

**D. OTHER COMMITTEES/JOINT COMMITTEES/OTHER  
PARTNERSHIP BODIES**

**AUDIT COMMITTEE**

**ANGLIA REVENUES PARTNERSHIP JOINT COMMITTEE**

## AUDIT COMMITTEE

### 1.0 CONSTITUTION

- 1.1 This Committee shall comprise of 6 Members of Council and one Lay Member (without voting rights) who shall be appointed by full Council. Its quorum is 3. Members of the Finance & Assets Committee and the Leader and Deputy Leader of the Council are excluded from membership of the Audit Committee.

### 2.0 OBJECTIVES

- 2.1 Oversight and approval of Statement of Accounts, Internal and External Audit, and Risk Management matters (not otherwise the responsibility of the Council or any other Committee).

### 3.0 TERMS OF REFERENCE

- 3.1 The Committee's terms of reference shall be:-
- 3.2 To act as the Council's Audit Committee and the discharge of these duties and responsibilities including:-
- consideration of Annual Audit letter to Members, Annual Audit and Inspection Fee Letter and the External Auditor Annual Governance Report, Annual Audit Plan and Code of Audit Practice and Statement of Responsibilities;
  - approve the Annual Governance Statement;
  - approve the Statement of Accounts;
  - approve the Code of Corporate Governance;
- 3.3 To agree the Internal Audit Terms of Reference and Internal Audit Plan, review and consider the Plan, any Annual Report and/or Opinion.
- 3.4 To oversee and approve the Code of Corporate Governance. To oversee the Council's Corporate Governance arrangements including Anti-Fraud and Corruption Policy.
- 3.5 To oversee and monitor the Council's Corporate Risk Register and recommend revisions to the Council's Risk Management Strategy.
- 3.6 To appoint 'Member Champions' as required.
- 3.7 To make nominations to any relevant outside bodies for the Audit Committee from the wider membership of the Council for a period of up to 4 years.
- ### 4.0 Delegation to Audit Committee
- 4.1 Subject to the provisions of the Council's Constitution, the Committee has delegated authority to act on behalf of the Council in relation to the above, unless
- reserved to Council; or
  - delegated to officers under these or the other Committee terms of reference.

## 5.0 Delegation to Officers

5.1 The Director Finance & S151 Officer is authorised to act in relation to any matter of immediate urgency which must be dealt with before the next meeting of the Committee provided:

- the Chair or Vice-Chair of the Committee is consulted prior to the delegated decisions being made;
- Spokespersons of minority groups are notified immediately of any action taken under this delegated power;
- action taken is reported to the next Committee; and
- it excludes any decision, which is by law expressly vested in the Council.

5.2 There shall be delegated to the Director Finance & S151 Officer the exercise of any power or function of the Council in routine matters related to the implementation of agreed Strategies, Policies and programmes, falling within established policies and procedures and within existing budgets.

For the avoidance of doubt this delegation shall include the power to authorise others to exercise such powers.

This delegation shall not be taken to include any matter reserved to Full Council.

5.3 There are further delegated to the officers indicated below the exercise of any power or function of the Council relating to the matters set out below (whether Policy approval, monitoring or operational matters have been delegated to a Sub-Committee or not) under the Listed Acts or any amendment, modification or re-enactment of those Acts, or Regulations/Orders made under those Acts:

<b>Accounts &amp; Audit Regulations</b> To approve in-year amendments to Audit Plan between Committee meetings after consultation with the Chair of the Committee	Director Finance
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**ANGLIA REVENUES PARTNERSHIP JOINT COMMITTEE****1. THE 2015 JOINT COMMITTEE, ITS ROLE, MEMBERSHIP, MEETINGS AND OFFICERS****Joint Committee Members**

- 1.1 Subject to Clause 1.2 each of the Five Councils shall appoint one of its members for the time being to be a member of the 2015 Joint Committee. In addition, each of the Five Councils shall appoint two substitutes, who may attend meetings of the 2015 Joint Committee in the absence of their Council's JC Members.
- 1.2 All such appointments (whether made under Clause 1.1 or 1.4) shall be made in accordance with the relevant statutory provisions of Sections 101 and 102 of the LGA 1972 and of the 2000 Regulations or 2012 Regulations, as they may from time to time be applicable to each of the Five Councils.
- 1.3 Each JC Member shall remain in office until removed or replaced by his or her appointing Council or until ceasing to be a member of his or her appointing Council (or of the executive if Regulation 12 of the 2012 Regulations is applicable to his or her appointment).
- 1.4 Each of the Five Councils may remove and replace its JC Members at any time by giving notice of such removal or replacement to the 2015 Joint Committee by sending such notice to the Secretary within 5 days of effecting such removal or replacement.
- 1.5 The proceedings of the 2015 Joint Committee shall not be invalidated by any vacancy or by any defect or purported defect in the appointment of any JC Member.

