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Cherwell District Council

Annual Council

Minutes of a meeting of the Council held at Spiceball Leisure Centre, Cherwell Drive, Banbury, OX16 2BW, on 19 May 2021 at 6.30 pm

Present:

Councillor Hannah Banfield (Chair)
Councillor Les Sibley (Vice-Chairman)
Councillor Andrew Beere
Councillor Nathan Bignell
Councillor Maurice Billington
Councillor Mike Bishop
Councillor John Broad
Councillor Hugo Brown
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Colin Clarke
Councillor Patrick Clarke
Councillor Conrad Copeland
Councillor Ian Corkin
Councillor Nick Cotter
Councillor Sandy Dallimore
Councillor John Donaldson
Councillor Timothy Hallchurch MBE
Councillor Matt Hodgson
Councillor Simon Holland
Councillor David Hughes
Councillor Shaida Hussain
Councillor Tony Ilott
Councillor Mike Kerford-Byrnes
Councillor Kieron Mallon
Councillor Nicholas Mawer
Councillor Tony Mephram
Councillor Ian Middleton
Councillor Perran Moon
Councillor Richard Mould
Councillor Adam Nell
Councillor Cassi Perry
Councillor Lynn Pratt
Councillor George Reynolds
Councillor Barry Richards
Councillor Dan Sames
Councillor Katherine Tyson
Councillor Dorothy Walker
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Bryn Williams

Councillor Lucinda Wing
Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence:

Councillor Carmen Griffiths
Councillor Andrew McHugh
Councillor Jason Slaymaker

Officers:

Yvonne Rees, Chief Executive
Lorna Baxter, Director of Finance & Section 151 Officer
Anita Bradley, Director Law and Governance & Monitoring Officer
Natasha Clark, Governance and Elections Manager

1 **Welcome**

The Chairman welcomed councillors and officers to the council's first in-person meeting in over a year and explained that the legislation allowing for virtual formal Council and committee meetings had now ended so all formal meetings will be in person. Members of committees must attend in person to be able to participate and vote. Measures would be in place to ensure the safety of meeting attendees.

The Chairman advised that meetings will continue to be webcast for the public, non-committee members and press and welcomed viewers of the broadcast the meeting.

The Chairman welcomed Councillors Patrick Clarke, Sandy Dallimore, Matthew Hodgson, Adam Nell and Dorothy Walker to the Council and congratulated them and all other councillors who were returned at the recent election. The newly elected councillors each introduced themselves to Council.

The Chairman gave a brief housekeeping overview to ensure that the meeting would run smoothly and safely complying with the COVID measures that were in place.

2 **Declarations of Interest**

There were no declarations of interest.

3 **Communications**

The Chairman made the following announcements:

Former Councillors

On behalf of all Members, the Chairman extended the council's gratitude for their service to the council, their wards and the district, to those councillors who stood down at the district elections held on 6 May.

Annual Council

The Chairman advised Council that, by convention, minutes of Committees, questions, petitions and motions were not taken at Annual Council and these, if any, would be considered at the next meeting.

Chairman's Engagements

A copy of the events attended by the Chairman or the Vice-Chairman had been published as a supplement to the agenda.

Member Training Events

The Chairman reminded Members of the virtual training events that were scheduled in the coming fortnight and encouraged Members to attend the sessions.

4 Minutes of Council

Subject to the following amendment, the minutes of the meeting held on 22 February 2021 were agreed as a correct record and signed by the Chairman.

Minute 64 – Communications

Correction to the Chairman's communication in relation to former Councillor Margaret Ferriman, who was not a member of Banbury Town Council, but a Banbury Charter Trustee and had represented the Banbury Neithrop ward on Oxfordshire County Council.

5 Urgent Business

There were no items of urgent business.

6 Election of Chairman for the Municipal Year 2021/2022

(The outgoing Chairman, Councillor David Hughes, presided for the consideration of this matter and those preceding)

It was moved by Councillor Woodcock and seconded by Councillor Wood, that Councillor Hannah Banfield be elected as Chair for the municipal year 2021/2022. There were no other nominations.

Resolved

- (1) That Councillor Hannah Banfield be appointed Chair of Cherwell District Council for the Municipal Year 2021/2022.

