

APPENDIX 1TERMS OF REFERENCE FOR GOVERNANCE, AUDIT AND RISK MANAGEMENT COMMITTEE

- a) **To ensure that the Council's governance framework is in line with current guidance and best practice**
- b) **To review the Council's governance framework and annual improvement plan and monitor progress**
- c) **To review the Council's risk management strategy and monitor progress on risk management**
- d) **To monitor the Council's insurance arrangements**
- e) **To review the Council's emergency planning and business continuity arrangements and monitor progress on emergency planning and business continuity**
- f) **To review the Council's Health and Safety arrangements and monitor progress on Health and Safety**
- g) To approve the financial statements of the authority
- h) To review the internal control arrangements and changes thereto and approve the Statement on Internal Control prior to sign off
- i) To monitor compliance with internal controls
- j) To consider matters arising from External Audit work which are required to be communicated to those charged with governance under the Statement of Auditing Standards (**ISA260**)
- k) To receive and consider the Annual Audit and Inspection Letter (or equivalent) and make recommendations as appropriate
- l) To scrutinise/comment on the Internal Audit three year strategic plan and annual plan
- m) To monitor progress against the Internal Audit plan and receive summaries of audit work completed and key recommendations
- n) To consider all individual Internal Audit reports on a regular basis
- o) To scrutinise/comment on the External Audit plan
- p) To monitor progress against the External Audit plan and receive summaries of audit work completed and key recommendations
- q) To consider individual External Audit (or external agency) reports as appropriate
- r) To review the management response to audit and regulatory recommendations and progress on implementation of recommendations
- s) To recommend action where audit and regulatory recommendations are not being implemented
- t) To monitor on a regular basis the Council's approach to tackling fraud and corruption and promote an anti-fraud culture