

## General Release

<b>REPORT TO:</b>	<b>GENERAL PURPOSES &amp; AUDIT COMMITTEE</b> <b>25th June 2014</b>
<b>AGENDA ITEM:</b>	<b>2</b>
<b>SUBJECT:</b>	<b>Committee Terms of Reference</b>
<b>LEAD OFFICER:</b>	<b>Council Solicitor &amp; Monitoring Officer, Director of Democratic Services</b>
<b>CABINET MEMBER</b>	<b>N/A</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b> The Council will be accountable, open and transparent.	
<b>FINANCIAL SUMMARY:</b> There are no financial implications	
<b>FORWARD PLAN KEY DECISION REFERENCE NO: N/A</b>	

### 1. RECOMMENDATION

- The Committee is asked to review, comment and agree the General Purposes and Audit terms of reference as established at Annual Council on 3 June 2014.

### 2. General Purposes and Audit Committee

- 2.1 Membership 11 including 2 independent non-voting co-opted Members who may not be Members or officers of the Council and who are involved only in relation to Audit Functions.

### 3. General Purposes Functions:

- 3.1 Periodic review of the Scheme of Members' Allowances and approval of arrangements in respect of the scheme to reimburse costs incurred for childcare/dependent relative care, travel and subsistence whilst a Member is on Council business.
- 3.2 Appointments to outside bodies, subsequent to the Annual Council Meeting.  
[Note: The Council Solicitor, Director of Democratic and Legal Services, after

consultation with the Chair of the General Purposes and Audit Committee or (in respect of Executive appointments) the relevant Cabinet Member, may also make appointments to outside bodies as necessary during the year.]

- 3.3 Any matter not reserved to the Council or delegated to another Committee and related to a non-executive function.
- 3.4 Any matter reserved to the Council and a non-executive function, or a matter reserved to a non-executive committee or sub-committee of the Council which requires, in the Committee's view or on the recommendation of the Cabinet, the Chief Executive or an Executive Director, action as a matter of urgency.
- 3.5 Any protocol concerning the exercise of relevant delegated powers.

#### **4. Audit Functions:**

- 4.1 In exercising its audit functions the Committee's purpose is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent it affects the Council's exposure to risk and weakens the control environment, and to oversee financial reporting.
- 4.2 To consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- 4.3 To seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
- 4.4 To be satisfied that the Council's assurance statements, including the Statement on Internal Control, properly reflect the risk environment and any actions required to improve it.
- 4.5 To review (but not direct) internal audit's strategy, plan and monitor performance and make recommendations as appropriate to Cabinet and/or Full Council.
- 4.6 To review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- 4.7 To receive the annual report of the Head of Internal Audit and make recommendations as appropriate to Cabinet and/or Full Council.
- 4.8 To consider the reports of external audit and inspection agencies and make recommendations as appropriate to Cabinet and/or Full Council.
- 4.9 To 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 promoted.

- 4.10 To 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.
- 4.11 To make an annual report to the full Council.

## **5. General Purposes and Audit Urgency Sub-Committee**

- 5.1 Membership of 3 drawn from the Membership of the General Purposes and Audit Committee and constituted as and when necessary by the Council Solicitor, Director of Democratic and Legal Services.
- 5.2 All of the responsibilities and functions of the General Purposes and Audit Committee where in the opinion of the Council Solicitor, Director of Democratic and Legal Services it is necessary for a decision to be taken before the next meeting of the Committee.

## **6. Mayoralty and Honorary Freedom Selection Sub-Committee**

(Membership 5)

To make recommendations directly to the Council on the selection of:

- (a) The Mayor;
- (b) Persons that should be admitted to the Roll of Honorary Aldermen and Alderwomen;
- (c) Persons or organisations that should be granted Freedom of the Borough; and
- (d) Honorary Recorder.

## **7. FINANCIAL & RISK CONSIDERATIONS**

- 7.1 There are no additional risk considerations than those within the report.

(Approved by: Head of Finance and Deputy S151 Officer)

## **9. HUMAN RESOURCES IMPACT**

- 9.1 There are no human resource considerations relating to this report.

(Approved by: Hansa Bharadia, HR Business Partner)

**10. CUSTOMER FOCUS, EQUALITIES, ENVIRONMENTAL, CRIME AND DISORDER REDUCTION & HUMAN RIGHTS IMPACTS**

10.1 None

**11. FREEDOM OF INFORMATION/DATA PROTECTION CONSIDERATIONS**

11.1 The terms of reference will be incorporated in to the Council's Constitution which is available on the Council's website.

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**CONTACT OFFICER:**

Jessica Stockton  
Corporate Solicitor

**BACKGROUND DOCUMENTS:**

None