

Article 15 – Audit Sub-Committee

15.1 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 ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies and that the value of the audit process is actively promoted
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.

Appendix C

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)

15.2 Members' Code of Conduct

To determine allegations made under the Member Code of Conduct Procedure and refer sanctions proposed and any complaint allegation requiring further investigation to the Authority's Appeals Committee.

15.3 Discipline Procedures for Statutory Officers

To act as Investigating and Disciplinary Committee where an allegation which could constitute misconduct or gross misconduct is made against the Chief Fire Officer, Deputy Chief Fire Officer, Monitoring Officer or Deputy Chief Executive in line with the Authority's policy for Discipline Procedures for Statutory officers. Specifically to:

1. Where an allegation is received against an officer to which the Authority's policy for Discipline Procedures for Statutory officers applies to appoint the Clerk or Acting Clerk to undertake a preliminary investigation into the allegation.
2. Following an investigation into the allegation by a Designated Independent Person (appointed in accordance with the Statutory Officers Disciplinary Procedure and to be distinguished from the Independent Person appointed under the Localism Act 2011) to consider a report of the Designated Independent Person and representations from the officer against whom the allegation is made and to make a decision with regards to whether the

Appendix C

allegation is substantiated and, except in the case of a recommendation by the Designated Independent Person to dismiss the relevant officer, to impose a sanction

3. Where the recommended sanction of the Designated Independent Person is dismissal the Audit Sub Committee may recommend dismissal to the full Fire Authority. The Audit Sub Committee may make a decision to dismiss only where the matter has been considered by the full Authority and it is satisfied that there is no objection to dismissal (in accordance with the Authority's policy for Discipline Procedures for Statutory Officers) or the Sub Audit Committee is satisfied that any objection raised in accordance with the Authority's policy for Discipline Procedures for Statutory Officers is not material or is not well founded.

15.4 Membership

5 voting Members of the Authority according to political proportionality.

15.5 Quorum

2 voting Members except where the Sub Audit Committee is acting as Investigating and Disciplinary Committee when the quorum shall be 5 voting Members

Appendix C