

Non-Executive Report of the: Audit Committee Thursday, 14 November 2019	
Report of: Corporate Director, Governance and Monitoring Officer	Classification: Open (Unrestricted)
Updated Terms of Reference - Audit Committee	

Originating Officer(s)	Farhana Zia
Wards affected	All Wards

Executive Summary

This report updates the Terms of Reference, of the Audit Committee for the Municipal Year of 2019/20. The attached is information for Members of the Audit Committee.

Recommendations:

The Audit Committee is recommended to:

1. Note the updated Terms of Reference set out in appendix 1 of the report.

1. REASONS FOR THE DECISIONS

- 1.1 The Terms of Reference for the Audit Committee have been updated to show the Committee may choose to appoint an Independent Person (IP) to advise and support the committee.

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.
- 3.2 The Audit Committee at its meeting of 24th July 2019 approved and noted the terms of reference, membership and quorum of the committee.
- 3.3 However, following agreement of Committee members to appoint an Independent Person (IP) to advise and support the work of the Committee, the Terms of Reference have been updated to show the Committee's intention. This is appended at Appendix 1.
- 3.4 The process of recruiting and appointing an Independent Person (IP) will be undertaken by the Head of Internal Audit, Fraud and Risk and the Human Resources department.
- 3.5 To date, the recruitment is ongoing and it is hoped an appointment will be made shortly.

4. EQUALITIES IMPLICATIONS

- 4.1 The updating of the Terms of Reference has no direct equalities implications, save that the recruitment of the Independent Person will be in accordance to the Human Resources criteria, procedure and processes.

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.
- Data Protection / Privacy Impact Assessment.

- 5.2 Not applicable to this report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 This report recommends that the Audit Committee note its updated Terms of Reference, as set out in Appendix 1. There are no direct financial implications arising from this report. The cost of the Independent Person advice and support will be funded within the Council's existing revenue budget.

7. COMMENTS OF LEGAL SERVICES

- 7.1** Under Regulation 3 of the Accounts and Audit Regulations 2015, the Council is required to ensure that it has a sound system of internal control that facilitates effective exercise of the Council's functions and includes arrangements for the management of risk. The Council is also required by Regulation 5 to maintain an effective system of internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards and guidance. One of the functions of the Audit Committee under the Council's Constitution is to review internal audit findings. The updated terms of reference are consistent with the legal framework and Part A, Section 10 of the Council's Constitution and have been adopted by Council in accordance with Part A, Section 7(a).
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Linked Reports, Appendices and Background Documents

Linked Report

- NONE
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Appendices

- Appendix 1 – updated Audit Committee Terms of Reference

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

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

List any background documents not already in the public domain including officer contact information.

- NONE

Officer contact details for documents:

N/A