

By: Head of Democratic Services and Local Leadership  
To: Governance and Audit Committee – Tuesday, 30 June 2009  
Subject: TERMS OF REFERENCE AND DATES OF FUTURE MEETINGS  
Classification Unrestricted

## FOR INFORMATION

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### Terms of Reference

1. The County Council was recommended to agree the Terms of Reference set out below at its meeting on 25 June 2009.

“This Committee has responsibility for:

- (a) monitoring the Council’s compliance with its own published standards and controls and with other standards, and considering any proposals for changes to Financial Regulations and the Code of Practice on Tenders and Contracts;
- (b) liaising with the Audit Commission over the appointment of the Council’s external auditor;
- (c) discussing with the external auditor and Cabinet the basis of the annual audit, including the overall level and composition of the fee and the content of performance work;
- (d) receiving all reports by the external auditor including all performance reports and the Annual Management Letter;
- (e) overseeing the Internal Audit activity of the Council;
- (f) advising the Council on the Annual Plan proposed by the Leader in relation to statutory requirements and guidance; and considering and responding to reports from the external auditor and Best Value Inspectorate;
- (g) monitoring the response of the Cabinet and Council Committees to audit reviews and investigations and the implementation of agreed recommendations;
- (h) overseeing the operation of the Council’s complaints procedures, including the response of the Cabinet or a Council Committee to any report by the local Government Ombudsman;
- (i) approving the annual accounts on behalf of the Council;
- (j) approving the writing-off of debts from the Council’s accounts (except those agreed by the Strategic Director (Resources) as provided for in Financial Regulations;

- (k) monitoring the operation of borrowing and investment policies and Treasury Management activity;
- (l) agreeing the risk management policy with the Cabinet and reviewing the effectiveness of risk management and monitoring insurance arrangements;
- (m) keeping under review the Council's arrangements for corporate governance and agreeing from time to time necessary actions to ensure compliance with best practice.

### **Dates of future meetings**

2. The following dates have been scheduled in the County Council Diary for meetings of the Committee in 2009 and 2010: -

Wednesday, 16 September 2009  
Tuesday, 1 December 2009  
Friday, 30 April 2010  
Wednesday, 30 June 2010  
Tuesday, 30 November 2010

All meetings are scheduled to start at 10.30 am in County Hall, Maidstone.

#### **RECOMMENDATIONS:**

2. The Committee is recommended to note its Terms of Reference and the dates of its meetings in 2009 and 2010.

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