

AUDIT SUB COMMITTEE

Terms of Reference

Audit Activity

1. To consider the internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Authority's corporate governance arrangements.
2. To consider and approve summaries of specific internal audit reports as requested.
3. To consider reports dealing with the management and performance of the providers of internal audit services.
4. To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
5. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
6. To consider specific reports as agreed with the external auditor.
7. To comment on the scope and depth of external audit work and to ensure it gives value for money.
8. To liaise with the Audit Commission over the appointment of the Authority's external auditor.
9. To commission work from internal and external audit.
10. To approve the Treasury Management (Year End) Report.

Regulatory Framework

1. To maintain an overview of the Authority's constitution in respect of contract procedure rules, financial regulations and codes of employee conduct and behaviour.
2. To review any issue referred to by the Chief Fire Officer, Deputy Chief Fire Officer or Deputy Chief Executive or member of Authority's Strategic Management Group.
3. To monitor the effective development and operation of risk management and corporate governance in the Authority.

4. To monitor Authority policies on Whistleblowing and the anti-fraud and anti-corruption strategy and the Authority's complaints process.
5. To consider the Authority's arrangements for corporate governance agreeing necessary actions to ensure compliance with best practice.
6. To approve the Authority's Annual Governance Statement.
7. To consider the Authority's compliance with its own and other published standards and controls.

Accounts

1. To review 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.
2. To consider the external auditor's report to those charged with governance on issues arising from the audit of accounts.
3. Approve the audited Statement of Accounts and approve publication of the same (n.b. this can also be approved by the Policy and Resources Committee if necessary)

Members' Code of Conduct

To determine allegations made under the Members Code of Conduct Procedure and refer sanctions proposed and any complaint allegation requiring further investigation to the Authority's Executive Leadership Board

Membership

5 voting Members of the Authority according to political proportionality.

Quorum

3 voting Members.

THE EXECUTIVE LEADERSHIP BOARD

Terms of Reference

1. Develop the strategic vision of the Authority and instigate future plans/targets for the Authority.
2. Develop new strategies for policies or changes in policy relating to the development and delivery of services appropriate to this Board.
3. Assist in Formulation of the Communications / Consultation policies and oversee the Communications / Consultation activities of the Authority;
4. Consider invitations received to attend conferences and seminars;
5. Establish guidelines to assist in the response of the Authority to, and its representation at, such conferences and seminars; and
6. Consider reports detailing the merits of particular conferences and seminars from the Members and/or officers who have attended;
7. Determine applications for early retirement under the provision of such Early Retirement Scheme(s) as may be adopted by the Authority and all matters arising in connection therewith;
8. Consider recommendations of the Consultation and Negotiation Sub Committee; (also under Authority)
9. To contribute towards the overall savings target of the Authority, through the regular scrutiny of expenditure and other budget related issues;
10. To propose, explore and consider options for the recovery of costs from other avenues;
11. To provide an opportunity for Members to gain a thorough knowledge and understanding of financial issues prior to the formal approval of finance related Reports;
12. To consider the value for money implications of Authority decisions;
13. Refer any matter to the Authority or a Committee/Sub Committee of the Authority
14. To hear and determine complaints allegations under the Members' Code of Conduct referred from the Audit sub Committee
15. To determine appeals from decisions of the Audit sub Committee in respect of complaints allegations which are not upheld at Stage 2 of the Procedure
16. In making decisions to have full regard to the Authority's public equality duties

and its duties under Health & Safety & Environmental and other legislation.

Membership

Membership of ELB shall be confined to the Chair, Vice Chairs and Party Group Leaders of the Authority.

Meetings

Shall be held in private – this is not a decision making meeting other than when dealing with allegations under the Code of Conduct when this shall be a decision making Committee of the Authority

Quorum

One Member of the controlling Political Party and at least one Member of another political party represented on the Authority.