7 Investiture of Chairman

Councillor Hannah Banfield, having made and signed the required Declaration of Acceptance of Office took the Chair.

Councillor Banfield thanked Members for her appointment and addressed Council.

The Chair requested that she be addressed as Chair and reported that she would be supporting the following charities during her term of office: The Green Dome Trust Community Fridge, The Sunshine Multicultural Ladies Drop In Project and the Banburyshire benefits Advice Centre.

The Chair thanked Members and officers for their hard work for residents during the ongoing COVID pandemic.

8 Vote of Thanks to Immediate Past Chairman

The Chair paid tribute to the outgoing Chairman, Councillor Hughes, thanking him for his dedication to the Council and residents.

Members paid tribute to Councillor Hughes for his two year term of office commending him for the dedication and commitment he had shown representing the Council both in person and virtually during the ongoing pandemic. Members also commended Councillor Hughes for chairing physical and, during the last year, virtual, Council meetings in a fair and calm way.

Councillor Hughes accepted his past Chairman's badge as a token of his term of office.

9 Past Chairman's Response

Councillor Hughes addressed Council to report on his two year term of office.

Councillor Hughes thanked his consort, his wife Gina, for her great support. Councillor Hughes also extended his thanks to all Members, commenting that the past year had been difficult but all Members and officers who had supported residents and communities in the district as well as supporting him as Chairman.

Councillor Hughes explained that due to the COVID-19 pandemic he had not been able to hold a main fundraising event for his three charities, however the incoming Chair had agreed that they would work together on a joint event to fundraise for both of their charities.

10 **Election of Vice-Chairman for the Municipal Year 2021/2022**

It was moved by Councillor Wood and seconded by Councillor Mould, that Councillor Les Sibley be elected as Vice-Chairman for the Municipal Year 2021/2022. There were no other nominations.

Resolved

- (1) That Councillor Les Sibley be elected Vice-Chairman of the Council for the municipal year 2021/2022.

11 **Investiture of Vice-Chairman**

Councillor Les Sibley, having made and signed the required Declaration of Acceptance of Office was invested with the Vice-Chairman's Chain.

12 **Annual Business Report**

The Chief Executive submitted a report for Council to note the results of the 6 May 2021 district elections, note the constitution of Political Groups, note the appointment of the Deputy Leader and Executive for the Municipal Year 2021/22, and consider and agree the suggested constitution of Committees for the Municipal year 2021/2022 and to appoint representatives to the Oxfordshire County Council Joint Health Overview and Scrutiny Committee, the Police and Crime Commissioner Scrutiny Panel, the Oxfordshire Growth Board, the Oxfordshire Growth Board Scrutiny Panel and Oxfordshire Growth Board advisory sub-groups.

In reporting on his Executive for the 2021/2022 municipal year, the Leader of the Council, Councillor Barry Wood, paid tribute to Councillor George Reynolds and Councillor John Donaldson who had both stood down from Executive. Councillor Wood thanked Councillor Reynolds for his support as his Deputy Leader and commended both Councillor Reynolds and Councillor Donaldson for their contribution to Executive and hard work within their portfolios.

Councillor Wood advised Council that he would not be reporting on his Deputy Leader at this time but would notify the Proper Officer and Council in due course.

Resolved

- (1) That the results of the District elections held on 6 May 2021 be noted:

Ward	Elected	Party
Adderbury, Bloxham and Bodicote	Adam Nell	Conservative
Banbury Calthorpe and Easington	Kieron Mallon	Conservative

Banbury Cross and Neithrop	Matthew Hodgson	Labour
Banbury Grimsbury and Hightown	Andy Beere	Labour and Co-operative
Banbury Hardwick	John Donaldson	Banbury Hardwick
Banbury Ruscote	Mark Cherry	Labour and Co-operative
Bicester East	Sandy Dallimore	Conservative
Bicester North and Caversfield	Lynn Pratt	Conservative
Bicester South and Ambrosden	Dan Sames	Conservative
Bicester West	Les Sibley	Independent
Cropredy, Sibfords and Wroxton	George Reynolds	Conservative
Deddington	Bryn Williams	Conservative
Fringford and Heyfords	Patrick Clarke	Conservative
Kidlington East	Maurice Billington	Conservative
Kidlington West	Dorothy Walker	Liberal Democrat
Launton and Otmoor	Simon Holland	Conservative

