

# Governance & Audit Committee

Terms of Reference

Revised March 2010  
Version 4



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The quorum for the group is 50% as agreed by the Constitutional Review Working Party, Standards and Council.

# Terms of Reference

## Audit Activity

- To consider the annual report and opinion of the East Kent Audit Partnership, and a summary of audit activity (actual and proposed) and the level of assurance it can give over the Council's governance arrangements;
- To consider summaries of specific internal audit reports as requested;
- To consider reports dealing with the management and performance of the providers of internal audit services;
- To consider a report from internal audit 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 receive and note the annual programme of work and associated fees for the External Auditors and provide challenge as appropriate
- To commission work from internal and external audit.

**Deleted:** To comment on the scope and depth of external audit work and to ensure it gives value for money;

**Deleted:** <#>To liaise with the Audit Commission over the appointment of the Council's external auditor;¶

## Regulatory Framework

- To review any governance / financial issue referred to it by the Chief Executive or a Director, or any Council body;
- To monitor the effective development and operation of risk management and governance in the Council;
- To overview the Council policies on Whistleblowing and anti-fraud and corruption;
- To oversee the production of the Authority's Annual Governance Statement and to recommend its adoption;
- To consider the Council's compliance with its approved Treasury Management Strategy
- To consider the Council's arrangements for governance and agreeing necessary actions to ensure compliance with best practice;
- To review the Council's arrangements for ensuring adequate Data Quality;
- To consider the Council's compliance with its own and other published standards and controls.

**Deleted:** (formerly Statement on Internal Control (SIC))

## Accounts

- To approve the annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statement or from the audit that need to be brought to the attention of the Council;
- To consider the external auditor's report to those charged with governance on issues from the audit of the accounts.

## Document History

Version	Date	Agreed by	Minute ref
V1	27 Sep 2007 6 Dec 2007 18 Dec 2007	Governance and Audit Committee Standards Committee Council	R113 R173 59
V2	10 April 2008 22 April 2008 8 May 2008	Constitutional Working Party Standards Council	CRWP10 R314 17
V3	5 March 2009 17 March 2009 14 May 2009 21 May 2009	Standards Committee Governance & Audit Committee Constitutional Review Working Party Annual Council	R55 6. 13. 42.
V4	23 February 2010 16 March 2010 1 April 2010 13 April 2010 13 May 2010	Governance Group Governance and Audit Committee Constitutional Review Working Party Standards Committee Council	