

**Audit and Scrutiny Committee – terms of reference**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 Council determined at its meeting on 18<sup>th</sup> May 2017 to form an Audit and Scrutiny Committee to take forward the functions of the previous Audit Committee and the scrutiny functions of the previous Performance Review and Scrutiny Committee. This report informs members of the expected framework for the development of terms of reference and practice for the new Audit and Scrutiny Committee.

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**2.0 INTRODUCTION**

2.1 Council agreed at its meeting on 18<sup>th</sup> May 2017 to introduce an Audit and Scrutiny Committee to take forward the functions of the previous Audit Committee and the scrutiny functions of the previous Performance Review and Scrutiny Committee. The formation of the new Committee requires the amendment of the Council's Constitution to set terms of reference for the Committee and requires members and officers to consider practice to ensure the functions of the new Committee are appropriately fulfilled.

**3.0 RECOMMENDATIONS**

3.1 It is recommended that members note the current circumstances and consider the indicative timescale for development of terms of reference and practice for the Audit and Scrutiny Committee

**4.0 DETAIL**

4.1 Council determined at its meeting on 18<sup>th</sup> May 2017 to introduce an Audit and Scrutiny Committee. This Committee replaces previous Audit Committee, and takes responsibility for the scrutiny functions previously within the remit of the Performance Review and Scrutiny Committee.

4.2 The independent Chairman of the previous Audit Committee has been invited to fulfil the role of independent chair the new Audit and Scrutiny Committee for the remainder of his term of office.

4.3 Area Committees and strategic committees – Environment, Development and Infrastructure, and Community Services committees – will take responsibility for the performance review business of the previous Performance Review and Scrutiny Committee.

4.4 The creation of the new Audit and Scrutiny Committee requires amendment of the Council's Constitution to include clear terms of reference for the new Committee to include its audit functions and its scrutiny functions. Development of practice within the Committee to apply the terms of reference will be the subject of development days or an away-day to ensure member involvement in development and that Committee members are enabled to access appropriate development opportunities. It is expected that development sessions or an away day will take place by October, with continuation of the previous Audit

Committee's use of regular scheduled development sessions to ensure practice develops as required and members continually develop.

- 4.5 Development of practice within the new Audit and Scrutiny Committee should bear in mind the introduction by Council of a 'reports for noting' protocol designed to promote efficient agenda management and committee effectiveness while assuring of the opportunity for members to determine to debate or discuss fully.

## **5.0 CONCLUSION**

- 5.1 This report informs members of the Council's decision to create an Audit and Scrutiny Committee to take on the functions of the previous Audit Committee and the scrutiny functions of the Performance Review and Scrutiny Committee, and the need to create terms of reference for the new Committee. The report further advised of an indicative timescale for the holding of development sessions for members of the Committee to consider practice and ongoing development, and advised of the application of the Council's 'protocol for noting' designed to improve committee effectiveness.

## **6.0 IMPLICATIONS**

- 6.1 Policy - none
- 6.2 Financial – none
- 6.3 Legal – none
- 6.4 HR - none
- 6.5 Equalities - none
- 6.6 Risk – none
- 6.7 Customer Service – none

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