**Meetings of the 2015 Joint Committee**

- 1.6 Part I of Schedule 12 of the LGA 1972 and the provisions of Clauses 3.7 to 3.17 shall apply to meetings of the 2015 Joint Committee.
- 1.7 Meetings of the 2015 Joint Committee shall normally be held once each quarter, subject to the need exceptionally to call additional meetings. The Chair shall decide the venue, date and time of all meetings of the 2015 Joint Committee. Wherever practicable, at least ten Working Days notice of such meetings shall be given to each JC Member, the Secretary, the Treasurer, the Monitoring Officer and to each of the Five Councils.
- 1.8 Any JC Member may requisition a meeting of the 2015 Joint Committee by giving notice of such requisition to the Chair and to the Secretary. Immediately upon receipt of such requisition, the Chair shall call a meeting of the 2015 Joint Committee in accordance with Clause 1.7.
- 1.9 The standing orders applicable to council meetings of Breckland shall apply to meetings of the 2015 Joint Committee except in so far as the 2015 Joint

Committee may agree amendments thereto or may adopt its own standing orders. All recommendations taken to the 2015 Joint Committee shall be voted upon and the majority shall prevail. Please refer to Clause 1.17 should an equality of votes arise.

- 1.10 No business may be transacted at a meeting of the 2015 Joint Committee unless a quorum is present. The quorum for a meeting of the 2015 Joint Committee shall be four JC Members or their substitute present in person. In the unlikely event that a JC Member or one of their substitutes is unable to attend a meeting of the 2015 Joint Committee a proxy arrangement may be agreed between the affected party and the remaining parties to this Agreement and a named member of the affected party may attend as such proxy. A substitute member or proxy member will count towards a quorum but will be unable to chair the meeting nor to vote on any issues. If the meeting is quorate but, upon considering an item brought to the Joint Committee the Chair determines (in consultation with the other Joint Committee members present) that it would be appropriate for all five JC Members (or their substitute) to be present, the item shall be deferred until the next meeting of the 2015 Joint Committee and a request shall be made for all five JC Members to be present or represented at that meeting.
- 1.11 If a quorum is not present within fifteen minutes of the time set for the commencement of a meeting of the 2015 Joint Committee (or a quorum ceases to be present during a meeting) the meeting shall be adjourned to the same day time and venue seven days later or to such other date time and venue as the Chair (or other person who is chairing the meeting) shall determine.
- 1.12 One of the meetings of the 2015 Joint Committee referred to in Clause 1.7 shall be held during May or June of each calendar year and shall be the annual meeting of the 2015 Joint Committee at which the election of the Chair and Vice-Chair of the 2015 Joint Committee shall take place together with such other business as may be appropriate in the opinion of the outgoing Chair.

#### **Chair and Vice-Chair**

- 1.13 The 2015 Joint Committee shall at each annual meeting elect a new Chair and a new Vice-Chair to hold office for the next ensuing year. The persons eligible to be elected as Chair shall not be the appointees of a Council whose appointee held that position in any of the four previous years. The persons eligible to be elected as Vice-Chair shall not be the appointees of a Council whose appointee held that position in the previous year. The Chair and Vice-Chair shall not be appointees of the same Council.
- 1.14 The Chair or Vice-Chair may be removed by a majority vote of all JC Members present at a meeting of the 2015 Joint Committee subject to the Chair or the Vice Chair being given the opportunity to address the meeting before the vote is taken to put his or her case why he or she should not be removed.
- 1.15 If the Chair or the Vice-Chair is removed by a vote of the 2015 Joint Committee or resigns or is otherwise unable to continue as Chair or Vice Chair he or she may be replaced by the election of a JC Member as Chair or Vice-Chair as the

case may be who is the appointee of the same Council as the outgoing Chair or Vice-Chair.

- 1.16 The Chair shall preside at all meetings of the 2015 Joint Committee. If the Chair is not present within five minutes of the time for the commencement of a meeting, or being present does not wish to preside, or is unable to do so then the Vice-Chair shall preside at that meeting. If (in the event of the absence or non-availability of the Chair) the Vice-Chair is not present within five minutes of the time for the commencement of the meeting or does not wish to preside or is unable to do so, the meeting shall appoint a JC Member to chair the meeting.
- 1.17 In the event of an equality of votes the person chairing a meeting of the 2015 Joint Committee shall have a second or casting vote.

