

Director and author:
Angela Taylor, Director,
Resources



Report to: Governance and Audit Committee

Date: 3 August 2017

Subject: Terms of Reference and Forward Plan of Work 2017-18

1. Purpose

- 1.1. To set out the terms of reference for the Governance and Audit Committee.
- 1.2. To set out the programme of work for the Governance and Audit Committee for 2017-18.

2. Information

- 2.1. The terms of reference for this Committee are set out in **Appendix A**. These were reviewed and re-approved at the annual meeting of the CA in June. No changes have been made to them.
- 2.2. In line with good practice it is intended that this Committee should meet quarterly. At each meeting there will be an update on the work of internal audit for the preceding quarter. In addition there will be a paper on any changes to the internal control environment, an update on the revenue budget position and any significant changes to risk. The external auditors of the Authority, Mazars, are invited to attend each meeting and audit matters will be tabled as required.
- 2.3. At the July/August meeting the Committee will receive the annual accounts and Mazars, the external auditors, will present their report on the accounts to inform the Committee's decision to approve the accounts. A treasury management update will also be provided with the accounts.
- 2.4. The Committee will also receive the internal audit annual report and the review of internal control. These in turn feed into the Annual Governance Statement that forms part of the annual accounts under consideration.
- 2.5. At the October meeting the Committee will receive confirmation that all required external audit work is complete (including grant returns and submission of whole of government accounts). It is also proposed that risk management arrangements are considered in some detail at this meeting, following requests from Committee members.

- 2.6. At the January meeting the Committee will consider the internal audit strategy, early input to the internal audit plan for the following year, and any changes required to treasury arrangements for the coming year.
- 2.7. At the March meeting the Committee will receive the audit fee letter, early planning from the external auditors with regard to the year end audit and approve the internal audit plan for 2018/19.
- 2.8. Other items will be brought to the Committee as and when they occur, for example in connection with the appointment of external auditors and the consultation on their fees. Any issues arising in connection with the Members' Code of Conduct would also be referred to this Committee.
- 2.9. It should also be noted that one of the consequences of the abolition of the Audit Commission is that the responsibility to appoint auditors will pass to authorities who will need to have new appointments in place by 31 December 2017. The Committee has already recommended to, and had approved by, the CA that Public Sector Audit Appointments Ltd (PSAA) be used to manage this process. Engagement with PSAA over new appointments will take place later this year and reports will be brought to this Committee as required. Further information on this matter is set out under agenda item 10.

3. Financial implications

- 3.1. As set out in the report.

4. Legal Implications

- 4.1. None arising directly from this report.

5. Staffing Implications

- 5.1. None arising directly from this report.

6. Recommendations

- 6.1. That the Committee note the work programme for the year.