

APPENDIX C

CORPORATE GOVERNANCE PANEL

TERMS OF REFERENCE

To discharge the functions of the Council in relation to the Corporate Governance of the Council and to be the Council's "Audit" Committee. These responsibilities include:

GOVERNANCE

1. Regularly reviewing the Council's Code of Corporate Governance and recommending any changes to the Council.
2. Ensuring that there are systems in place so that all decisions take appropriate account of any significant impact on the Council's system of corporate governance.
3. Approving the annual governance statement and reviewing the achievement of any outstanding improvements.
4. Considering proposals to change the Council's Constitutional arrangements and making appropriate recommendations to the Council.

RISK MANAGEMENT

5. Ensuring there are effective arrangements for the management of risk across the Council including approving the risk management strategy and risk appetite.

INTERNAL AUDIT

6. Ensuring there are effective arrangements for the system of internal audit of the Council including:
 - considering a regular review of its effectiveness
 - reviewing and approving internal audit's terms of reference and strategy;
 - commenting on internal audit plans and receiving reports on progress in delivery.

EXTERNAL AUDIT

7. Receiving and considering external audit reports;

FINAL ACCOUNTS

8. Approving the Council's statement of accounts and considering any matters arising from the audit.

COMPLAINTS AND FEEDBACK

9. Determining the Council's customer feedback procedure, monitoring compliance with the procedure, compensatory payments to complainants and formulation of recommendations to the Cabinet or Council on any action to be taken as a consequence;

10. Considering reports by the Local Government Ombudsman, approval of compensatory payments to complainants and formulation of recommendations to the Cabinet or Council on any remedial action to be taken as a consequence.

FRAUD AND CORRUPTION

11. Reviewing and monitoring the policy and procedure for disclosure of information under the Public Interests Disclosure Act 1999 (whistleblowing).
12. Monitoring the Anti-Fraud and Corruption Strategy and receive annual updates on countering fraud.

RESOURCES

13. The Panel may request relevant Executive Councillors, Panel Chairmen, Directors and Heads of Service to attend Panel meetings in order to assist the Panel in reaching its conclusions.
14. Within budgetary constraints, the Panel may request information or advice from third parties to assist the Panel in reaching its conclusions.