

Draft  
From: Ben Watts, General Counsel  
To: Governance and Audit Committee, TBC 2024  
Subject: Terms of Reference: Membership Update  
Future Pathway: Selection and Member Services Committee (date: TBC);  
County Council (date: TBC).  
Status: Unrestricted

---

## 1. Overview

- a. Building on the recommendations of a review of this Committee conducted by CIPFA in 2022, the terms of reference for this Committee were substantively amended and then agreed by County Council on 25 May 2023.
- b. It is established best practice to review the Governance and Audit Committee's terms of reference on at least an annual basis given the importance of its role in the governance framework of the Council.

## 2. Proposed Changes

- a. In late 2023, the terms of reference were reviewed. The outcome was that there needed to be additional formal requirements around the membership of the Committee.
- b. It has been established practice that Executive Members do not serve of the Governance and Audit Committee. It is being proposed that the terms of reference be amended to formalise this practice. As part of its role in monitoring the internal control frameworks of the Council, including audit, this Committee may undertake deep dives into past decisions. It is therefore being recommended that former Executive Members may not serve until two years have elapsed.
- c. It is important to ensure that the work of this Committee is kept distinct from that of other parts of the Council and has a clear focus on its own agenda. It is therefore being recommended that the restriction on serving on this Committee be extended to include Deputy Cabinet Members and the Chairs of other formal Committees.
- d. There is currently a requirement for ordinary and substitute members of the Committee to have had training in the relevant procedures. This Committee agreed a framework for the training element on 6 July 2023<sup>1</sup>. This requirement remains.
- e. The proposed changes are set out as track changes to the current terms of reference in the Appendix.

## 3. Recommendation

---

<sup>1</sup> <https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=144&MId=9128&Ver=4>

Draft

The Governance and Audit Committee is asked to agree that the proposed changes to the Committee's terms of reference be presented to the Selection and Member Services Committee for discussion prior to presentation to County Council.

#### **4. Appendix**

Proposed Changes to the Terms of Reference of the Governance and Audit Committee.

#### **5. Background Documents**

None.

#### **6. Report Author and Relevant Director**

Ben Watts, General Counsel  
03000 416814  
[benjamin.watts@kent.gov.uk](mailto:benjamin.watts@kent.gov.uk)

Katy Reynolds, Democratic Services Officer  
03000 422252  
[Katy.reynolds@kent.gov.uk](mailto:Katy.reynolds@kent.gov.uk)