

Audit Committee

10 November 2011



Review of Operational Terms of Reference

Report of Don McLure, Corporate Director Resources

Purpose of the Report

- 1 The purpose of this report is to seek agreement to revisions to the Audit Committee's operational terms of reference and to present a forward plan of business for agreement in accordance with paragraph 6.1 of the terms of reference.

Background

- 2 The need to review its operational terms of reference and to develop a forward plan, to illustrate how the Committee intends to fulfil these, were amongst a number of improvements identified when the Committee undertook a review of its own effectiveness in May 2011.
- 3 The existing operational terms of reference, approved by Audit Committee in 2009, have been updated primarily to reflect changes in membership and its increased responsibilities following the delegation of the authority from full council to approve the final accounts and the annual governance statement. In addition, a number of other amendments have been made to reflect other issues arising from the effectiveness review that were incorporated into an action plan approved by Committee at its meeting on the 30th June 2011. The resultant terms of reference, developed in consultation with external audit, are attached as Appendix 2. Key changes/additions are highlighted for assistance.
- 4 A forward plan of Committee business which illustrates the date of each meeting when each element of the terms of reference will be addressed is attached at Appendix 3. A listing of expected reports to be presented to each meeting cross referenced to the terms of reference is attached at Appendix 4.

Recommendation and reasons

- 5 Members are asked to approve the revised operational terms of reference and the forward pan of committee business, as set out in the Appendices 2, 3 and 4, to help improve the Committee's effectiveness.

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Appendix 1: Implications

Finance –

None

Staffing -

None

Risk -

None

Equality and Diversity -

None

Accommodation -

None

Crime and Disorder -

None

Human Rights -

None

Consultation -

Chair/Vice Chair, External Audit

Procurement -

None

Disability Discrimination Act -

None

Legal Implications -

None