

Terms of Reference

FINANCE, AUDIT & RISK COMMITTEE

Membership: 7

Quorum: 3

Meetings: 5 regular meetings

General: A Committee of the Council established to consider audit and internal control matters and to provide effective scrutiny & overview of financial matters.

- To consider the Shared Internal Audit Service (SIAS) annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
- To consider summaries of specific SIAS reports as requested.
- To consider reports dealing with the management and performance of the providers of internal audit services.
- To consider a report from SIAS on agreed recommendations not implemented within a reasonable timescale.
- To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- To consider specific reports as agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure it gives value for money.
- To liaise with the Audit Commission over the appointment of the council's external auditor
- To commission work from internal (SIAS) and external audit.
- To maintain an overview of the council's constitution in respect of Contract Procurement Rules, Financial Regulations and Codes of Conduct and behaviour.
- To monitor the effective development and operation of risk management and corporate governance in the council.
- To monitor council policies on 'Raising Concerns at Work' and the anti-fraud and anti-corruption strategy.
- To oversee the production, and approve the adoption of the authority's Annual Governance Statement.
- To consider the council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- To consider the council's compliance with its own and other published standards and controls.
- To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and to approve the annual statement of accounts where there are no concerns arising. Where there are concerns arising from the financial statements or from the audit, these will be brought to the attention of the council with a recommendation as to how these matters should be remedied.
- To consider the Council's approach in relation to Treasury Management.

- Assist the Council and the Cabinet in the development of its Budget and Policy Framework process by in-depth analysis of policy issues;
- To consider mechanisms to encourage participatory budgeting and enhanced community participation in the budget process.
- To scrutinise the financial performance of the Council in relation to its policy objectives and to make recommendations to Cabinet on any matter arising out of the finance monitoring and scrutiny process within the terms of this Committee.
- To review any issue referred to it by the Chief Executive or a Director, or any council body.
- Such other functions that may be delegated to it from time to time by Council.

Approved by Council 12 April 2012