


Non-Executive Report of the:  <b>Audit Committee</b>  28th June 2017	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Graham White, Corporate Director, Governance and Interim Monitoring Officer	<b>Classification:</b> Unrestricted
<b>Audit Committee Terms of Reference, Quorum, Membership and Dates of Meetings</b>	

<b>Originating Officer(s)</b>	Matthew Mannion
<b>Wards affected</b>	All

### Summary

This report sets out the Terms of Reference, Membership, Quorum and Dates of meetings of the Audit Committee for the Municipal Year of 2017/18 for the information of members of the Committee and asks Committee Members to determine its preferred start time for the meetings in the municipal year.

### Recommendations:

The Audit Committee is recommended to:

1. Note its Terms of Reference, Quorum, Membership and Dates of future meetings as set out in Appendices 1,2 and 3 to this report.
2. Determine the preferred time at which the scheduled meetings will start.

## **1. REASONS FOR THE DECISIONS**

- 1.1 The report is brought annually to assist new and returning Members by informing them of the framework of the Committee set out in the Council's Constitution.

## **2. ALTERNATIVE OPTIONS**

- 2.1 The report asks Members solely to confirm its constitutional arrangements and therefore they are not required to consider any alternative options.

## **3. DETAILS OF REPORT**

- 3.1 Each year, following the establishment of the Committee at the Council's Annual Meeting, it is customary that the newly established Committee considers its procedural arrangements.

### **Audit Committee Arrangements**

- 3.2 At the reconvened Annual General Meeting of the full Council held on 17<sup>th</sup> May 2017, the Authority approved proportionality, establishment of the Committees and Panels of the Council and appointment of Members thereto. The membership of Audit Committee for the municipal year 2017/18 was among the committees' memberships approved and these details are set out at Appendix 2 to the report.
- 3.3 Having been established by Council, it is customary that the committee (at its first meeting of the municipal year) note its terms of reference, and quorum. These are set out in Appendix 1 to the report.
- 3.4 The Committee's meetings for the remainder of the year, as agreed at the same meeting of the Council, are also provided at Appendix 3.
- 3.5 The Constitution provides that, the meetings will take place at 7.30pm unless the Chair otherwise decides. The Chair and Audit Committee Members, in the past, have agreed the meetings will take place at 7.00pm in accordance with the programme of meetings for principal committees as this time is deemed to be more convenient for members and public. Additionally any meetings that fall during the holy month of Ramadan are scheduled to commence at 5.30pm. Members may wish to determine their own meeting time in the forthcoming municipal year and are permitted to offer their views to the Chair.

## **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 Matters brought before the Committee under its terms of reference during the year will include comments on the financial implications of decisions provided by the Chief Finance Officer. There are no specific comments arising from the recommendations in this report.

## **5. LEGAL COMMENTS**

- 5.1 The information provided for the Committee to note is in line with Part 3.3.11 of the Council's Constitution and the resolutions made by Council on 17<sup>th</sup> May 2017. There are no specific legal implications arising from this report.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1 There are no specific One Tower Hamlets considerations arising from the recommendation in the report.

## **7. BEST VALUE (BV) IMPLICATIONS**

- 7.1 There are no specific Best Value considerations arising from the recommendation in the report.

## **8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 8.1 There are no specific sustainability implications arising from this noting report.

## **9. RISK MANAGEMENT IMPLICATIONS**

- 9.1 There are no specific risk management implications arising from the recommendations in the report.

## **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 10.1 There no specific crime and disorder reduction implications arising from this report.

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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- NONE

#### **Appendices**

- Appendix 1 – Audit Committee Terms of Reference
- Appendix 2 – Membership
- Appendix 3 – Scheduled meetings for the Municipal Year

#### **Local Government Act, 1972 Section 100D (As amended)**

#### **List of "Background Papers" used in the preparation of this report**

- NONE

#### **Officer contact details for documents:**

- N/A