### **Responsibilities of the Chair and Vice-Chair**

- 1.18 The responsibilities of the Chair are as follows: -
- 1.18.1 to act as an ambassador for the 2015 Joint Committee and to represent the views of the 2015 Joint Committee to the general public and other organisations;
  - 1.18.2 to seek to ensure that the meetings of the 2015 Joint Committee are conducted efficiently;
  - 1.18.3 to give all JC Members and/or their substitutes/proxy an opportunity to express their views;
  - 1.18.4 to establish a constructive working relationship with, and to provide support for, any sub-committees or officers of the 2015 Joint Committee or of the ARP to whom the 2015 Joint Committee have delegated any of its powers and functions;
  - 1.18.5 to encourage the 2015 Joint Committee to delegate sufficient authority to officers of the 2015 Joint Committee or of the ARP to enable the statutory functions within the provision of the JC Services to be carried out efficiently between meetings of the 2015 Joint Committee;
  - 1.18.6 to ensure that the 2015 Joint Committee monitors and controls the use of delegated powers.
- 1.19 The role of the Vice-Chair is to deputise for the Chair during any period of the Chair's absence and during that period his or her responsibilities shall be the same as those of the Chair.
- 1.20 Except as provided by this Agreement neither the Chair nor the Vice-Chair has any authority or powers beyond those of any other JC Member.

### **Officers of the 2015 Joint Committee**

#### **(i) Secretary**

- 1.21 The Secretary of the 2015 Joint Committee shall be the officer for the time being designated by the 2015 Joint Committee. The Secretary shall be responsible for the recording of the minutes of all meetings of the 2015 Joint

Committee and for the circulation of draft minutes to each JC Member within five days of each meeting and responsible for the sending out of all notices and agendas of meetings. Minutes and records of the meetings of the 2015 Joint Committee shall be maintained by the Secretary in accordance with the requirements of the LGA 1972.

**(ii) Treasurer**

- 1.22 The Treasurer of the 2015 Joint Committee shall be appointed by the 2015 Joint Committee at each annual meeting for the next ensuing year from the Five Councils. The Treasurer as the Chief Financial Officer of the 2015 Joint Committee shall perform the functions of the relevant officer responsible for the administration of the financial affairs of the 2015 Joint Committee under Section 151 of the LGA 1972, Part VIII of the Local Government Finance Act 1988 and the Local Government (Accounts and Audit) Regulations 2003.

The Treasurer shall also perform the role of the accounting officer in respect of all funds held on account for or paid to the Five Councils or any of them by Her Majesty's Government the European Union or other sources of finance for any purposes of the JC Services and to make or provide all appropriate banking and accounting arrangements and services required for the due and proper receipt, holding and application of such funds in accordance with the requirements of Her Majesty's Government and in accordance with best practice.

**(iii) Legal Advice and Services in Respect of the Constitution and Governance of the 2015 Joint Committee**

- 1.23 Legal advice and services as detailed in Schedule 4 of this Agreement should be sought from the Head of Legal Services or equivalent for the time being of one of the Five Councils or, where the ARP Management Team considers it appropriate, and on the advice of a Head of Legal Services or equivalent of the Five Councils, from external legal sources on specialist matters, or in the event that a conflict of interest may arise or has arisen. Where the use of legal advice and services from an external source is required, the 2015 Joint Committee shall be required to approve the use of such external legal sources and their proposed fees for providing such legal advice and services. The precise manner in which such advice and services will be provided shall be the subject of a separate agreement between the Five Councils.

**The Role of the 2015 Joint Committee**

- 1.24 The Role of the 2015 Joint Committee is to discharge the Five Council's statutory functions in respect of the JC Services including to: -
- 1.24.1 approve the Service Delivery Plan for each Financial Year including the approval of staffing requirements to be met by the Five Councils;
  - 1.24.2 approve the annual budget for the 2015 Joint Committee and the ARP;
  - 1.24.3 approve the annual report of the 2015 Joint Committee and the ARP;
  - 1.24.4 monitor expenditure and income of the 2015 Joint Committee and the ARP against the agreed annual budget;

- 1.24.5 set progress and performance targets for the JC Services, approve the Service Delivery Plan for the performance of such Services and monitor and review the performance of such Services against such targets and delivery plan;
- 1.24.6 recommend to the Five Councils any amendment of the terms of reference of the 2015 Joint Committee or of this Agreement;
- 1.24.7 regularly review and update the ARP Health and Safety Policy having particular regard to any amendments required by reason of a change of law which Policy the Five Councils shall have developed as soon as is practicable following the entering into of this Agreement;
- 1.24.8 appoint one or more sub-committees of the 2015 Joint Committee (in accordance with Regulation 11(4) of the 2000 Regulations) as it may consider to be required and to delegate specific functions to such sub-committees. Any sub-committee shall comprise a majority of JC Members (one of whom shall chair the sub-committee) but may include non-JC Members (namely from the membership of the Five Councils) and the 2015 Joint Committee shall determine terms of reference of each sub-committee the term of office of each sub-committee member and the quorum for meetings of each sub-committee and the financial limits within which it shall operate;
- 1.24.9 delegate specific functions to officers of the 2015 Joint Committee or of the ARP in accordance with the provisions of Section 101 of the LGA 1972 and Regulation 11(4) of the 2000 Regulations.

