

### 3. **Audit & Risk Management Committee**

#### **COMPOSITION**

Updated: Council 19/11/14)

The Audit & Risk Management Committee is composed of nine Members, comprising seven members of Council and up to two ~~two~~ Independent non voting Members (members who are not a Councillor) with the Chair and Vice Chair being appointed at full Council. Membership to be drawn from the non-executive element of the Council and by law remain politically balanced.

#### **QUORUM**

The quorum for the Committee is 3 Members.

#### **PURPOSE**

(updated: Council 02/03/11)

The Council has established an Audit & Risk Management Committee whose primary purpose is to ensure best practice in corporate governance and to enable the Council to discharge its fiduciary responsibilities in preventing fraud and corruption, and arranging proper stewardship of public funds.

The Committee will generally meet at least five times per year, with dates included in the Council calendar. Further meetings can be arranged on an ad hoc basis as appropriate.

The Committee will operate within the requirements of the Access to Information Act but will at times have to consider certain 'exempt' issues in private session.

The Committee will report annually directly to full Council.

#### **TERMS OF REFERENCE**

To consider:

##### **Internal Audit**

- i) The annual Internal Audit Report, including the Head of Internal Audit and Risk Management's Annual Opinion over the Council's assurance framework and internal control environment.
- ii) The annual risk-based plan of internal audit work, from which the annual opinion on the level of governance, risk management and internal control can be derived. The plan will include the budget requirement and resource plan in terms of audit days needed to deliver the programme of work.
- iii) The internal audit charter, defining the service's purpose, authority and responsibilities— . The charter will cover arrangements for appropriate resourcing, define the role of internal audit in fraud-related work and set out arrangements for avoiding conflicts of interest.
- iv) Regular updates from the Head of Internal Audit and Risk Management on audit and investigation activities. These will include progress on delivering the annual programme of work, emerging themes, risks and issues and management's responsiveness in implementing recommendations and

responding to Internal Audit. In line with requirements of the Public Sector Internal Audit Standards, performance of the Internal Audit Service and the results of quality assurance and improvement activities will also be reported.

- v) Specific ~~i~~Internal ~~a~~Audit reports agreed between the Chair and the Director of Finance, Resources & Customer Services or the Chief Executive.
- vi) The Council's policies on 'Raising Concerns at Work' and the 'Anti fraud and corruption strategy'.
- vii) The implementation of relevant legislation relating to fraud and corruption.

### **External Audit**

- i) The External Auditor's Annual Letter and relevant reports.
- ii) Specific reports as agreed with the External Auditor.
- iii) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- iv) ~~To consider t~~The External Auditor's Report to those charged with governance from the audit of the accounts.

### **Risk Management**

- i) ~~To monitor th~~The strategy for effective development and operation of risk management and corporate governance in the Council to ensure compliance with best practice.

#### ii) Departmental and corporate risk registers.

##### Procurement and Contracts

- i) ~~To maintain a~~An overview of the Council's Constitution in respect of contract procedure rules, financial regulations and relevant codes of conduct and protocols.
- ii) ~~To consider r~~Reports on waiving of contract procedure rules.

##### Other issues

- i) ~~To approve t~~The Council's annual Statement of Accounts.
- ii) Any matters referred to it from the Monitoring Officer's meetings.
- iii) ~~To review a~~Any issue referred to it by the Chief Executive or a Director, or any Council body for determination.

#### ~~iv) Adopt Enfield's Council Tax base.~~

- ~~v)iv) To prepare a~~An Annual Report, for submission to Council, ~~The Annual Report will contain information on~~summarising the work done by the Committee over the past year and outlineing work to be done in the year to come.

- ~~vi)v) The Council's Annual Governance Statement and to formally agree it.~~

- ~~vii)vi) To review q~~Quarterly updates on the use of Regulation of Investigatory Powers Act 2000 (RIPA).

- vii) To eCommissioned work from internal and external audit, the Director of Finance, Resources and Customer Services or other Council officers.