

Non-Executive Report of the:  <b>Audit Committee</b>  25 <sup>th</sup> July 2018	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Asmat Hussain, Monitoring Officer and Corporate Director Governance	<b>Classification:</b> Unrestricted
<b>Terms of Reference, Quorum, Membership and Dates of Meetings</b>	

<b>Originating Officer(s)</b>	Farhana Zia, Senior Committee Officer
<b>Wards affected</b>	All wards

### **Executive Summary**

This report sets out the Terms of Reference, Membership, Quorum and Dates of meetings of the Audit Committee for the Municipal Year of 2018/19 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 THE 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 Annual General Meeting of the full Council held on 23<sup>rd</sup> May 2018, 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 2018/19 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, have previously agreed the meetings will take place at 6:30 p.m. 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. EQUALITIES IMPLICATIONS**

- 4.1 When drawing up the schedule of dates, consideration was given to avoiding school holiday dates and known dates of religious holidays and other important dates where at all possible.

### **5. OTHER STATUTORY IMPLICATIONS**

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:
- Best Value Implications,
  - Consultations,
  - Environmental (including air quality),
  - Risk Management,
  - Crime Reduction,

- Safeguarding.

5.2 In considering the above statutory implications, please note:

- There are no specific Best Value implications arising from this noting report.
- Members and Senior Officers were consulted in the drafting of the municipal calendar, as approved by Council at its meeting of 23<sup>rd</sup> May 2018.
- There are no specific sustainability implications arising from this noting report.
- There are no specific risk management implications arising from this noting report.
- There are no specific crime and disorder implications arising from this noting report.
- There are no specific safeguarding implications arising from this noting report.

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

6.1 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.

## **7. COMMENTS OF LEGAL SERVICES**

7.1 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 Full Council on 23<sup>rd</sup> May 2018. There are no specific legal 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