



## Audit Committee Report

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**Report of:** Director of Legal and Governance

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**Date:** 14 April 2016

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**Subject:** Revised Terms of Reference

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**Author of Report:** Dave Ross, Democratic Services (0114 273 5033)

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### Summary:

Following the request at the last meeting of this Committee, the report includes a number of proposed revisions to the Committee's Terms of Reference

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### Recommendations:

That the Committee:-

- (a) Considers the proposed revisions to the Terms of Reference appended to the report and agrees any changes ; and
  - (b) Requests the Director of Legal and Governance to make the necessary changes to the Council's Constitution.
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### Background Papers:

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

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| <b>Financial Implications</b>   |
| NO Cleared by:  |
| <b>Legal Implications</b>   |
| No Cleared by: Gillian Duckworth  |
| <b>Equality of Opportunity Implications</b>                                     |
| NO Cleared by:  |
| <b>Tackling Health Inequalities Implications</b>                                |
| NO  |
| <b>Human rights Implications</b>  |
| NO:   |
| <b>Environmental and Sustainability implications</b>                            |
| NO  |
| <b>Economic impact</b>  |
| NO  |
| <b>Community safety implications</b>  |
| NO  |
| <b>Human resources implications</b>   |
| NO  |
| <b>Property implications</b>  |
| NO  |
| <b>Area(s) affected</b>   |
|   |
| <b>Relevant Scrutiny Committee if decision called in</b>                        |
| Not applicable  |
| <b>Is the item a matter which is reserved for approval by the City Council?</b> |
| YES   |
| <b>Press release</b>  |
| NO  |

## **REVISED TERMS OF REFERENCE**

### **1.0 INTRODUCTION**

- 1.1 The last meeting of this Committee on 14 January 2016 requested a report reviewing the Committee's Terms of Reference.

### **2.0 BACKGROUND**

- 2.1 The Terms of Reference were approved by Full Council in April 2007. They were reviewed in April 2010 as part of a wider review of the Committee's arrangements and this included a revision at paragraph 2 relating to the Annual Letter from the Auditor. There was a further minor revision at paragraph 3 to reflect a change to the Chief Internal Auditor's title in February 2012.

### **3.0 PROPOSED REVISIONS**

- 3.1 In reviewing the Terms of Reference, comments and suggested revisions were received from the Interim Director of Finance and a Co-opted member of the Committee and these have been incorporated into the revised Terms of Reference appended to the report.
- 3.2 Members of the Committee are asked to consider the proposed revisions and whether any additional amendments should be included.
- 3.3 Any changes to the Terms of Reference would require approval at Full Council as they are included in the Constitution.

### **4.0 RECOMMENDATIONS**

- 4.1 That the Committee:-
- (a) Considers the proposed revisions to the Terms of Reference appended to the report and agrees any changes ; and
  - (b) Requests the Director of Legal and Governance to make the necessary changes to the Council's Constitution.

**Gillian Duckworth**  
**Director of Legal and Governance**

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