- (2) That the current constitution of the Council (48 Members) be noted:
- 31 Conservative (65%)
 - 9 Labour / Labour & Co-operative Party (19%)
 - 4 Independent (8%)
 - 3 Liberal Democrat (6%)
 - 1 Green (2%)
- (3) That the constitution of Political Groups and notification of Group Leaders be noted:
- Conservative Group – 31 members (all Conservative councillors)
 - Group Leader: Councillor Barry Wood
 - Labour Group – 9 members (comprising all Labour / Labour & Co-operative councillors)
 - Group Leader: Councillor Sean Woodcock
 - Progressive Oxfordshire Group – 6 members (comprising 3 Liberal Democrat, 1 Green and 2 Independent (Cllrs Broad and Cotter) councillors)
 - Group Leader: Councillor Katherine Tyson
 - Independent Group – 2 members (comprising 2 Independent councillors, Cllrs Sibley and Webster)
 - Group Leader: Councillor Les Sibley
- (4) That it be noted that the Deputy Leader of the Council would be appointed in due course.
- (5) That the membership of the Executive and the Executive portfolios for 2021/2022 be noted:

Councillor	Portfolio
Councillor Barry Wood	Leader of the Council
Councillor Ian Corkin	Lead Member for Customers and Transformation
Councillor Phil Chapman	Lead Member for Leisure and Sport
Councillor Colin Clarke	Lead Member for Planning
Councillor Tony Ilott	Lead Member for Financial Management and Governance
Councillor Andrew McHugh	Lead Member for Health and Wellbeing
Councillor Richard Mould	Lead Member for Performance
Cllr Lynn Pratt	Lead Member for Economy, Regeneration and Property
Cllr Dan Sames	Lead Member for Clean and Green
Cllr Lucinda Wing	Lead Member for Housing

- (6) That the allocation of seats on committees that are subject to the political balance requirements be agreed:

Committee	TOTAL	Conservative	Labour	Progressive Oxfordshire	Independent
Accounts, Audit & Risk Committee	8	5	2	1	0
Appeals Panel	10	7	2	1	0
Budget Planning Committee	12	8	2	1	1
Joint Appeals Committee	3	2	1	0	0
Joint Shared Services & Personnel Committee (JSSPC)	5	3	1	1	0
Licensing Committee	12	7 (-1)	2	3 (+2)	0 (-1)
Overview & Scrutiny	12	8	2	1	1
Personnel Committee	12	8	2	1	1
Planning	18	12	3	2	1

Committee					
Standards Committee	8	5	2	1	0
Proportional Total by Committee	100	65 (-1)	19	12 (+2)	4 (-1)
Aggregate Entitlement	100	65	19	12	4
Adjustment Required	N/A	Minus 1	N/A	Plus 2	Minus 1

(The numbers indicate where seats have been given away / received in line with the adjustments required)

- (7) That the allocation of seats on committees not subject to political balance requirements be agreed:

Not subject to Political Balance	TOTAL	Conservative	Labour	Progressive Oxfordshire	Independent
Partnership Working Group	5	3	1	1	0

- (8) That members (and where appropriate, substitute members) to serve on each of the committees as set out below in accordance with the nominations to be made by political groups:

Proportional Committees

(NB. The number in brackets indicates the number of seats for the Group on the Committee. All Group nominations are listed alphabetically by councillor surname)

Accounts, Audit and Risk Committee

Membership (8 members with unnamed substitutes who can be any member of the relevant Group. All committee members and any substitute who attends a meeting must have received training prior to attending a meeting)

Conservative (5)	Labour (2)	Progressive Oxfordshire (1)	<i>Independent (0)</i>
Cllr Hugo Brown	Cllr Matt Hodgson	Cllr Conrad Copeland	
Cllr Tony Ilott	Cllr Sean Woodcock		
Cllr Mike Kerford-Byrnes			
Cllr Nick Mawer			
<i>Cllr Tom Wallis</i>			

Appeals Panel

Membership (10 members with no substitutes)

Conservative (7)	Labour (2)	Progressive Oxfordshire (1)	<i>Independent</i>
Cllr Patrick Clarke	Cllr Mark Cherry	Cllr Dorothy Walker	
Cllr Ian Corkin	Cllr Perran Moon		
Cllr John Donaldson			
Cllr Carmen Griffiths			
Cllr Tony Mepham			
Cllr Richard Mould			
<i>Cllr Adam Nell</i>			

