

Section 7 – Audit Committee

Contents

1 Membership	1
2 Quorum and Frequency of Meetings	1
3 Responsibility	1
4 Delegation.....	4
5 Rules of Procedure	4

1 Membership

- a) The Audit Committee will be comprised of seven members appointed each year at the Annual meeting of Council. Substitute members are permitted in accordance with paragraph 4.7.28 of the rules of procedure for Council.
- b) The Committee will comply with the political balance rules in Section 15 of the Local Government and Housing Act 1989.

2 Quorum and Frequency of Meetings

- a) The quorum of the Committee shall be three members.
- b) Meetings will take place at least four times per annum although the Chair has the discretion to vary this due to levels of business.

3 Responsibility

Statement of purpose

- a) The Audit Committee is a key component of Gedling Borough Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
- b) The purpose of the Audit Committee is to provide independent assurance to the Council of the adequacy of the risk management framework and the internal control environment. It provides independent review of Gedling Borough Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Governance, risk and control

- c) To review the Council's corporate governance arrangements including the Local Code of Corporate Governance.
- d) To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
- e) To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- f) To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
- g) To consider and monitor the effective development and operation of risk management in the council.
- h) To monitor progress in addressing risk-related issues reported to the committee.
- i) To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- j) To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- k) To consider and monitor the counter-fraud strategy, actions and resources.

Internal audit

- l) To approve the internal audit charter defining the role and scope of internal audit.
- m) To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- n) To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.
- o) To consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services.

Gedling Borough Council Constitution

- p) To consider the Head of Internal Audit's annual report confirming compliance with auditing standards and the opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control - these will assist the committee in reviewing the Annual Governance Statement.
- q) To consider summaries of specific internal audit reports as requested.
- r) To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
- s) To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations.
- t) To support effective communication with the Head of Internal Audit.

External audit

- u) To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
- v) To consider specific reports as agreed with the external auditor.
- w) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- x) To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Financial reporting

- y) To consider and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- z) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Accountability arrangements

- aa) To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control

Gedling Borough Council Constitution

frameworks, financial reporting arrangements, and internal and external audit functions.

4 Delegation

Delegations from the Audit Committee to Officers can be found in Section 19 of this constitution.

5 Rules of Procedure

- a) Paragraphs 4.7.2, 4.7.17, 4.7.18, 4.7.19, 4.7.20, 4.7.21, 4.7.22, 4.7.28 and 4.7.29 of the rules and procedure for Council (section 4 of this constitution) shall apply to meetings Audit Committee as they apply to Council meetings.
- b) References to "the Mayor and Deputy Mayor" shall apply to the Chair and Vice-Chair respectively of the Committee and references to the "Council Chamber" shall apply to the room in which the meeting is held.