

AUDIT COMMITTEE TERMS OF REFERENCE

Audit Committee (7 Members plus 1 Lay Member)**Composition**

The membership of the Audit Committee is to be determined by Council subject to:

- (a) At least two thirds of the members must be Vale of Glamorgan Councillors of whom no more than 1 member may be a member of the Cabinet who must not be the Leader.
- (b) Up to one third of the members may be from outside the Council and at least one member must be a lay member.

Chairing the Committee

The Audit Committee shall be chaired by a person elected by its members. The Chairman may be a Vale of Glamorgan Councillor or a lay member, but must not be a member of any Group which has Members on the Executive.

Voting

All Audit Committee members, including lay members, have the right to vote on any issue considered by the Committee.

Frequency of meetings

The Committee must meet at least once a year.

Terms of Reference:

- (1) To consider the external auditor's annual report and other relevant reports; and to make recommendations on their implementation to Cabinet and/or Council as appropriate.
- (2) To consider specific reports as agreed with the external auditor and to make recommendations on their implementation to Cabinet and/or Council as appropriate.
- (3) To maintain an overview of Contracts Procedure Rules, Financial Regulations; and Officers' Codes of Conduct and behaviour and to make recommendations to Cabinet and/or Council as appropriate.
- (4) To monitor Council policies on "Raising Concerns at Work" and the anti-fraud and bribery strategy and the Council's complaints procedure and to make recommendations to Cabinet and/or Council as appropriate.
- (5) To oversee the production of the Council's Annual Governance Statement and to recommend its adoption.
- (6) To review the annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- (7) Overall responsibility for the maintenance and operation of the Whistleblowing Policy

With delegated powers:

- (1) To approve the Internal Audit Charter.
- (2) To approve the risk-based Internal Audit Plan and to approve significant interim changes to the risk-based Internal Audit Plan.

- (3) To oversee the Council's Internal Audit arrangements (including the performance of the providers of Internal Audit).
- (4) To contribute to the Quality Assurance and Improvement Programme and, in particular, to the external quality assessment of Internal Audit that takes place at least once every five years.
- (5) To consider and approve the Head of Internal Audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's risk management, internal control and corporate governance arrangements.
- (6) To consider and approve summaries of special internal audit reports as requested.
- (7) To consider and approve reports dealing with the management and performance of the providers of internal audit services.
- (8) To consider reports from internal audit on agreed recommendations not implemented within a reasonable timescale and approve necessary remedial action.
- (9) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (10) To commission work from internal and external audit.
- (11) To review and determine on any issue referred to it by the Head of Paid Service, Section 151 Officer, Monitoring Officer or by a Director, or any Council body.
- (12) To approve measures to ensure the effective development and operation of risk management and corporate governance in the Council.
- (13) To consider the Council's arrangements for corporate governance and to approve necessary actions to ensure compliance with best practice.
- (14) To approve the external auditor's report to those charged with governance on issues arising from the audit of accounts.