

# **DOWNHAM MARKET TOWN COUNCIL**

## **GOVERNANCE COMMITTEE - TERMS OF REFERENCE**

Membership of this Committee shall be ratified at the Annual Town Council Meeting (ATCM) in May of each year. The Chair and Vice-Chair shall be elected annually by the Committee at the first meeting after the ATCM in accordance with the Standing Orders.

The powers are to be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations, and any approved policy framework and within the approved budget.

**Membership:** 7 Members

**Quorum:** 3 Town Councillors with voting powers

**Meetings:** Monthly meetings

### **1. Governance Delegated Business**

1.1 To review all council policies.

1.2 To decide the schedule of policy review.

1.3 To implement a spreadsheet showing policies/documents and their agreed review period. For example, but not limited to:

Standing Orders, Financial Orders, Risk Assessments, Legionella Sample on an annual basis.

GDPR, Payments, Disciplinary, Complaints Policy every 3 years.

A Legionella Professional Assessment every 5 years.

- 1.4 To undertake 6 monthly periodic checks of the Council's administration procedures and additional spot-checks, if necessary.
- 1.5 To ensure an effective system of Data Protection is in place to comply with the General Data Protection Regulations (GDPR). This includes 2 Councillors to carry out a sample check of information recorded on the equipment of staff.
- 1.6 To ensure compliance with Health and Safety, Risk Assessment and Governance and make recommendations to Full Council as needed. 2 Councillors to carry out 6 monthly spot checks of compliance.
- 1.7 To ensure the Asset Register is maintained and undertake spot-checks at intervals of 3 and 9 months, to compliment the Internal Auditor's 6 monthly checks.
- 1.8 2 Councillors, that is 1 member of the Governance & Finance Committee and another Councillor, to carry out monthly checks to confirm compliance with the Council's Financial Regulations. In particular checks of salary, pensions, PAYE, a 10% check of all payments.
- 1.9 2 Councillors to carry out a quarterly VAT check.

## **2. Internal Audit**

- 2.1 To consider reports and actions from the Internal Auditor and the implementation of recommended actions within a reasonable timescale.
- 2.2 To consider the Internal Auditor's annual report and opinion and the level of assurance given to the Council's corporate governance arrangements.
- 2.3 To consider the Internal Auditor's follow-up reports and any action which may be required to implement actions which have not been completed.
- 2.4 To ensure the Internal Audit function is adequately resourced and has appropriate standing with the Council.
- 2.5 To consider an annual review of the effectiveness of Internal Audit.
- 2.6 2 members of the Governance & Finance Committee to attend meetings with the Internal Auditor.

## **3. External Audit**

- 3.1 To consider the external auditor's annual letter following completion of the audit, and any issues, if appropriate, in the accompanying Issues Arising Report.

3.2 To monitor compliance with the external audit process, including meeting statutory dates for the annual audit process.

4. **Finance Reports**

To review the Actual V Budget Report monthly and raise concerns with relevant Committees.

To review the Bills for Payment Report monthly and approve payments, where appropriate, or raise concerns with the Responsible Financial Officer.

To review the Bank Statements monthly and raise concerns with the Responsible Financial Officer, where appropriate.

To review the Receipts Report monthly and raise concerns with the Responsible Financial Officer, where appropriate.

5. **Leases & Licenses**

To review all leases and licenses annually.

To negotiate all new leases or licenses.

6. **General**

To review these terms of reference on a regular basis and at least yearly.

END