

TERMS OF REFERENCE

Audit Committee

1. To fulfil the following core Audit Committee functions:
 - a) Consider the effectiveness of the Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
 - b) Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
 - c) Be satisfied that the Authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it.
 - d) Approve (but not direct) Internal Audit's Charter and Annual Plan.
 - e) Monitor performance against the Internal Auditor's Charter and Annual Plan.
 - f) Review summary Internal Audit Reports and the main issues arising, and seek assurance that action had been taken where necessary.
 - g) Receive the Annual Report of the Head of Internal Audit.
 - h) Consider the annual reports of External Audit and inspection agencies.
 - i) Ensure that there are effective relationships between Internal Audit and External Audit, inspection agencies and other relevant bodies, and that the value of the process is actively promoted.
 - j) Review financial statements, External Auditor's opinion and reports to Members and monitor management action in response to the issues raised by External Audit.
 - k) To oversee the production of and approve the Authority's Annual Governance Statement.
 - l) To review and approve the annual Statement of Accounts and the Authority's Annual Report focusing on:
 - the suitability of, and any changes in accounting policies;
 - major judgemental issues e.g. provisions
 - m) To receive and agree the response to the External Auditor's report to those charged with governance on issues arising from the audit of the accounts, focusing on significant adjustments and material weaknesses in internal control reported by the External Auditor.
2. Monitor the Authority's Risk Register and Annual Governance Action Plan, reporting issues of concern to the full Authority.

Staffing, Appointments and Appeals Committee

1. To exercise all the authority's functions in respect of:
 - a) Appeals by staff (where a right to appeal exists).
 - b) Complaints against senior officers
2. To exercise the Authority's functions in relation to the appointment of Statutory Officers and Chief Officers, subject to legislative requirements regarding the approval of Statutory Officer appointments by the Authority.
3. To approve proposals for changes to the organisation of the Authority's staffing where more than 5 posts are affected.
4. Determining appeals and requests under the Local Government Pension Scheme Regulations not otherwise delegated to officers
5. To make appointments of Independent Advisor(s) on behalf of the Authority.
6. To approve arrangements for the procurement of external fund managers and the Fund Actuary.
7. To deal with all matters regarding complaints concerning member conduct under the Standards regime.