

CORPORATE GOVERNANCE COMMITTEE

TERMS OF REFERENCE

Purpose:	To have overview how the Council directs and controls its functions and the way it relates to its community, including the policies, procedures, legislation and structures which together control the way the Council manages its business.
Membership:	6 Members of the Council
Quorum:	3 Members
Meetings:	To meet as and when required, usually no more than 4 meetings per year
Minutes	The minutes of the Committee are to be presented to the next ordinary meeting of the Council.

The remit of this Committee is to:

Internal Audit

1. To consider the Internal Auditor's proposed Annual and Three Year Audit Plan and make suggestions as appropriate (NB the final decision on the Plan will be with the Internal Auditor).
2. To consider reports and action plans from the internal auditor and the implementation of recommended actions within a reasonable timescale.
3. To consider the Internal Auditor's annual report and opinion and the level of assurance given to the Council's corporate governance arrangements.
4. To consider the Internal Auditor's follow-up reports and any action which may be required to implement actions which have not been completed.
5. To ensure the Internal Audit function is adequately resourced and has appropriate standing within the Council.
6. To consider an annual review of the effectiveness of Internal Audit

External Audit

7. To consider the external auditor's annual letter following completion of the audit, and any issues, if appropriate, in the accompanying Issues Arising Report.
8. To monitor compliance with the external audit process, including meeting statutory dates for the annual audit process.

Policies and Governance

9. To monitor the effectiveness of the Council's policies, with particular reference to those considered to be within the definition of Corporate Governance and including whistle-blowing, anti-fraud & corruption and complaints.
10. To monitor compliance with the General Data Protection Regulations, and any issues which may arise.
11. To monitor compliance with Freedom of Information Act.
12. To make appropriate recommendations to the Council in relation to 9, 10 and 11, in order to improve relevance and effectiveness.
13. To review Standing Orders (including those relating to Tendering Arrangements) and Financial Regulations prior to consideration at the Annual Meeting of the Council.
14. To keep under review the Council's Corporate Governance Framework to ensure the structures (e.g. committees), processes (e.g. risk management and assurance) and roles (e.g. finance manager, accountant) support the effective implementation and development of open and transparent corporate governance across the Council.
15. To review and monitor the Member and Officer Relations to ensure relevance and compliance.
16. To review the Annual Governance Statement prior to completion as part of the final accounts process.
17. To review the Terms of Reference of all Committees, Sub-Committees and Working Groups to assess contribution to effective corporate management.

Risk Management

18. To keep under review the Council's overall corporate risk management processes, and to make recommendations to the Council as appropriate.
19. To review the Risk Register and monitor the implementation of actions agreed to reduce risk.

Finance and Accounts

20. To review procedures for the preparation of the annual revenue and capital budgets.
21. To review the preparation of the Annual Return in terms of compliance with statutory requirements including deadlines, appropriate accounting policies and address any concerns which might arise from the Return.
22. To monitor the implementation of the Council's Treasury Management Policy.