

ARTICLE 9 – AUDIT AND CORPORATE GOVERNANCE COMMITTEE

The Council will appoint an Audit and Corporate Governance Committee

1. Statement of Purpose

The purpose of this Committee is to

- ~~promote and maintain high standards of conduct by Members~~
- ~~provide independent assurance of the adequacy of the risk management framework and the associated control environment~~
- ~~independently scrutinise the authority's financial and non-financial performance, to the extent that it affects the authority's exposure to risk and weakens the control environment and to oversee the financial reporting process~~
- ~~approve the financial statements~~
- ~~approve the Annual Governance Statement.~~

The purpose of this Committee is to provide an independent and high-level resource to support good governance and strong public financial management.

Terms of Reference

~~2. Within the Terms of Reference of the Committee it will be~~

- ~~the member forum for external audit matters, approving the financial statements on behalf of the full Council~~
- ~~the member forum for ethical framework matters~~
- ~~the member forum for internal audit matters~~
- ~~a key element of the internal control framework for the Council and take responsibility for the approval of the Annual Governance Statement on behalf of the full Council~~
- ~~be the member forum for risk management matters~~
- 2. be the member forum for corporate governance matters.

The core functions of the Committee are:

- To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements
- To be satisfied that the authority's assurance statements, including the annual governance statement, properly reflect the risk environment and any actions required to improve it, and demonstrate how governance supports the achievement of the authority's objectives
- In relation to the authority's internal audit functions:
 - Oversee its independence, objectivity, performance and professionalism
 - Support the effectiveness of the internal audit process
 - Promote the effectiveness of the internal audit process
 - Promote the effective use of internal audit within the assurance framework
- To consider the effectiveness of the authority's risk management arrangements and the control environment, reviewing the risk profile of the organisation and assurances that action is being taken on risk - related issues, including partnerships and collaborations with other organisations

- To mMonitor the effectiveness of the control environment, including supporting standards and ethics and for managing the authority's exposure to the risks of fraud and corruption
- To cConsider the reports and recommendations of external audit and inspection agencies and their implications for governance, risk management or control
- To sSupport effective relationships between external audit and internal audit, inspection agencies and other relevant bodies, and encourage the active promotion of the value of the audit process
- To rReview the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.
- -To cConsidering governance, risk and control matters at the request of cabinet, full Council and other committees or statutory officers
- To pPromoting and maintaining high standards of conduct, including:
 - Reviewing the Code of Conduct for Members and wider ethical framework
 - Promoting high standards of conduct by elected members, co -opted members and parish councillors
 - Advising the Council on the adoption or revision of the Council's Ethical Framework, including the codes of conduct, whistleblowing code, corporate anti-fraud arrangements and policy statement on corporate governance
- To establish a sub-committee to decide whether to take action against a member for breaches of the Code of Conduct
- To rReviewing and monitoring treasury management arrangements in accordance with best practice and CIPFA guidance

3. Membership

~~3 The Committee is subject to the provisions of the Local Government Access to Information Act 1985.~~

4 The Committee will comprise*:

- Seven councillors

The councillors should not be members of the executive, the chairs or vice chairs of planning or licensing committee, group leaders or chairs of overview and scrutiny committees/panels. The cross over of membership between overview and scrutiny committee/panels members and this committee should be limited to two. The councillors should be selected following a skills audit of the committee and the following skills and knowledge should be represented where possible:

- Financial management
 - Audit
 - Accountancy
 - Regulatory work
 - Corporate governance, including company board representation
- Up to four co-opted (non voting) independent members (there must be a minimum of one independent member appointed to the committee). The

independent members should have suitable experience and be selected following a fair and open process. Skills and knowledge to include:

- Demonstrated ability to support good governance principles
- Public sector financial management
- Corporate governance, including company board representations
- Financial management
- Accountancy
- Auditing
- Regulatory work
- Risk management

~~(politically balanced) (not the Leader, Mayor and Deputy Mayor, Chairs and Vice Chairs of Planning and Licensing Committee and Group Leaders*)~~

~~Up to four co-opted (non-voting) independent members from outside the Council with suitable experience~~

~~The Council's Independent Person (as an observer).~~

~~* executive members limited to one~~

~~* one Member from each of the three Parish Councils in the Borough to be invited to attend and speak at the Committee if it is considering a report relating to material changes to the Code of Conduct~~

~~In order to promote the independence of the Committee there should be limited cross membership between Overview and Scrutiny Committee and the Audit and Corporate Governance Committee limited to a maximum of 2 members. Also Cabinet membership of the Committee is limited to one member.~~

The Chair of the Committee will be an elected Member of the Council

4. Working Arrangements

~~5~~ That Committee will meet four or more times per year.

~~6~~ The quorum of the Committee shall be a minimum of three voting members of the committee.

~~7~~ The Committee may require Members of the Council, Chief Officers and the Statutory Governance Officers to attend before it to answer questions. The Committee may request the attendance of another officer. Such a request should be made to the relevant Chief Officer. The Chief Officer may decide whether to send that officer or to attend instead. Chief Officers may send substitutes to answer questions instead of attending in person, however the Committee may require the attendance of the Statutory Governance Officers upon providing at least 7 days notice. If an officer is unable to attend, the Committee may adjourn the matter to a future meeting when the officer is able to attend. will be subject to the statutory access to information provisions. The press and public may be excluded and papers withheld from access only if they meet statutory definitions of exempt or confidential information.

