

## AUDIT, GOVERNANCE AND STANDARDS COMMITTEE TERMS OF REFERENCE

Number of members	9 Councillors
Number of Co-opted, non-voting members	1 Independent non-voting Member for the purpose of Audit and Governance;  1 Parish Representative, who may not also be a Borough Councillor, for the purpose of Standards.
Politically Balanced Y/N	Y
Quorum	4 (to include at least one member of the Majority Group)
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Chair	The Chair and Vice-Chair of the Committee and any of its Sub-Committees will be a Borough Councillor.
Special provisions as to the Chair	For the sake of independence, the Chair shall not be a member of the controlling political group.
Terms of Reference	<u>Audit and Governance</u> <u>Internal and External Audit</u>  a. To review and monitor the annual audit plans of both the internal and external auditors. b. To receive and comment upon the external auditors' reports. c. To monitor the adequacy and effectiveness of the Council's system of internal control by

	<p>ensuring that an adequate and effective system of internal financial controls is maintained, that financial procedures are regularly reviewed.</p> <ul style="list-style-type: none"><li>d. To consider, monitor and review the Council's overall corporate governance arrangements.</li><li>e. To enhance the profile, status and authority of the internal audit function which will demonstrate its independence.</li><li>f. To focus audit resources by agreeing, and periodically reviewing, audit plans and monitoring delivery of the audit service.</li><li>g. To receive and consider such internal audit reports that the Chair and/or Deputy Chief Executive considers necessary.</li></ul> <p><u>Risk</u></p> <ul style="list-style-type: none"><li>h. To consider, monitor and review the effectiveness of the Council's risk strategies, policies and management arrangements and seek assurances that action is being taken to address identified risk related issues.</li></ul> <p><u>Finance and Value for Money</u></p> <ul style="list-style-type: none"><li>i. To consider and approve the Council's Annual Statements of Accounts.</li><li>j. To consider any report from the Internal Audit Manager in pursuance of Financial Regulations.</li><li>k. .To ensure good stewardship of the Council's resources and assist the Council to achieve value for money in the provision of its services.</li><li>l. To keep under review, and make recommendations on, proposed amendments to Financial Regulations.</li><li>m. To consider and make recommendations if appropriate on, the Annual Governance Statement.</li></ul>
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	<p><u>Standards</u></p> <ul style="list-style-type: none"> <li>n. To promote and maintain high standards of conduct by Councillors and any co-opted members of Council bodies;</li> <li>o. To assist the Councillors and co-opted members to observe the Members' Code of Conduct;</li> <li>p. To advise the Council on the adoption or revision of the Members' Code of Conduct;</li> <li>q. To monitor the operation of the Members' Code of Conduct;</li> <li>r. To advise, train or arrange to train Councillors and co-opted members on matters relating to the Members' Code of Conduct;</li> <li>s. To grant dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;</li> <li>t. To deal with any report from the Monitoring Officer following an investigation into a complaint concerning the Members' Code of Conduct;</li> <li>u. To consider and determine allegations that a Councillor or co-opted Councillor may have failed to follow the Code of Conduct and where a breach of the Code is established making recommendations as to any sanctions to the appropriate person or body.</li> <li>v. The exercise of u – v above in relation to the Parish Councils in the Council's area and the members of those parish Councils;</li> <li>w. To monitor, and review the operation of the Protocols on Member-Officer and Member-Member relations.</li> </ul>
<p>Special provisions as to membership</p>	<p>The Committee to comprise elected Members representing all interests of the Authority, preferably with relevant areas of expertise, where possible (such areas as accountancy, audit, business and commerce.)</p>

	Can be members of the Executive Committee, but Party Group Leaders may not be, or act as substitutes for, members of the Committee.
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**STANDARDS SUB-COMMITTEE**  
**(Parent Committee – Audit, Governance and Standards Committee)**

Number of Members	3.  The Audit, Governance and Standards Committee may from time to time determine procedures for membership of its sub-committees.
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	To carry out assessment of allegations that a Borough or parish councillor or co-opted councillor (or former councillor or co-opted councillor) may have failed to follow the Code of Conduct
Chair	A member of the Standards Committee. When assessing a complaint, the Chair will not be from the same political group as the Councillor who is the subject of the complaint.
Whipping arrangements	N/A
Substitutes	The Audit, Governance and Standards Committee may from time to time determine procedures for substitution at meetings of Standards Assessment Sub-Committees.
Special provisions as to membership	Only those Councillors who have undertaken *appropriate training may sit on the Standards Assessment Sub-Committees.

	<p>The Chief Executive, in consultation with the Member Development Steering Group will determine the criteria to be met will determine whether individual Councillors have met those criteria.</p> <p><i>* Specific Standards Hearing-related training.</i></p>
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