



SHDC GOVERNANCE AND AUDIT COMMITTEE TERMS OF REFERENCE

COUNCIL BODY:	MEMBERSHIP:	FUNCTIONS / TERMS OF REFERENCE:
Governance and Audit Committee	7 non-Cabinet members, excluding the Chairman of the Council and the Chairman of the Performance Monitoring Panel and Policy Development Panel Quorum 3 (SO 38) Substitutions: see paragraphs 1.4 to 1.7 above	<p>The purpose of the Governance and Audit Committee is to monitor governance, risk management and internal control arrangements at the Council, to provide independent assurance that these are effective and efficient.</p> <p>This is achieved through key regular items received by the Committee in relation to, but not limited to; internal and external audit, key finance items, governance reviews and strategic risk management reporting.</p> <p>Internal Audit</p> <ol style="list-style-type: none"> 1. To consider and approve annually the Internal Audit plan of work, considering the scope and depth of the work in addressing the Council’s significant risks and issues. 2. To consider the outcomes of the internal audit plan of work and to monitor management’s progress in implementing agreed audit recommendations. 3. To consider and approve the Annual Report and Opinion of the Head of Internal Audit, ensuring that the systems of internal control, governance and risk management have been effective and efficient over the course of the year. 4. To consider the performance of the internal auditors in relation to the adherence to the Public Sector Internal Audit Standards. <p>External Audit</p> <ol style="list-style-type: none"> 5. To consider annually the External Audit plan of work. 6. To consider External Audit reports and letters. <p>Accounts / Finance</p> <ol style="list-style-type: none"> 7. To consider the extent of the Council’s

		<p>compliance with its own and other published financial statements and controls.</p> <p>8. To review and approve the annual Statement of Accounts and the Annual Governance Statement contained therein.</p> <p>9. To approve the Council's Treasury Management Strategy & Policy and subsequent performance against this.</p> <p>Risk Management</p> <p>10. To monitor and approve policies for the effective development and operation of risk management and corporate governance in the Council.</p> <p>Governance</p> <p>11. To review the Council's arrangements for governance, with particular regard to the Local Code of Corporate Governance.</p> <p>12. To review allegations from whistleblowers; and to review and approve all Council policies and strategies that relate to the prevention of fraud and corruption including (but not limited to) policies on counter fraud, whistleblowing and money laundering.</p> <p>13. To hold periodic private discussion with the Head of Internal Audit and the External Auditors to review working relationships and discuss any pertinent issues.</p> <p>14. To commission ad-hoc work from internal and external audit.</p> <p>15. To report annually to Full Council on the Committee's work and performance during the financial year.</p> <p>16. To assess the Committee's own effectiveness on an annual basis against best practice.</p>
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GOVERNANCE AND AUDIT – CALENDAR OF WORK PROGRAMME ITEMS 2023/2024

GOVERNANCE LEAD: JOHN MEDLER | FINANCE LEAD: SAMANTHA KNOWLES (PSPS)

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
29 June 2023	Strategic Risk Register	Business Intelligence and Change Manager	Part of Governance role – not mandatory	Quarterly
	Internal Audit Annual Report and Opinion 2022/2023	Internal Audit Manager	Internal Audit opinion to support draft Annual Governance Statement Mandatory	Annual
	Position Statement verbal response to DLUHC letter	Chief Finance Officer PSPS	To determine assurance on action plans in response to correspondence from the Department for Levelling Up, Housing and Communities (DLUHC)	Ad hoc
19 September 2023	Strategic Risk Register	Business Intelligence and Change Manager	Part of Governance role – not mandatory	Quarterly
	Q1 Treasury Management Report 2023/24	Treasury and Investment Manager PSPS	To comply with Treasury Management Strategy reporting requirements	Quarterly
	Progress report on Internal Audit Activity	Internal Audit Manager	Not mandatory, but part of Governance role.	Twice per year
	Governance and Audit Annual Report 2022/23	Democratic Services	not mandatory but good practice	Annual
	Update in respect of RIPA 2000	Information Manager / Data Protection Officer	To provide the Committee with an update to the Council's Policy and Procedures on the Regulation of Investigatory Powers Act 2000 (RIPA Policy) and it's use and to provide assurance and information.	Annual

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
	External Audit Plan 2023/24	External Audit (Ernst & Young)	External Audit Plan – Mandatory Approval	Annual
	Adoption of new Procurement Strategy (presentation)	Martin Gibbs	To present the Strategy to the Committee prior to Cabinet.	Ad hoc
	External Auditors Annual Report 2021/2022	External Audit (Ernst & Young)	Mandatory/Consultation requirement. To approve audit fees.	Annual
	Annual Treasury Report 2022/23	Treasury and Investment Manager PSPS	To comply with Treasury Management Strategy. Mandatory	Annual
	Draft Financial Statements including Annual Governance Statement 2022/23	Deputy Chief Finance Officer PSPS	To approve financial statements prior to release to External Audit. Mandatory	Annual
	Audited Financial Statements 2021/22	External Audit (Ernst & Young)	To present the revised audited Financial Statements for the Committee's review, in line with best practice and to update the Committee of the changes made since the adoption of the 2021/22 Financial statements in March 2023	Ad hoc
	Code of Corporate Governance	Scrutiny and Policy Officer	To adopt the updated Local Code of Corporate Governance - mandatory	Three yearly
9 November 2023	Strategic Risk Register	Business Intelligence and Change Manager	Part of Governance role – not mandatory	Quarterly
	Mid-Term Treasury Management update 2023/24	Treasury and Investment Manager PSPS	To comply with Treasury Management Strategy reporting requirements	Half-yearly
	Audited Financial Statements including Annual Governance Statement 2022/23	Deputy Chief Finance Officer PSPS	To approve financial statements prior to release to External Audit. Mandatory	Annual

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
	External Audit Results Report 2022/23	External Audit Manager	Mandatory report to those charged with Governance	Annual
	External Auditors Progress Report	External Audit Manager	mandatory	
	Information Governance Annual Report	Information Manager / Data Protection Manager	Mandatory	Annual
18 January 2024	Draft Treasury Management Policy and Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2024/24	Deputy Chief Finance Officer / Treasury and Investment Manager PSPS	Mandatory requirement. To review Treasury Management Strategy and approve Prudential Indicators.	Annual
	Progress Report on Internal Audit Activity 2023/24	Internal Audit Manager	To update Committee on progress of the plan. Not mandatory, but part of Governance role.	Twice per year
14 March 2024	Strategic Risk Register	Business Intelligence and Change Manager	Part of Governance role – not mandatory	Quarterly
	Q3 Treasury Management Update	Treasury and Investment Manager PSPS	To comply with Treasury Management Strategy reporting requirements	Quarterly
	Draft Internal Audit Plan 2024/25	Internal Audit Manager	Annual Internal Audit Workplan - Mandatory approval	Annual
	Financial Statements - Accounting Policies 2023/24	Deputy Chief Finance Officer PSPS	Not mandatory, but good practice.	Annual
	Progress report on Internal Audit Activity	Internal Audit Manager	To update Committee on progress of the plan. Not mandatory, but part of Governance role.	Twice per year

The following item to be added to the Committee's Work Programme on an ad hoc basis, where there is information to report:

- **March 2024 – Diarise to review the Counter Fraud, Corruption and Bribery Policy, and the Whistleblowing Policy (to be reviewed every three years, last reviewed March 2021 (Whistleblowing Policy) and 17 June 2021 (Counter Fraud, Corruption and Bribery Policy).**