~~8~~ All Members of the Council and members of the press and public can attend the Committee when it is discussing business in Part I of the agenda. When the Committee is discussing exempt or confidential information (Part II) only Members

~~of the Committee and Members of the Council (with the consent of the Committee given by majority resolution) can attend.~~

~~0 The Committee will appoint a Standards and Determination Sub-Committee to~~

- ~~• determine complaints following an investigation; and~~
- ~~• give detailed consideration to revisions to the Code of Conduct as necessary for recommendation to the Committee.~~

~~10 The Committee and its Sub-Committee may require Members of the Council and Officers of the Authority to attend before it to answer questions.~~

~~20 The Committee and its Sub-Committee may require the production of any document or record in the possession of the Council to be submitted to it, unless to do so would involve a breach of data protection or other statutory provisions.~~

~~The Committee may request ~~it~~ that one of the Statutory Governance Officers investigate any concerns of impropriety, financial mismanagement or system failures and ask for a report to be brought back to the Committee at a future date. ~~the Monitoring Officer or his/her nominee to investigate on its behalf allegations of impropriety referred to the Committee.~~~~

Standards and Determination Sub-Committee

~~The Committee will appoint members to this sub-committee if this is not undertaken by annual council.~~

~~24 The sub-committee will determine complaints following an investigation.~~

Specific Functions

~~The Committee's specific functions shall include but not be limited to~~

~~13 External Audit~~

- ~~• To consider the external audit report to those charged with governance on issues arising from the audit of the accounts, and ensure that appropriate action is taken in relation to the issues raised~~
- ~~• To consider the external auditor's annual letter and ensure that appropriate action is taken in relation to the issues raised~~
- ~~• To consider and comment on any plans of the external auditors~~
- ~~• To comment on the scope and depth of the external audit work and to ensure it gives value for money~~
- ~~• To consider any other reports by the external auditors~~
- ~~• To liaise with the appointed body over the appointment of the Council's external auditor.~~

~~14 Internal Audit~~

- ~~• To consider the Chief Internal Auditor's annual audit opinion and the level of assurance given over the Council's corporate governance, risk management and control arrangements~~

- ~~To consider regular reports, including statistics, abstracts and performance of the work of internal audit as presented by the Chief Internal Auditor~~
- ~~To consider and approve the annual Internal Audit plan ensuring that there is sufficient and appropriate coverage~~
- ~~To consider reports from Internal Audit on agreed recommendations not implemented in accordance within the agreed timescale~~
- ~~To contribute to the annual audit plan~~
- ~~To comment on the scope and depth of the internal audit work and to ensure it gives value for money~~
- ~~To consider any other reports the Chief Internal Auditor may make to the Committee.~~

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24 ~~Internal Control~~

- ~~To approve the adoption of the Annual Governance Statement to the Council~~
- ~~To ensure that an appropriate action is taken with respect the issues raised in the Annual Governance Statement.~~

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29 ~~Risk Management~~

- ~~To approve the risk management strategy and review the effectiveness of risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements and seek assurances that action is being taken on risk related issues~~
- ~~To ensure that assurance statements, including the Annual Governance Statement properly reflect the risk environment~~
- ~~To review the Council's risk register.~~

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15 ~~Governance~~

- ~~To consider the arrangements for corporate governance and to make appropriate recommendations to ensure corporate governance meets appropriate standards~~
- ~~To consider the Council's compliance with its own and other published standards and controls~~
- ~~To review any issues of governance referred to the Committee by internal or external audit~~
- ~~To take ownership of the Protocol on referring Matters to the External Auditor~~
- ~~To review the Anti-Fraud and Corruption policy.~~

Standards and Ethical Framework

- ~~(y) — To promote and maintain high standards of conduct by Members, (i.e. Elected and Co-opted).~~
- ~~(aa) — To assist Members to observe the Council's Ethical Framework including the Code of Conduct.~~
- ~~(cc) — To advise the Council on the adoption or revision of the Council's Ethical Framework including the Code of Conduct.~~
- ~~(ee) — To monitor the operation of the Council's Ethical Framework including the Code of Conduct.~~
- ~~(gg) — To advise, train or arrange to train Members on matters relating to the Council's Ethical Framework including the Code of Conduct.~~
- ~~(ii) — To determine written complaints made against a Member (including a Parish Council Member) alleging a breach of the Code of Conduct and taking any action that is deemed appropriate and permitted under the Localism Act 2011 and Regulations thereunder.~~
- ~~(kk) — To exercise of (a) to (f) above in relation to the Parish Councils wholly or mainly in its area and the Members of those Parish Councils.~~
- ~~(mm) — To keep under review and make recommendations to the Council on the Whistle-Blowing Policy and Procedure.~~
- ~~(oo) — To put in place and keep under review arrangements for monitoring Members' performance.~~
- ~~(qq) — To receive and consider reports on individual Members' performance.~~
- ~~(ss) — To decide any requests from a Member or Officer for indemnity as set out in the Council's adopted Policy on Terms of Indemnity.~~

