

**CORPORATE
AUDIT COMMITTEE REVIEW**

**TERMS OF REFERENCE
Audit Plan – 2018/19**

1 INTRODUCTION

This review forms part of the above year's Internal Audit annual plan which has been developed from a risk assessment and consultation process. The review was identified through the annual governance review process and the purpose of the Audit Committee is key to the achievement of Council's corporate priorities.

2 AUDIT COMMITTEE PURPOSE

The purpose of an audit committee is to provide to those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.

CIPFA :Audit Committees: Practical Guidance for Local Authorities and Police \ 2018 Edition

3 AUDIT OBJECTIVE

The objective of this review is to provide assurance that the Council's Audit Committee (Governance, Audit, Risk Management and Standards Committee – GARMS) complies with best practice as outlined in the *CIPFA :Audit Committees: Practical Guidance for Local Authorities and Police \ 2018 Edition*.

Scope

- Audit committee purpose and governance;
- Functions of the committee;
- Membership and support;
- Effectiveness of the committee;
- Review and update of the GARMS Committee Terms of Reference.

4 METHODOLOGY

An evidence based self-assessment will be undertaken by the GARMS Committee against the *CIPFA: Audit Committees: Practical Guidance for Local Authorities and Police \ 2018 Edition* facilitated and evidenced by the Head of Internal Audit & Corporate Anti-fraud. In addition the Terms of Reference for the Committee will be reviewed against the guidance.

5 REPORTING

An evaluation of the self-assessment, including an assurance rating, and a proposed updated Terms of Reference for the Committee will be reported to the GARMS Committee and an Action Plan agreed..

The report will provide:

An overall opinion and assurance rating, highlighting key strengths and weaknesses;

An explanation of the risks associated with identified weaknesses to clearly identify the priority that they should afford to each issue;

Any necessary recommendations for enhancing the operation of the Audit Committee categorised to indicate significance.

6 REPORT DISTRIBUTION

The report will be presented to the GARMS Committee in draft along with a proposed updated Terms of Reference for the Committee and an action plan for agreement.

The final report along with the agreed action plan will be presented to Council.

7 RESOURCES

The self-assessment will be facilitated by Susan Dixon – Head of Internal Audit and Corporate Anti-fraud who can be contacted on extension 2420

8 CLIENT SIDE AGREEMENT

I agree to the above terms of reference and undertake to ensure that:
Internal Audit is provided with access to records and personnel necessary for the purpose of the audit;

The audit findings will be discussed with Internal Audit and that the proposed action and timescale for the implementation of recommendations is confirmed promptly.