

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.

It will undertake these functions by supporting the Council and Managing Director through reviewing the comprehensiveness and reliability of assurances on governance, risk management, the control environment and the integrity of financial statements across the following areas:

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.

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 the internal audit charter;
 - approving internal audit plans and receiving reports on progress in delivery.

EXTERNAL AUDIT

7. Receiving and considering external audit reports including the adequacy of management response to issues identified.

FINAL ACCOUNTS

8. Approving the accounting policies, statement of accounts, and considering any matters arising from the external 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, procedure and arrangements for investigating disclosures under the Public Interests Disclosure Act 1998 (whistleblowing).
12. Monitoring the Anti-Fraud and Corruption Strategy and receive annual updates on countering fraud.

ANNUAL REPORT

13. Through the Chairman, the Panel will provide the Council with an annual report, timed to support finalisation of the financial statements and the Governance Statement, on how it has discharged its responsibilities.

RESOURCES

The Panel may

14. Request relevant Executive Councillors, Panel Chairmen or Senior Officers to attend Panel meetings in order to assist the Panel in reaching its conclusions.
15. Within budgetary constraints request information or advice from third parties to assist the Panel in reaching its conclusions.