

## Appendix 1

### Terms of Reference of Governance Committee

#### **A. AUDIT**

1. To consider the appointment of the External Auditor, the audit fee, the provision of any non-audit services by the external auditor and any questions of resignation or dismissal of the external auditor.
2. To receive the External Audit Annual Plan and discuss, if necessary, with the External Auditor before the audit commences the nature and scope of the audit.
3. To review the Financial Statements, External Audit opinion and report to Members and monitor Management Action in response to any issues raised.
4. To receive the Internal Audit Annual Plan for the Council and Annual Internal Audit report, addressing key internal control issues as required.
5. To keep under review the effectiveness of internal control systems, to receive the External Audit Management Letter on behalf of the Council and any representations and refer any issues requiring attention to the relevant Committee and/or officer.
6. To monitor the performance of Internal Audit.
7. To review summary Internal Audit reports and the main issues arising and seeking assurance that action is taken on the main issues raised in these reports.
8. To ensure that there are effective arrangements between Internal and External Audit and that the value of the audit process is actively promoted.
9. To obtain appropriate assurance that the Council's Annual Governance Statement, and any other assurance statements required of the Council, properly reflect the risk environment and any actions required to improve it.

#### **B. CONSTITUTION AND GOVERNANCE**

10. To consider matters pertaining to the governance arrangements of the Council including review of the Council's Constitution, its political arrangements and rules of procedure (subject to approval by Full Council, unless of a minor nature).

#### **C. CONSULTATION AND ENGAGEMENT**

11. To have oversight and management of the Councils consultation and engagement approach with its Community and monitoring those processes to ensure that they contribute to the work of the Council; including agreement of an Annual Consultation Plan.
12. To consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
13. To have oversight of the publication of an Annual Report in the most appropriate format.
14. Establishing clear channels of communication with the public and dealing with their

concerns, including oversight and review of the Councils Corporate Complaints Policy and relationships with other regulatory bodies such as the Ombudsman.

**D. ELECTORAL MATTERS**

15. To consider reports from the Returning Officer in relation to statutory requirements and policy.
16. To respond on behalf of the Authority in relation to consultations issued by the Electoral Commission and other bodies relating to electoral registration or election issues.

**E. MAYORALTY**

17. To deal with all matters relating to the Mayoralty, Civic Ceremonial matters and Members' allowances and expenses (except adopting an Allowances Scheme – Full Council).

**F. MEMBERS SUPPORT AND TRAINING**

18. To have oversight of the Member Training proposals and to support the Member Development Steering Group, as required.
19. To support the development of the Members to meet the changing requirements of their role.

**G. PERFORMANCE MANAGEMENT AND VALUE FOR MONEY**

20. To have oversight of the Councils Performance Management System and monitor the Councils Improvement Plan, as required.
21. To monitor the openness of the Council in its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.
22. To ensure that the Council has satisfactory measures in place to promote economy, efficiency and effectiveness.
23. To consider reports of inspection agencies and seek assurance that action is taken on any issues raised in these reports.

**H. RISK MANAGEMENT AND INTERNAL CONTROL**

24. To develop and maintain robust systems for identifying and evaluating significant risks and putting in place effective Risk Management Systems, including those relating to internal control and an internal audit function.
25. To have oversight of provisions which reflect the transparency of the Council including Whistleblowing Policy and Procedures, Fraud and Corruption Policy and Procedures, and other related matters.
26. To oversee the arrangements to introduce new regulatory legislation such as the introduction of the Anti-Bribery Act 2010.
27. To ensure that the Councils financial and operating reporting processes are adequate and continue to be "fit for purpose."

28. To exercise the Council's Health and Safety at Work functions.
29. To monitor the Councils response to dealing with customer complaints including periodic review of the Councils Complaints Procedure.
30. To have oversight of matters referred to the Local Government Ombudsman.
31. To have oversight of the Council's management and response to the Freedom of Information Act and Data Protection Act.

**I. VOLUNTARY AND COMMUNITY SECTOR RELATIONSHIPS**

32. To ensure the Council fosters effective relationships and partnerships with other Public Sector agencies and the Private and Voluntary Sectors to ensure the most efficient and effective discharge of the Councils functions.
33. To have oversight of liaison, as appropriate with external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

**J. ETHICS AND PROBITY**

34. Promoting and maintaining high standards of conduct by councillors and co-opted members.
35. The development, implementation, maintaining and review of the ethical framework, including the code of conduct for councillors and co-opted members.
36. Overseeing the provision of training, guidance and support in the context of Ethics and Probity.
37. Granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Councillors' Code of Conduct.
38. The exercise of 34-36 in relation to the parish councils in its area and the members of those parish councils.