

Article 9 – Audit and Governance Committee

9.01 Appointment

Full Council will appoint an Audit and Governance Committee which will be politically balanced.

Within its Terms of Reference Sub Committees can be appointed:

- a) A Standards Sub-Committee which will have delegated responsibility to consider investigation reports and any matters referred to them by the Monitoring Officer, in respect of Code of Conduct complaints, that are referred to it by the Monitoring Officer and conduct hearings into allegations that a Member or co-opted Member of the Council or Town/Parish Council has breached the relevant code of conduct
- b) A Human Resources Sub-Committee which will be responsible for the Council's Human Resources function where there is a specific requirement for this to be undertaken by a Committee which shall include disciplinary matters relating to relevant officers.

9.02 Composition

The size and composition of this Committee will be determined by Full Council from time to time. It will be separate, organisationally and practically, from the Cabinet and will not comprise of any Cabinet members.

If a meeting of a Sub-Committee is needed to be convened, members will be appointed from the main Committee.

Terms of Reference

The Committee will have the following terms of reference relating to audit, , governance and human resources functions.

9.03 Audit

- a) Act as the Council's Audit Committee for internal and external audit.
- b) Agree and oversee the Council's Internal Audit Plan and monitor progress against this Plan.
- c) Receive, and consider the work of the external auditor.
- d) Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.

- e) Overview the Council's risk management arrangements to provide independent assurance of the adequacy of the risk management framework.
- f) Seek assurance that action is being taken on risk-related issues identified by auditors and inspectors.
- g) Approve the Governance and Assurance Statements, Statement of Accounts and anti-fraud and anti-corruption arrangements.
- h) To notify, report or recommend to Cabinet and Council as appropriate.
- i) Have continued due regard for all conduct and governance requirements that include the CIPFA (Chartered Institute of Public Finance and Accountancy) guidance.
- j) To review, monitor and consider reports from the Section 151 Officer on Treasury management, functions and activities.

9.04 Governance functions

- a) Promote and maintain high standards of conduct by Councillors and any co-opted members.
- b) To operate the overall scheme in respect of the local determination of Code of Conduct complaints against Council and Parish/Town Members (this role is largely delegated by the Constitution to a Standards Hearings Sub-Committee and the Monitoring Officer as set out in greater detail in the Constitution).
- c) Approve, and review relevant codes of conduct, protocols and other arrangements that relate to the governance of the Council.
- d) Promote and ensure training of Councillors and co-opted members in the relevant governance aspects.
- e) Grant dispensations, where referred by the Monitoring Officer and in accordance with the Localism Act 2011 or other legislation.
- f) To monitor the use of dispensations.
- g) To appoint a Sub-Committee which will have delegated responsibility to consider investigation reports, in respect of Code of Conduct complaints, that are referred to it by the Monitoring Officer and conduct hearings into allegations that a Member or co-opted Member of the Council or Town/Parish Council has breached the relevant code of conduct.

- h) To overview the Council's whistle blowing policy.
- i) To review, monitor and consider reports from the Monitoring Officer.

9.05 Human Resource Functions

To receive and consider reports relating to workforce policies and related performance.

Where there is a specific requirement a Sub Committee can be appointed which shall deal with disciplinary matters relating to relevant officers.