47 Other

- ~~(ww) — To liaise with the Overview and Scrutiny Committee to ensure that the work of the two committees is complementary.~~
- ~~(yy) — To promote effective relationships between external audit, internal audit, inspection agencies and other relevant bodies to ensure that the value of the audit and inspection processes are enhanced and actively promoted.~~
- ~~(aaa) — To consider financial and non-financial performance issues to the extent that this impacts upon financial management and governance.~~
- ~~(ccc) — The Committee shall, in conjunction with the Monitoring Officer and Director of Finance & Resources, produce an Annual Review of work completed and proposed and report on an exception basis through the Performance Report for Cabinet.~~

| 57 ~~The terms of reference of the Committee shall be reviewed annually.~~

Standards Determination Sub-Committee

1. Terms of Reference

The Sub-Committee is established to

- Determine complaints that an elected member or co -opted member has breached the Council's Code of Conduct for Members, following an investigation and referral by the Monitoring Officer
- Determine complaints that a parish councillor has breached the relevant Parish Council's Code of Conduct for Members, following an investigation and referral by the Monitoring Officer

2. Appointment and Composition of the Sub-Committee

- (a) The sub-committee will be convened as necessary from members of the Audit and Corporate Governance Committee on a case by case basis.
- (b) The sub-committee shall comprise of five members, a minimum of three of which should be elected members drawn on a politically proportionate basis wherever possible. At least one member should be a co-opted independent member.
- (c) The Chair should be elected by the subcommittee members and should be an elected member
- (d) The appointment and composition of the subcommittee shall increase to include a parish councillor (as co-opted member) where the subcommittee is considering a complaint against a parish councillor. There is no requirement for the parish councillor to come from the same parish council as the councillor about whom the complaint is made.
- (e) The quorum for the meeting should be three members, two of whom must be elected members and at least one independent member must be present. When considering a complaint against a parish councillor, at least one parish councillor representative should be present.

- ~~determine complaints following an investigation.~~
- ~~give detailed consideration to revisions to the Code of Conduct as necessary for recommendation to the Committee.~~

~~2. Following a hearing the Sub-Committee will make one of the following findings:~~

- ~~(a) That the Member who was the subject of the hearing had not failed to comply with the Code of Conduct of the relevant Authority concerned;~~
- ~~(b) That the Member who was the subject of the hearing had failed to comply with the Code of Conduct of the relevant Authority concerned, but that no action needs to be taken in respect of the matters which were considered at the hearing; or~~
- ~~(c) That the Member who was the subject of the hearing had failed to comply with the Code of Conduct of the relevant Authority concerned and that a sanction should be imposed.~~

- ~~3. If the Sub-Committee makes a finding under paragraph 2(c) in respect of a person who is no longer a Member of any authority that the Committee has responsibility for it shall censure that person.~~
- ~~4. If the Sub-Committee makes a finding under paragraph 2(c) in respect of a person who is a serving Member of any authority that the Committee has responsibility for, it shall impose any of, or a combination of, the following sanctions:
 - ~~(a) censure of that Member~~
 - ~~(b) restriction for a period not exceeding six months of that Member's access to the premises of the relevant Authority or the resources of the relevant Authority provided that those restrictions:
 - ~~i. are reasonable and proportionate to the nature of the breach;~~
 - ~~ii. do not unduly restrict the person's ability to perform the functions of a Member.~~~~
 - ~~(c) that the Member submits a written apology in a form specified by the Sub-Committee;~~
 - ~~(d) that the Member undertakes such training as the Sub-Committee specifies;~~
 - ~~(e) that the Member participate in such conciliation as the Sub-Committee specifies.~~~~

~~5. Appointment and Composition of the Sub-Committee~~

~~(a) The Sub-Committee will be convened as necessary from the membership of the Audit and Corporate Governance Committee. The Sub-Committee will therefore not have a fixed membership.~~

~~(b) The Sub-Committee shall comprise five Members, of whom a maximum of three shall be elected members **drawn on a politically proportionate basis, wherever possible. If an opposition Member is not available, the three Members will be appointed from the same political party.** No more than two should be Co-Opted Independent Members of the Audit and Corporate Governance Committee.~~

~~(c) The Sub-Committee shall elect a Chair at each hearing/meeting. The Chair will be an elected Councillor.~~

~~(d) The appointment and composition of the Sub-Committee shall increase to include a Parish Member (observer) of the Audit and Corporate Governance Committee where the Sub-Committee is considering a report or recommendations that relate to a Parish Council Member.~~

~~6. Quorum~~

~~The quorum for a meeting of the Sub-Committee shall be three Members, two of whom must be elected Members and at least one Independent Member. When considering a matter relating to the conduct of a Member as Parish Councillor at least one Parish Council representative shall also be present.~~

~~7. Frequency of Meetings~~

~~The Sub-Committee shall meet as and when required to enable it to undertake its functions.~~