

COMMITTEE TERMS OF REFERENCE APPENDIX 1

AUDIT, STANDARDS AND GOVERNANCE COMMITTEE

Number of Members	9, none of whom may be members of the Cabinet + 2 co-opted non voting Parish Council representatives, who may not also be District Councillors, for the purpose of Standards
Attendance by other Councillors	Portfolio Holder with responsibility for finance expected to attend each meeting
Politically Balanced Y/N	Y
Quorum	5
Procedure applicable	<p>Rules</p> <p>Audit, Standards and Governance Committee Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 2-4, 6, 8-10, 12.2 – 12.3, 14, 17,19, 20 and 21) – if there is any conflict, Audit, Standards and Governance Committee Procedure Rules to take precedence</p>
Terms of Reference	<p><u>Stewardship and Audit</u></p> <p>To provide independent assurance to the Council in relation to:</p> <p>a. The effectiveness of the Council’s governance arrangements, risk management framework and internal control environment, including overseeing:</p> <ul style="list-style-type: none"> • Risk management strategies; • Anti-fraud arrangements; • Whistle-blowing strategies; • Internal and external audit activity • Democratic governance

COMMITTEE TERMS OF REFERENCE APPENDIX 1

b. the effectiveness of the Council's financial and non-financial performance to the extent it affects exposure to risk and poor internal control;

c. the annual governance statement.

Finance and Value for Money

d. To consider and approve the Council's Annual Statements of Accounts.

e. To confirm that the appropriate accounting policies have been followed, including the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

f. To consider any report from the Internal Audit manager in pursuance of Financial Regulations.

g. To assist the Council to achieve value for money in the provision of its services.

h. To keep under review, and make recommendations on, proposed amendments to the Financial Regulations

Appointment of External Auditors

i. To arrange the recruitment and operation of the Council's Auditor Panel, in accordance with the requirements of the Audit and Accountability Act 2014.

Standards

j. Promote and maintain high standards of conduct by Councillors and any co-opted members of Council bodies.

k. Assist Councillors and co-opted members to observe the Members' Code of Conduct.

h. Advise the Council on the adoption or revision of the Members' Code of Conduct.

COMMITTEE TERMS OF REFERENCE APPENDIX 1

	<ul style="list-style-type: none"> i. Monitor the operation of the Members' Code of Conduct. j. Advise, train or arrange to train Councillors and co-opted members on matters relating to the Members' Code of Conduct. k. Formulate advice for Members and officers on declarations of gifts and hospitality and monitor and review the arrangements for recording interests, gifts and hospitality. l. Grant dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct. m. For both District and Parish Councils, deal with any report from the Monitoring Officer following an investigation into a complaint concerning the Members' Code of Conduct (statutory requirement). n. For both District and Parish Councils, consider and determine allegations that a Councillor or co-opted Councillor may have failed to follow the Code of Conduct and where a breach of the Code is established, impose sanctions as delegated by full Council or make recommendations as to any sanctions to the appropriate person or body (statutory requirement). o. Monitor and review the operation of the Protocol on Member-Officer relations. p. Monitor and review the operation of the Protocol on Member-Member relations.
Special provisions as to the Chairman	None
Whipping arrangements	The party whip must not be applied
Substitutes	<p>Substitutes are permitted</p> <p>A substitute is permitted for the Co-opted Non-voting</p>

COMMITTEE TERMS OF REFERENCE APPENDIX 1

	Parish Representative (who shall not be a member of the same Parish Council as either of the Parish members).
Officer attendance	S151 Officer, Monitoring Officer and Audit Services Manager or their deputies are expected to attend each meeting.
Special provisions as to membership	Quasi-judicial meetings training will be required before members sit on hearings. Members of the Cabinet or the Chairman of the Council may not be a member of or substitute on the Audit, Standards & Governance Committee.