

## **CORPORATE GOVERNANCE COMMITTEE TERMS OF REFERENCE**

### **1. Introduction**

- 1.1 This document sets out the terms of reference for Leicestershire County Council's Corporate Governance Committee.
- 1.2 In accordance with Part 3 of the Council's Constitution, the Corporate Governance Committee shall have responsibility for all non executive functions relating to the promotion and maintenance of high standards and integrity within the Authority in relation to governance, risk, financial management, standards of conduct by members and co-opted members and the adequacy and effectiveness of the internal and external audit of the Council's services. This will include, but is not limited to the following:

### **2. Governance and Risk**

- 2.1 To review and monitor the effective development and operation of corporate governance in the Council.
- 2.2 To review and comment on the Council's annual governance statement.
- 2.3 To review the Council's local code of corporate governance as necessary and make recommendations to the County Council to ensure that it remains relevant to the Council's work and practices.
- 2.4 To promote and advise on training for members and officers on matters relating to corporate governance.
- 2.5 To review and monitor the effective development and operation of risk management in the Council including the Council's risk management framework.
- 2.6 To review and make recommendations to the County Council on the Council's Risk Management Policy Statement and Strategy.
- 2.7 To monitor the effectiveness of the Council's arrangements for combating fraud and corruption and approve relevant policies.
- 2.8 To make recommendations to the County Council on any amendments required to the Financial Procedure Rules and Contract Procedure Rules set out in Parts 4F and 4G of this Constitution and to make such changes as are considered necessary to the Standard Financial Instructions.
- 2.9 To liaise with the Executive and other bodies as appropriate on matters of corporate governance and financial accountability.

- 2.10 To review and make recommendations to the County Council on the Council's Insurance Policy.

### **3. Financial Management and Accounts**

- 3.1 To consider whether the Council's arrangements for financial management and performance monitoring are adequate and effective.
- 3.2 To review and make recommendations to the County Council on the Council's Annual Treasury Management Strategy Statement and Investment Strategy, and to regularly monitor performance and actions taken in respect of treasury management.
- 3.4 To approve the Council's statement of accounts and those relating to the Leicestershire Pension Fund and to consider whether these have been prepared in accordance with best practice and appropriate accounting policies, and whether there are any concerns that need to be brought to the attention of the Council.
- 3.5 To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

### **4. External Audit**

- 4.1 To consider and comment on the Council's arrangements to select and appoint its statutory external auditor.
- 4.2 To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- 4.3 To monitor the Council's response to, and implementation of, external audit findings and recommendations.

### **5. Internal Audit**

- 5.1 To approve the internal audit charter.
- 5.2 To consider and approve risk based internal audit plans.
- 5.3 To monitor progress against internal audit work plans through the receipt of periodic progress reports.
- 5.4 To consider the head of internal audit's annual report including their opinion on the overall adequacy and effectiveness of the County Council's control environment and conformance to current audit standards.

### **6. Standards, Conduct and complaints**

- 6.1 To promote and maintain high standards of conduct by members and co-opted members within the County Council.

- 6.2 To oversee the arrangements in place for maintaining ethical standards throughout the Council.
- 6.3 To advise the County Council on the adoption or revision of its Code of Conduct and to monitor its operation.
- 6.4 To approve the County Council's procedure for handling Member Conduct Complaints. (*See also the delegation to the Director of Law and Governance*).
- 6.5 To agree the arrangements for the appointment of independent persons whose views must be sought about allegations of a breach of the Members' Code of Conduct.
- 6.6 To have oversight of findings of maladministration against the Council by the Local Government Ombudsman and to agree whether to make voluntary payments or provide other benefits in such cases under section 92 of the Local Government Act 2000. (*See also the delegation to the Director of Law and Governance*.)
- 6.7 To approve requests by members to receive a dispensation to speak on or participate in matters in which they have an interest. (*see also the delegation to the Director of Law and Governance*.)
- 6.8 To agree to exempt members from vacation of office by failure to attend meetings.
- 6.9 To consider and determine any representation seeking the removal of an LEA appointed school governor.
- 6.10 Subject to the powers of the Employment Committee in relation to Local Conditions of Service, to advise as necessary on matters relating to the conduct of employees and procedures relating to the handling of complaints against staff, including "whistle blowing".
- 6.11 To consider reports from the Local Government and Social Care Ombudsman in relation to investigations into complaints made against the Council.

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