reports of external audit (including the annual audit letter) and inspection agencies, and monitor management action in response to the issues raised;
- (k) ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies and that the value of the audit process is actively promote;

- (l) review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit;
- (m) have oversight of the council's commercial projects; and
- (n) consider reports relating to the authority's Data Protection policies and procedures.

8.1.9 Audit function

As an integral part of its role as the council's audit committee, undertake the following areas:

- (a) consider budget monitoring reports and risk management reports;
- (b) lead the cross Member scrutiny and consideration of the council's draft annual budget and medium term finance strategy;
- (c) scrutinise the council's Annual Investment Strategy, Annual Capital Strategy, Mid-Year Treasury Management Report and Annual Treasury Management Report and through review gain assurance that systems of governance and control for Treasury Management are effective;
- (d) where appropriate, assisting the Council and the Executive in the development of its budget and policy framework by in-depth analysis of financial, procurement and governance related policy issues;

- (e) review anti-fraud and corruption controls and arrangements, including the whistleblowing process