## **2. HEALTH AND SAFETY POLICY**

- 2.1 The Five Councils shall through the 2015 Joint Committee regularly review and update an ARP Health and Safety Policy having particular regard to any amendments required by reason of a change of law.

## **3. ARP MANAGEMENT TEAM AND OPERATIONAL IMPROVEMENT BOARD**

### **ARP Management Team**

- 3.1 The 2015 Joint Committee has established a working group of ARP senior employees to be known as the ARP Management Team.
- 3.2 The members of the ARP Management Team shall continue to comprise the following officers of the ARP: -
  - The Head of ARP
  - The Strategic Manager (Billing and Benefits)
  - The Strategic Manager (Revenues)
  - The Strategic Manager (Support)and such other officers of ARP as the 2015 Joint Committee may decide.



- 3.3 The responsibilities of the ARP Management Team shall be to: -
- 3.3.1 manage the performance of the JC Services so as to ensure, so far as is possible and practicable, the delivery of such Services in accordance with the Service Delivery Plan and the progress and performance targets for the JC Services set by the 2015 Joint Committee pursuant to Clause 1.25.5;
  - 3.3.2 review the JC Services following a subsidy reclaim made by the DWP and in the event of such reclaim from the DWP or equivalent body to review the matter to which the reclaim relates and determine whether in the circumstances of the case the payment of the reclaimed amount shall be shared in accordance with the agreed percentages payable by the Five Councils for the period of subsidy reclaim;
  - 3.3.3 report to the 2015 Joint Committee meetings on the progress and performance of the services provided by the ARP in connection with the provision of the JC Services against the Service Delivery Plan and the progress and performance targets set by the 2015 Joint Committee pursuant to Clause 1.25.5;
  - 3.3.4 strive to ensure that the services provided by the ARP are delivered equitably between the Five Councils, so far as may be practicable;
  - 3.3.5 prepare and submit to the 2015 Joint Committee for its approval on or before 31<sup>st</sup> December in each year an annual budget, and annual Service Delivery Plan for the next Financial Year;
  - 3.3.6 report to the 2015 Joint Committee on the income and expenditure of the ARP against the approved budget;
  - 3.3.7 seek to ensure so far as is practicable that the JC Services are provided within the budget (to include the allocation of new burdens funding) approved by the 2015 Joint Committee and to notify the 2015 Joint Committee of any material divergence from the annual budget and the reasons therefore;
  - 3.3.8 recommend to the 2015 Joint Committee the resources (including staffing resources) required to provide the JC Services to the requisite performance standards and any changes required in such resources to maintain such performance standards;
  - 3.3.9 make appropriate recommendations to the 2015 Joint Committee on any matter of relevance to the business of the 2015 Joint Committee and of the ARP.

#### **Operational Improvement Board**

- 3.4 The 2015 Joint Committee has established an Operational Improvement Board.
- 3.5 The members of the Operational Improvement Board shall continue to be a working group of senior employees from ARP and the Five Councils as established by the 2015 Joint Committee.
- 3.6 The Operational Improvement Board shall meet monthly and report to the 2015 Joint Committee.

- 3.7 The responsibilities of the Operational Improvement Board shall be to:-
- 3.7.1 clarify service standards/levels provided by the ARP on behalf of each of the Five Councils in particular:-
- interface with client services;
  - performance management requirements;
- and ensure a clear relationship between the ARP and client services in terms of areas of responsibility and fairness of cost/benefit arising;
- 3.7.2 shape future services both for each of the Five Councils and the ARP by identifying issues and prioritisation of them by the ARP management;
- 3.7.3 provide a basis to resolve problems and improve service incrementally over time;
- 3.7.4 where no Support Service arrangements have been agreed, or where it is deemed time to review the existing Support Service arrangements, decide how on-going Support Service arrangement should be provided for ARP and
- 3.7.5 receive reports on specific employee Employments Costs.
- 3.7.6 consider and agree any future spending in respect of additional funding.