

## TERMS OF REFERENCE FOR GOVERNANCE AND AUDIT COMMITTEE

### 1. Membership

- 1.1 The Governance and Audit Committee shall consist of 7 councillors, one of whom shall be appointed annually by the Leader of the Council to be the Chairman.

### 2. Quorum

- 2.1 The committee shall be quorate where 3 councillors are present.

### 3. Work Programme

- 3.1 The Governance and Audit Committee shall act as the Audit Committee and will approve the Annual Statement of Accounts. It will also carry out the following:
- Monitor and review the Council's Governance arrangements, including the annual Governance Statement and Local Code of Governance;
  - Monitor the use (if any) of the Council's powers under the Regulation of Investigatory Powers Act 2000 (RIPA); and
  - To formally review the Council's RIPA policy.
- 3.2 The Governance and Audit Committee will promote ethical standards within the Council by:
- Promoting and maintaining high standards of conduct by councillors and co-opted members;
  - Advising the Council on the adoption or revision of the Councillor Code of Conduct;
  - Advising and training councillors and co-opted members on matters relating to ethical governance;
  - Receive reports from the Monitoring Officer on any matter relating to ethical standards within the Council; and
  - Granting dispensations to councillors from requirements relating to disclosable pecuniary interests as set out in the Code of Conduct and as stated in Section 33 of the Localism Act 2011.
- 3.3 The Governance and Audit Committee will receive and monitor reports from the Local Government Ombudsman and will receive an annual review of the Ombudsman complaints.
- 3.4 The Governance and Audit Committee will carry out a monitoring and advisory role for matters concerning changes to the Council's Constitution, upon receiving advice on proposed changes from the Monitoring Officer.

#### **4. Agenda Items**

- 4.1 The Chairman shall receive prospective agenda items and it will be for the Chairman to determine the reasonable timescale in which those items can be considered by the Committee.

#### **5. Sub-Committee**

- 5.1 A Governance Sub-Committee will be required from time to time to deal with complaints against councillors and any breaches of the adopted Code of Conduct. The Sub-Committee will consist of 3 Governance and Audit Committee members.

#### **6. Partnership**

- 6.1 The council works in partnership with a variety of public sector providers. East Hampshire District Council shares a management structure with the Council which may require joint governance arrangements from time to time. In the event of such need both Governance and Audit Committees will meet together for the purpose of agreeing such shared governance arrangements.