

Committee: Audit & Risk Management Committee	Date: 11 September 2023
Subject: Annual Terms of Reference Review	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	N/A
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Town Clerk & Chief Executive	For Decision
Report author: Ben Dunleavy, Town Clerk's Department	

Summary

As part of the implementation of the 2021 Governance Review, it was agreed that the cycle and process of annually reviewing the Terms of Reference of all Committees/Boards should be revised, to provide more time for Committees to consider and discuss changes before they are submitted to the Policy and Resources Committee.

This will enable any proposed changes to be considered at the Policy and Resources Committee in March 2023, in time for the re-appointment of Committees by the Court of Common Council in April.

Following the 2022/23 review process, the Court approved several changes to the Committee's terms of reference (Appendix 2). A small further change to the committee's composition is recommended, to allow the Finance Chairman and Deputy Chairman to appoint representatives to serve in place of their ex-officio positions (Appendix 1). The Committee was informed of this at its meeting in July.

Recommendations

It is recommended that Members:

- Endorse the change to the Committee's composition to allow the Finance Chairman and Deputy Chairman to appoint representatives;
- Members consider any further changes to the Committee's terms of reference for further submission.

Appendices

- Appendix 1 – Revised Composition
- Appendix 2 – Court Order 2023/24 – Audit and Risk Management Committee

Ben Dunleavy

Governance Officer

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