

**PROPOSED AMENDMENTS TO THE JOINT AUDIT AND STANDARDS
COMMITTEE TERMS OF REFERENCE**

Joint Audit & Standards Committee

14 May 2018

The Joint Audit & Standards Committee agreed the proposed amendments to the Joint Audit & Standards Committee Terms of Reference:

1. That the wording "Note: There are separate Terms of Reference for the Mid Suffolk and Babergh Audit Committees which set out their specific roles and functions." be removed.

Reason: Separate Audit Committees for each Council have not been constituted. This wording was left in the Constitution in error after the last review.

2. That the following provision:

"Issues that are pertinent only to a single Council area will remain the preserve of the Mid Suffolk Audit Committee or the Babergh Audit Committee."

be amended to:

"Where there are issues that are pertinent to only a single Council area, only Councillors from the relevant Council will be able to vote on the matter."

Reason: There are some matters which are considered by the Joint Audit and Standards Committee, such as the Statement of Accounts, which are the preserve of the sovereign Councils.

3. That the quorum for the meeting be amended to:

6 (3 from each Council)

Reason: To ensure that there is equal and adequate representation from each Council and that there are sufficient Councillors present to take decisions on matters that are the preserve of a single Council.

Emily Yule
Monitoring Officer

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Appendix 1 – Current Terms of Reference for Joint Audit & Standards Committee

JOINT AUDIT AND STANDARDS COMMITTEE

MEMBERS 16 (8 from each Council) QUORUM 4 (At least 1 from each Council)

General Role

To ensure a consistent approach, avoid duplication of resources and improve joint working between both Councils. This Committee will only seek to address matters which are being progressed across both Councils.

Issues that are pertinent only to a single Council area will remain the preserve of the Mid Suffolk Audit Committee or the Babergh Audit Committee.

Note: There are separate Terms of Reference for the Mid Suffolk and Babergh Audit Committees which set out their specific roles and functions.

Frequency of Meetings Every two months.

Substitutes

Any Member from the same political group and Council, except the Chairman of the Council.

Role and Function

- (i) Undertake the Council's responsibilities in relation to financial governance issues.
- (ii) Receive Internal Audit's charter, annual plan and progress against the plan that includes an annual report from the Head of Internal Audit.
- (iii) Consider the effectiveness of the joint risk management arrangements, the control environment and associated anti-fraud and anti-corruption.
- (iv) Be satisfied that the joint Annual Governance Statement properly reflects the risk environment and any actions taken to improve it.
- (v) Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies and that the value of the audit process is actively promoted.
- (vi) Review and consider the annual Treasury Management Strategies of both Councils, receive reports on performance during the year and ensure appropriate Member training and guidance is provided.

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- (vii) Design, monitor and review the ethical framework of the Councils to promote a culture of openness, accountability and probity in order to ensure the highest standards of conduct.
- (viii) Exercise the functions of the Councils in relation to the ethical framework and standards of conduct of the Councils, Parish/Town Councils, Joint Committees and other bodies, as relevant.
- (ix) Advise the Councils on the adoption or revision of a Code of Conduct for Members. Overview codes of good practice, protocols and policies with regard to probity and ethics.
- (x) Oversee and manage programmes of training and development on ethics, standards and probity for Councillors. Issue advice and guidance on standards related matters.
- (xi) Receive reports on complaints made under the Code of Conduct for Members.
- (xii) Support the Monitoring Officer in his or her statutory role and the issuing of guidance on his or her role from time to time.
- (xiii) Support the Section 151 Officer responsible for the administration of the relevant Council's financial affairs in his or her statutory role in connection with financial probity and the issuing of national guidance on his or her role from time to time.
- (xiv) To peruse, review and comment upon the non-salaried expenses of Council officers.