

TERMS OF REFERENCE AUDIT AND ACCOUNTS COMMITTEE

Membership

Seven members of the Council. The Chairman/woman and Vice-Chairman/woman of the Committee shall be elected by the Audit and Accounts Committee.

The Audit and Accounts Committee shall be entitled to appoint up to three people at any one time as non-voting co-opted members of the Committee. The Committee shall determine whether the co-options shall be effective for a specified period, for specific meetings or for specific items. The Committee may not co-opt any person who is an active member of any political party defined as any person who engages in political activities which would not be permissible if that person was an officer holding a politically restricted post within the Council. Co-options may only be made if the person co-opted has particular knowledge or expertise in the functions for which the Committee is responsible.

Delegated Authority	Delegation/ Condition
<p>1. To undertake the County Council's responsibilities under the Accounts and Audit Regulations:</p> <p>(a) to consider and approve the annual statement of accounts</p> <p>(b) to ensure that the financial management of the Council is adequate and effective</p> <p>(c) to ensure that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk</p> <p>(d) to review annually the Council's system of internal control and to agree an Annual Governance Statement for inclusion in the statement of accounts</p> <p>(e) to ensure that the Council has an adequate and effective internal audit function</p> <p><i>(The above statements summarise the requirements of the Regulations. The following statements provide clarity about what the role of the Committee is in practice.)</i></p>	
<p>2. To consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements</p>	

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3. To oversee the Council's Assurance Framework, ensuring that action is being taken on risk-related issues identified by auditors and inspectors	
4. To consider reports on the provision of internal audit services under S.151 of the Local Government Act 1972 and the Accounts and Audit Regulations 2003 (Regulation 6)	
5. To review the financial statements, external auditor's opinion and reports to members, and monitor management actions in response to the issues raised by external audit	
6. To approve and monitor delivery of the Internal Audit's Strategy and performance and to consider and endorse the Annual Work Programme	
7. To 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	
8. To seek assurance that action has been taken to implement the recommendations arising from the findings of significant audit work	
9. To discuss the Audit Planning Memorandum with external audit	
10. To receive, for information, the Relationship Management Report and Annual Audit Letter and to scrutinise the Council's response to issues raised	
11. To ensure that the Council's Annual Governance Statement properly reflects the risk environment and any actions required to improve it	

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12. To advise on the content of revisions to the Council's risk management policy	
13. To make recommendations as to the wording and content of revisions to the County Council's Financial and Contract Procedure Rules (NB changes to the Financial and Contract Procedure Rules must be approved by Full Council in order to become effective.)	
14. To report as appropriate to Full Council, relevant Service Committee and Constitution and Ethics Committee on issues which require their attention or further action	
15. To bring to the attention of the General Purposes Committee any issue which may warrant further consideration or review	
16. To approve and maintain the Council's Code of Corporate Governance	
17. To oversee the annual review of the effectiveness of the system of internal audit	