Budget Planning Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group)

Conservative (8)	Labour (2)	Progressive Oxfordshire (1)	<i>Independent (1)</i>
Cllr Phil Chapman	Cllr Shaida Hussain	Cllr Conrad Copeland	<i>Cllr Fraser Webster</i>
Cllr John Donaldson	Cllr Sean Woodcock		
Cllr Carmen Griffiths			
Cllr David Hughes			
Cllr Nick Mawer			
Cllr Andrew McHugh			
Cllr Douglas Webb			
<i>Cllr Lucinda Wing</i>			

Joint Appeals Panel

Membership (3 seats, named substitutes - neither full nor substitute members may be members of the Joint Shared Services and Personnel Committee)

Conservative (2)	Labour (1)	Progressive Oxfordshire (0)	<i>Independent (0)</i>
Cllr Colin Clarke	Cllr Mark Cherry		
<i>Cllr Richard Mould</i>			

Substitutes

Conservative (2)	Labour (1)		
Cllr John Donaldson	Cllr Perran Moon		
<i>Cllr Andrew McHugh</i>			

Joint Shared Services and Personnel Committee

Membership (5 members, named substitutes – neither full nor substitute members may be members of the Joint Appeals Panel)

Conservative (3)	Labour (1)	Progressive Oxfordshire (1)	<i>Independent (0)</i>
Cllr Ian Corkin	Cllr Barry Richards	Cllr Ian Middleton	
Cllr Mike Kerford-Byrnes			
<i>Cllr Barry Wood</i>			

Substitutes

Conservative (3)	Labour (1)	Progressive Oxfordshire (1)	<i>Independent (0)</i>
Cllr Tony Ilott	Cllr Sean Woodcock	Cllr Conrad Copeland	
Cllr George Reynolds			
<i>Cllr Bryn Williams</i>			

Licensing Committee

Membership (12 seats, with unnamed substitutes who can be any member of the relevant Group)

Conservative (7)	Labour (2)	Progressive Oxfordshire (3) ¹	<i>Independent (0)</i>
Cllr Mike Bishop	Cllr Andy Beere	Cllr Conrad Copeland	
Cllr Richard Mould	Cllr Perran Moon	Cllr Katherine Tyson	
Cllr Lynn Pratt		Cllr Dorothy Walker	
Cllr George Reynolds			
Cllr Jason Slaymaker			

¹ As required by the proportionality calculations, the Conservative Group and Independent Group each need to give one seat to the Progressive Oxfordshire Group. The Conservative Group Leader has confirmed that this will be on Licensing Committee. The Independent Group Leader has confirmed that this will be on the Licensing Committee. This adjustment is reflected in the table.

Cllr Douglas Webb			
<i>Cllr Bryn Williams</i>			

Overview and Scrutiny Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Executive)

Conservative (8)	Labour (2)	Progressive Oxfordshire (1)	<i>Independent (1)</i>
Cllr Maurice Billington	Cllr Matt Hodgson	Cllr Ian Middleton	<i>Cllr Les Sibley</i>
Cllr Mike Bishop	Cllr Perran Moon		
Cllr Sandy Dallimore			
Cllr Simon Holland			
Cllr Adam Nell			
Cllr Tom Wallis			
Cllr Douglas Webb			
<i>Cllr Bryn Williams</i>			

Personnel Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Appeals Panel)

Conservative (8)	Labour (2)	Progressive Oxfordshire (1)	<i>Independent (1)</i>
Cllr Colin Clarke	Cllr Andy Beere	Cllr Katherine Tyson	<i>Cllr Les Sibley</i>
Cllr Sandy Dallimore	Cllr Barry Richards		
Cllr Simon Holland			
Cllr Lynn Pratt			
Cllr Jason Slaymaker			
Cllr Douglas Webb			
Cllr Bryn Williams			
<i>Cllr Barry Wood</i>			

Planning Committee

Membership (18 members, 12 named substitutes. All committee members and named substitutes must have received planning training prior to attending a meeting)

