



## Terms of Reference

### Audit & Governance Committee

#### 1. Constitution

- a. The Committee shall consist of six members.
- b. The Committee Chairman and Vice Chairman shall be elected at the first meeting of the committee.
- c. The Parish Clerk (non-voting) be responsible for taking the minutes and giving notice of the next meeting. Meetings can be called with a minimum of three days' notice. If the Parish Clerk is not in attendance at the meeting, one of the members present will be nominated to take the minutes.
- d. When appropriate, external advisor(s), stakeholders, partners and or electorate representative(s) shall be present.
- e. The quorum shall be three voting members (not including those debarred by reason of a declared interest). If the meeting fails to be quorate, all decisions to be voted on at that meeting will be referred to full council unless a quorate meeting of the Committee will meet before the full council.
- f. The Committee will have authority to deal with matters but will report direct to the council on reserved matters (as listed in section 3: Delegated Powers).
- g. The business of the Committee will be conducted in accordance with the Standing Orders of Heath Hayes & Wimblebury Parish Council.
- h. Working groups may be setup for specific time limited tasks as required. Clear guidelines to be agreed in writing between the Committee and the working group.
- i. The Chairman or in his absence the Vice-Chairman will make a full report at the next Full Council meeting following the meeting of the Committee.
- j. The Committee will recommend a budget to the Full Council for use by the Committee in pursuance of the objectives of the Committee, provided that any such expenditure is agreed by majority of the Parish Councillors serving on the Committee.

#### 2. Responsibilities

- a. To advise the Council on the effectiveness of its corporate governance structures.
- b. To ensure the appointment of an Internal Auditor is regularly competed, and to recommend an appointment to Council.

- c. To receive a programme of work from the appointed Internal Auditor for the next financial year before the end of each financial year.
- d. To consider the adequacy of the Internal Auditor's proposed programme in testing the Council's financial systems.
- e. To negotiate with the Internal Auditor any additional work considered necessary and to recommend these additions to Council.
- f. To receive and consider reports and recommendations from Internal and External Auditors and recommend replies to Council.
- g. To review the Council's Annual Financial Statements and consider if these conform to principles of accountability, clarity and transparency; this should take place before the Full Council meeting at which the Annual Return is approved.
- h. To recommend to Council actions to be taken to rectify any problems with, and effect any improvements to, the Council's financial systems.
- i. To carry out spot checks on the Council's financial systems, particularly where these have been recently changed in order to give Council early warning of problems which the Council's auditors may consider significant.
- j. To review placed Purchase Orders issued on behalf of the Council, to check compliance with the Council's Financial Regulations, and to check detailing of the Orders is adequate and sufficient to eliminate doubt regarding the Council's requirements.
- k. To audit placed Council tenders, to check compliance with the Council's Financial Regulations, and to check no possibility of bias exists in the management of these tenders and resulting contracts placed.
- l. To review annually the Council's accounting policies, Risk Management System and the financial aspects of the Council's Standing Orders and to recommend improvements to Council.
- m. To ensure that staffing competencies for both staff and Councillors are sufficient to professionally discharge the work of the Council.
- n. To ensure that pay and working conditions are in line with the sector and meet all relevant statutory UK regulations and legislation and the Council follows good working practices.

### 3. Delegated Powers

The Committee has the delegated power to incur expenditure on behalf of the Parish Council on all approved budget items (Council will approve budget items as part of its annual budget setting procedures) in accordance with Financial Regulations. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature. Any overspend or non-budgeted items should be approved by Council. The officers should obtain quotes for all work.

Adopted by Full Council:  Date: 7-10-2020 Minute Reference: 10/20/12:0