

Annex 1

Audit and Governance Committee – Terms of Reference (Part 3C of the Constitution)

No	Delegated authority	Conditions
	Audit	
1	To consider the annual report and opinion of the <u>Head of Internal Audit</u> . The report should <u>Assistant Director (Customer Service & Governance)</u> including a summary of internal and external audit activity <u>in the relevant period</u> (actual and proposed in the relevant accounting period) and the level of assurance that can be given over the <u>control environment and</u> corporate governance arrangements at the Council and to advise the Cabinet accordingly.	
2	To consider <u>periodic reports from the Head of Internal Audit detailing the summary findings and the main issues arising from internal audit work</u> summaries of specific internal audits reports as scheduled in the forward plan for the Committee or otherwise requested by Members.	
3	To consider reports dealing with the management and performance of the Internal and External Audit functions.	
<u>4</u>	<u>To review the effectiveness of Internal Audit and the Committee itself on an annual basis.</u>	
<u>54</u>	To consider reports <u>of the Head of Internal Audit detailing the progress made by management to address control weaknesses identified by</u> from Internal <u>or External</u> Audit, on agreed recommendations not implemented within agreed timescales.	
<u>65</u>	To consider the action plan arising from the	With respect to the

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	Annual Letter of the External Auditor.	Annual Letter being first considered and accepted by the Cabinet.
<u>76</u>	To consider all other relevant reports <u>received</u> from the <u>District External Auditor</u> as scheduled in the forward plan for the Committee as agreed with the External Auditor or otherwise requested by Members.	
<u>87</u>	To comment on the scope and depth of e External a Audit work and ensure it provides value for money.	
<u>98</u>	To liaise with the Audit Commission over the appointment of the Council's External Auditor or body .	
<u>10</u>	<u>To approve the Internal Audit Strategy</u>	
<u>119</u>	To approve the Annual Plans of the Internal Audit Service and the External Auditor.	
<u>1210</u>	To commission work from the Internal Audit Service and External Audit with regard to the resources available and the existing scope and breadth of their respective work programmes and the forward plan for the Committee.	Subject to budgetary provision.
<u>11</u>	To provide advice to the Council on issues arising out of a fraud investigation and report any action which has or ought to be taken by the Council.	
	Governance & Regulatory	

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132	To keep under review the Council's contract procedure rules, financial regulations, working protocols and codes of conduct and behaviour (not otherwise reserved to the Standards Committee).	
143	To review any relevant issue referred to it by the Chief Executive, S151 Officer, the Assistant Director (<u>Financial Services</u>), Customer Service & Governance , the Monitoring Officer, <u>the Head of internal Audit</u> or any other Council body.	
154	<u>To consider the effectiveness of the Council's arrangements for corporate governance (including information governance).</u> To consider any reports of the Assistant Director (Customer Service & Governance) referred to the Committee for consideration further to Article 13 of this Constitution.	
165	To monitor the effective development and operation of risk management <u>arrangements</u> and corporate governance across the Council.	
176	To monitor <u>assess the effectiveness of the Council's counter fraud arrangements including the Whistleblowing policy and other relevant counter fraud policies and plans.</u> on 'whistle blowing', the Anti-Fraud & Corruption Strategy and consider any issues referred to it in accordance with the Council's whistle blowing policy and procedures as set out in Part 5 of this Constitution.	

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187	To consider the Council's arrangements for corporate governance and make recommendations about all actions necessary for compliance with best practice to Full Council.	
198	To consider the Council's compliance with its own and other relevant published regulations, controls, operational standards and codes of practice.	
2019	To bring to Full Council all proposals for amendment to this Constitution submitted by Members in accordance with this Constitution.	Subject to the advice of the Assistant Director of Governance and ICT.
	Annual Governance Statement and Accounts etc	
210	To approve the Statement of Accounts and the Annual Governance Statement.	
221	To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.	
232	To scrutinise the Treasury Management Strategy and Monitoring Reports.	
	<u>General</u>	
24	To meet with the External Auditor and the Head of Internal Audit on a periodic basis to discuss audit related matters.	
25	To report on the discharge of the Committee's responsibilities under the Constitution to Full Council on an annual	

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	basis.	