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Conservative (12)	Labour (3)	Progressive Oxfordshire (2)	<i>Independent (1)</i>
Cllr Maurice Billington	Cllr Andy Beere	Cllr John Broad	<i>Cllr Les Sibley</i>
Cllr Hugo Brown	Cllr Cassi Perry	Cllr Dorothy Walker	
Cllr Colin Clarke	Cllr Sean Woodcock		
Cllr Patrick Clarke			
Cllr Ian Corkin			
Cllr Sandy Dallimore			
Cllr Simon Holland			
Cllr David Hughes			
Cllr Mike Kerford-Byrnes			
Cllr Tony Mephram			
Cllr Lynn Pratt			
<i>Cllr George Reynolds</i>			

Named Substitutes

Conservative (8)	Labour (2)	Progressive Oxfordshire (1)	<i>Independent (1)</i>
Cllr Mike Bishop	Cllr Shaida Hussain	Cllr Ian Middleton	<i>Cllr Fraser Webster</i>
Cllr Tony Ilott	Cllr Barry Richards		
Cllr Richard Mould			
Cllr Adam Nell			
Cllr Dan Sames			
Cllr Douglas Webb			
Cllr Bryn Williams			
<i>Cllr Barry Wood</i>			

Standards Committee

Membership (8 members with unnamed substitutes who can be any member of the relevant Group)

Conservative (5)	Labour (2)	Progressive Oxfordshire (1)	<i>Independent (0)</i>
Cllr John Donaldson	Cllr Mark Cherry	Cllr Ian Middleton	
Cllr Simon Holland	Cllr Perran Moon		

Cllr George Reynolds			
Cllr Bryn Williams			
<i>Cllr Lucinda Wing</i>			

Non-Proportional Committees

(NB. The number in brackets indicates the number of seats for the Group on the Committee. All Group nominations are listed alphabetically by councillor surname)

Partnership Working Group

Membership (5 seats, named substitutes)

Conservative (3)	Labour (1)	Progressive Oxfordshire (1)	<i>Independent (0)</i>
Cllr Ian Corkin	Cllr Sean Woodcock	Cllr Ian Middleton	
Cllr Mike Kerford-Byrnes			
<i>Cllr Barry Wood</i>			

Named Substitutes

Conservative (3)	Labour (1)	Progressive Oxfordshire (1)	<i>Independent (0)</i>
Cllr Tony Ilott	Cllr Barry Richards	Cllr Conrad Copeland	
Cllr George Reynolds			
<i>Cllr Bryn Williams</i>			

- (9) That Councillor John Donaldson be appointed at Cherwell District Council's representative to the Oxfordshire Joint Health Overview and Scrutiny Committee for the municipal year 2021/2022.
- (10) That Councillor Andrew McHugh be appointed as Cherwell District Council's representative and Councillor Tony Ilott be appointed as Cherwell District Council's substitute to the Police and Crime Commissioner Scrutiny Panel for the municipal year 2021/2022.
- (11) That Councillor Barry Wood be appointed as Cherwell District Council's representative and Councillor Colin Clarke be appointed as Cherwell District Council's substitute to the Oxfordshire Growth Board for the municipal year 2021/2022.
- (12) That Councillors David Hughes, Adam Nell and Sean Woodcock be appointed as Cherwell District Council's representatives to the

Oxfordshire Growth Board Scrutiny Panel for the municipal year 2021/2022.

- (13) That Executive members be appointed as Cherwell District Council's representative and substitute to each of the Oxfordshire Growth Board advisory sub-groups as set out below:

Advisory Sub-Group	Representative	Substitute
Housing	Councillor Lucinda Wing	Councillor Andrew McHugh
Infrastructure	Councillor Lynn Pratt	Councillor Colin Clarke
Oxfordshire Plan 2050	Councillor Colin Clarke	Councillor Barry Wood
Environment	Councillor Dan Sames	Councillor Andrew McHugh

13 **'Making' (Adoption) of the Weston-on-the-Green Neighbourhood Plan**

The Assistant Director – Planning & Development submitted a report to seek the 'making' of the Weston-on-the-Green Neighbourhood Plan following the successful referendum and the recommendation of the Corporate Director – Environment & Place.

