

Audit Committee – Terms of Reference

SUMMARY

This report provides an update on the proposed amendments to the Terms of Reference for the Audit Committee.

RECOMMENDATION(S)

The Authority is asked to:-

- 1) Note the proposed updated Terms of Reference in section 7b of the report, and recommend their adoption by the Authority.

1. Audit Committee – Terms of Reference

Policy 7 of the Joint Waste Management Strategy requires the Authority to work with the constituent boroughs to provide waste management services that offer good value, that provide customer satisfaction and that meet and exceed legislative requirements.

The Audit Committee was set up in 2013 to enhance the governance arrangements of the Authority and to deliver greater transparency to the boroughs of the finances and processes of the Authority.

The Terms of Reference for the Audit Committee were approved by Authority in April 2013, and have had slight amendments made throughout the years.

In 2022, CIPFA updated their 2018 Position Statement for Audit Committees in Local Authorities and Police. This has been used to update the Terms of Reference for the Authority's Audit Committee, to ensure we continue to have an independent and high-level focus on governance, risk and control arrangements.

2. The key changes made to the sections within the Terms of Reference are summarised as follows:

Membership allows for all six Authority members to be a part of the Audit Committee when previously this was three. This will allow for greater transparency across all boroughs. Membership also allows for a Vice Chair of the Audit Committee and this role will need to be appointed into.

Another change under membership has been to allow for four members to constitute a quorum.

Reporting outlines that the Audit Committee shall provide an Annual Report of the Audit Committee which would detail how it has complied with CIPFA's Position Statement and provide an assessment of its effectiveness.

Responsibilities has been expanded to provide clarity and be more in line with CIPFA's Position Statement.

Meetings now notes that the Chair, Vice Chair and Independent member will meet prior to the Audit Committee to review papers and comment. The Chair will also meet with the Finance Manager prior to each Audit Committee to review the papers and address any concerns. The Chair and Independent Member will also be able to meet separately and privately with the external auditor and Head of Internal Audit.

Contact Officers	Sapna Dhanani, Finance Manager sapnadhanani@westlondonwaste.gov.uk Ian O'Donnell, Treasurer ianodonnell@westlondonwaste.gov.uk Emma Beal, Managing Director emmabeal@westlondonwaste.gov.uk
------------------	--