

Avon Fire Authority

Audit, Governance and Ethics Committee

TERMS OF REFERENCE

Membership

There will be 7 Members of the Committee with a quorum of 4.

Determination of Member Conduct cases will be determined by a Panel of 3 Members (from different political groups). The Panel is a Sub-Committee.

Meeting Frequency

Full Committee – 4 times per municipal year

Member Conduct Panel - as required.

Reporting to Full

Committee – Minutes go to the Fire Authority

Panel – inform the annual review.

Purpose

Undertaking the role of the Authority's Audit Committee and associated issues.

Functions

Audit

- To oversee all audit issues on behalf of the Authority.
- To consider all internal and external audit reports received, review management action plans and monitor their implementation.
- To agree the internal and external audit plans.
- To scrutinise and approve the Statement of Accounts and bring any matters of concern to the Authority.
- To make recommendations to the Authority on the appointment of internal and external auditors.
- To keep under review the Authority's arrangements for whistleblowing and the prevention and detection of fraud, money laundering, corruption and bribery.

Governance and Risk Management

- To scrutinise and approve the Annual Governance Statement and the Statement of Assurance.
- To undertake an annual review of the Authority's governance arrangements and make recommendations to the Authority.
- To review on an annual basis any complaints and compliments received.
- To keep under review the Corporate Risk Register and the corporate business continuity planning framework seeking assurance of appropriate management action.

Members' Code of Conduct

- To promote and maintain high standards of conduct and assist Members of the Authority to observe the Members' Code of Conduct.
- To keep under review the Members' Code of Conduct and make recommendations for revision to the Authority.
- To ensure that Members receive appropriate training relating to the Members' Code of Conduct.
- To deal with cases referred by the Monitoring Officer relating to individuals to whom the Members' Code of Conduct applies by way of the Member Conduct Panel.

Lead Officers

Director of Corporate Services

