

AUDIT AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

2018-2019



I. FUNCTIONS

The Audit and Governance Committee is responsible for the functions set out in Section 2 below. The Council's Internal Audit functions are carried out by the Devon Audit Partnership; External Audit is carried out by the Council's appointed External Auditor.

MATTERS SPECIFICALLY DELEGATED TO THE AUDIT AND GOVERNANCE COMMITTEE

2. RESPONSIBILITIES OF THE AUDIT AND GOVERNANCE COMMITTEE

2.1 External Audit Functions of Audit and Governance Committee

- (a) To consider the appointment of the Council's external auditor, as far as the 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 and Governance 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 and Governance 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, and to approve the statement of accounts.
- (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 Anti-fraud Strategy.

2.4 Corporate Governance Functions of the Audit and Governance Committee

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

2.5 Constitutional Functions of the Audit and Governance Committee

- (a) To monitor, review and advise the Council on the efficiency of the Council's constitution.
- (b) To make recommendations to the Council on ways that the constitution or any procedures or protocols relating to it could be amended in order to achieve the constitutions' purpose set out in Article One.

2.6 Councillor Development Functions of the Audit and Governance Committee

- (a) To support and deliver a councillor-led, strategic approach to member development.
- (b) To monitor, advise on and promote councillor learning and development activities.
- (c) To ensure that these activities are in line with the objectives and values of the Council's corporate plan.
- (d) To consult with political groups (or individual members where they do not form part of a group) to ensure that appropriate learning and development opportunities are in place for all members.

- (e) Evaluate the investment in councillor learning and development to assess achievement and improve future effectiveness.

2.7 Civic Functions of Audit and Governance Committee

- (a) To advise on civic matters.

2.8 Other Functions of Audit and Governance Committee

- (a) To undertake any other work as directed by full Council.

3 MATTERS DELEGATED TO OFFICERS

The Service Director for Finance is authorised to carry out all other non-executive functions in respect of audit in accordance with the officer scheme of delegation of functions.

The Monitoring Officer is authorised to carry out all other non-executive functions in respect of the council's constitution in accordance with the officer scheme of delegation of functions and the constitution.