

THE AUDIT COMMITTEE

1. General

1.1 The Council's established Audit Committee is comprised of:-

- five Councillors
- three Independent Members;
- four of the five Council Members shall be not be members of the Cabinet.

1.2 Council Members may serve on both the Audit Committee and the Standards Committee

1.3 The Independent Members of Audit Committee shall not be those appointed to the Standards Committee

2. Function

2.1 External Audit Functions of Audit Committee

- (a) To consider the appointment of the Council's external auditor, as far as the Audit Commission rules permit.
- (b) To discuss with the external auditor the nature and scope of audit coverage, including Value for Money (VFM) and Best Value Work and to agree level of fees chargeable.
- (c) To review external audit reports and annual audit letters, together with management response and make recommendations to the Cabinet.
- (d) To respond to any other concerns of the external auditors.

2.2 Internal Audit Functions of the Audit Committee

- (a) To monitor the progress and performance of Internal Audit.
- (b) To review and approve the Internal Audit annual programme.
- (c) To consider significant findings of Internal Audit reviews and investigations together with management responses and monitor implementation of agreed recommendations.
- (d) To advise Council on the Internal Audit function, resourcing and standing within the Authority.
- (e) To ensure co-ordination between internal and external auditors.
- (f) To consider the Chief Auditor's annual report, and comment annually on the adequacy and effectiveness of internal control systems within the Council.

2.3 Risk Management Functions of the Audit Committee

- (a) To approve, support and monitor the implementation and ongoing processes for identifying and managing key risks of the Authority.
- (b) To review and advise the Cabinet and Council on the content of the corporate governance report in the annual report, statement of accounts and Best Value Performance Plan.
- (c) To monitor the Council's compliance with its own published standards and controls and recommend any necessary changes to Financial Regulations and Standing Orders Contracts.
- (d) To keep under review corporate policies such as Public Information Disclosure Code (Whistleblowing) and Anti-fraud Strategy.

2.4 Corporate Governance

To advise Council on the promotion, maintenance and review of Code of Corporate Governance for the City Council.

3. Procedures

3.1 Council Rules of Procedure apply to meetings of full Council, and to all meetings of Committees of the Council.

3.2 Quorum

The quorum of the Audit Committee is three, which number must include at least one independent member. If, as a result of a declaration of interest, an independent member is required to leave the meeting, the meeting shall remain quorum during his/her absence.

3.3 Appointment of Substitute Members

Any Member of the City Council may act as substitute to the Audit Committee provided that the balance of the membership of the Committee is maintained.

3.4 Lead Officer

Council's Chief Internal Auditor