

**REPORT FOR: GOVERNANCE, AUDIT &
RISK MANAGEMENT
COMMITTEE**

Date of Meeting:	16th September 2013
Subject:	GARMC TERMS OF REFERENCE AND LEAD MEMBERS
Responsible Officer:	Simon George, Director of Finance & Assurance
Exempt:	No
Enclosures:	GARMC Terms of Reference– Appendix 1 Lead Members Table – Appendix 2

Section 1 – Summary and Recommendations

This report sets out the Governance Audit and Risk Management Committee's current Terms of Reference and the requirement to appoint Lead Members.

Recommendations:

The Committee is requested to:

- 1) Review the GARMC Terms of Reference (Appendix 1) and propose any changes to full Council in due course;
- 2) Consider the incorporation of definitions to clarify the Committee's role;
- 3) To appoint appropriate Lead Members to monitor, review and update on specific areas of the Committee's remit.

Reason: (For recommendations)

To ensure that the Committee's Terms of Reference is up to date and clear and to meet the requirements of the Terms of Reference to appoint Lead Members.

Section 2 – Report

Terms of Reference

- 2.1 At the July 2013 meeting of the GARMC the Chair requested that the Committee's Terms of Reference (Appendix 1) be brought to the next meeting for review.
- 2.2 The Chair has requested that clarification of the terms used in the Terms of Reference be added to assist the Committee in fulfilling its responsibilities. The following definition of terms are suggested:
 - To review = to assess/evaluate
 - To scrutinise = to examine in detail
 - To consider = to think about
 - To monitor = an ongoing check

Lead Members

- 2.3 The GARMC Terms of Reference requires the Committee to appoint and maintain appropriate Lead Members from the committee to monitor, review and update on specific areas of the Committee's remit. Given recent changes to the GARMC membership the Chair has asked that volunteers be requested to fulfil this requirement.
- 2.4 A table is attached (Appendix 2) that lists the specialist areas and the relevant officer contacts to assist with the process. Space is provided to enable members to indicate a 1st and 2nd choice of specialist area.

Financial Implications

- 2.5 Financial implications have been addressed, where relevant, in the main body of the report.

Risk Management Implications

- 2.6 The work of the GARM Committee supports the management of risks across the council.

Corporate Priorities

- 2.7 The GARM Committee contributes to all the corporate priorities by enhancing the robustness of the control environment and governance mechanisms that directly or indirectly support these priorities.

Section 3 - Statutory Officer Clearance

Name: Simon George



Chief Financial Officer

Date: 06/09/13..

Name: Hugh Peart.....



Monitoring Officer

Date: 06/09/13 ...

Section 4 - Contact Details and Background Papers

Contact: Susan Dixon, Head of Internal Audit,
Tel:0208 424 1420

Background Papers: None.

If appropriate, does the report include the following considerations?

1.	Consultation	YES / NO
2.	Corporate Priorities	YES / NO