



Terms of Reference 2012/13

Audit Committee*

*From 1 July 2012

Terms of Reference

This will be a formal committee of the ITA, to meet three times a year, with the following terms of reference:

1. Internal Audit

- (i) To approve the strategic and annual audit plans and to monitor internal audit activity against both plans;
- (ii) To consider the Head of Audit and Strategic Risk's Annual Audit Report and Opinion on the overall adequacy and effectiveness of the Authority's control environment, which supports the Annual Governance Statement;
- (iii) To consider summaries of specific internal audit reports as requested;
- (iv) To consider reports dealing with the management and performance of the providers of internal audit services;
- (v) To consider any report from Internal Audit on agreed recommendations not implemented within a reasonable timescale;
- (vi) To receive and consider the results of an annual review of the effectiveness of internal audit.

2. External Audit

- (i) To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance;
- (ii) To consider specific reports as agreed with the external auditor;
- (iii) To comment on the scope, focus and depth of the external audit plan of work and to ensure it gives value for money;
- (iv) To commission work from external audit.

3. Accounts

- (i) To review the Annual Statement of Accounts including consideration as to 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 Authority;
- (ii) To consider the external auditor's report to those charged with governance on issues arising from the audit of the Accounts.

Standards Committee*

*From 1 July 2012

Terms of Reference

This will be a formal committee of the ITA, to meet three times a year, with the following terms of reference:

Terms of Reference

- 1. To promote and maintain high standards of conduct by councillors and co-opted members;
- 2. To assist the councillors and co-opted members to observe the Members' Code of Conduct;
- 3. To advise the Authority on the adoption or revision of the Members' Code of Conduct;
- 4. To monitor the operation of the Members' Code of Conduct;
- 5. To advise, train or arrange to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
- 6. To grant dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct so far as not delegated to the Monitoring Officer;
- 7. To deal with written allegations that a councillor or co-opted member (or former councillor or co-opted member) of the Authority has failed, or may have failed, to comply with the Members' Code of Conduct.
- 8. To deal with complaints that a councillor or co-opted member of the Authority has failed, or may have failed, to comply with one of the Authority's local protocols.