Resolved

- (1) That the referendum result of 6 May 2021 where 91.7% of those who voted were in favour of the Weston-on-the-Green Neighbourhood Plan, which is above the required 50% be noted.
- (2) That it be agreed to formally 'make' the Weston-on-the-Green Neighbourhood Plan presented at Appendix 1 to this report so that it continues to have effect as part of the statutory Development Plan for the District.
- (3) That the Assistant Director – Planning and Development, in consultation with the Lead Member for Planning, be authorised to issue and publicise a Decision Statement.

14 **Changes to Accounts, Audit and Risk Committee Terms of Reference**

The Director of Law & Governance and Monitoring Officer submitted a report which recommended approval of changes to the terms of reference for the Accounts, Audit & Risk Committee. The proposed changes had been considered and recommended to Council for approval by the Committee at its 17 March meeting

Resolved

- (1) That the proposed terms of reference for the Accounts, Audit & Risk Committee (Annex to the Minutes as set out in the Minute Book) be approved. .

15 **Annual Report of the Accounts, Audit & Risk Committee 2020/21**

The Director of Finance submitted a report which presented the annual report of the Accounts, Audit & Risk Committee 2020/2021.

Resolved

- (1) That the annual report of the Accounts, Audit & Risk Committee 2020/21 be noted.

16 **Overview and Scrutiny Committee Annual Report 2020/21**

The Director of Law and Governance submitted a report which presented the Overview and Scrutiny Committee Annual Report for 2020/2021.

Resolved

- (1) That the Overview and Scrutiny Committee Annual Report 2020/2021 be noted.

The meeting ended at 7.28 pm

Chairman:

Date:

Appendix 1

SUGGESTED ACCOUNTS AUDIT AND RISK COMMITTEE (AARC) TERMS OF REFERENCE – based on CIPFA template for Local Authorities

The Accounts, Audit and Risk Committee shall comprise 8 members with unnamed substitutes, and every Committee member or appointed substitute shall undertake appropriate training before being permitted to serve on the Committee.

Statement of purpose

1. The Accounts, Audit and Risk Committee is a key component of Cherwell District Council's corporate governance framework. It provides an independent and high-level focus on the adequacy of the risk management framework, the internal control environment, the integrity of the financial reporting and governance processes. By overseeing internal and external audit it makes an important contribution to ensuring that effective assurance arrangements are in place.

Governance, risk and control

- 2 To review the council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.
- 3 To review the AGS prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
- 4 To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- 5 To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
- 6 To monitor the effective development and operation of risk management in the council.
- 7 To monitor progress in addressing risk-related issues reported to the committee.
- 8 To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- 9 To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- 10 To monitor the counter-fraud strategy, actions and resources.
- 11 To review the governance and assurance arrangements for significant partnerships or collaborations.

Internal audit

- 12 To approve the internal audit charter.
- 13 To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.
- 14 To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- 15 To approve significant interim changes to the risk-based internal audit plan and resource requirements.
- 16 To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
- 17 To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the head of internal audit. To approve and periodically review safeguards to limit such impairments.
- 18 To consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
 - a) updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work
 - b) regular reports on the results of the QAIP (Quality Assurance Improvement Programme)
 - c) reports on instances where the internal audit function does not conform to the PSIAS (Public Sector Internal Audit Standards), considering whether the non-conformance is significant enough that it must be included in the AGS.
- 19 To consider the head of internal audit's annual report:
 - a) The statement of the level of conformance with the PSIAS and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit.
 - b) The opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the committee in reviewing the AGS.
- 20 To consider summaries of specific internal audit reports as requested.
- 21 To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
- 22 To contribute to the QAIP and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- 23 To provide free and unfettered access to the audit committee chair for the head of internal audit, including the opportunity for a private meeting with the committee.

External audit

- 24 To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by PSAA (Public Sector Audit Appointments) or the authority's auditor panel as appropriate.

- 25 To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
- 26 To consider specific reports as agreed with the external auditor.
- 27 To comment on the scope and depth of external audit work and to ensure it gives value for money.
- 28 To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Financial reporting

- 29 To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- 30 To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Accountability arrangements

- 31 To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
- 32 To report to full council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee.
- 33 To publish an annual report on the work of the committee.

Treasury Management

- 34 To be responsible for ensuring effective scrutiny of the treasury management strategy and policies. Receiving regular reports of activity, reviewing the treasury risk profile and adequacy of treasury risk management processes.