STATUTORY & CORPORATE GOVERNANCE GROUP - TERMS OF REFERENCE

PURPOSE

- To keep under review the governance arrangements and related procedures of the City Council, to ensure best practice so that the highest standards are maintained.

OBJECTIVES

- Consider and endorse any proposed changes in the regulatory aspects of the Council's governance framework.

- Consider and endorse policies, procedures and best practice guidance issued in support of the Council's regulatory/governance framework, eg code of governance, employee code of conduct, anti-fraud and corruption strategy, whistleblowing, financial regulations, contracts and procurement code, partnership manual.

- Consider and endorse the draft Annual Governance Statement prior to its submission to the Audit & Performance Committee and subsequent signing.

- Oversee the implementation of improvement areas highlighted in the Annual Governance Statement.

- Ensure that an appropriate programme of training and awareness raising is in place to promote compliance with the Council's governance framework.

- Consider and comment on the internal audit annual plan and the external audit and inspection plan.

- Receive appropriate audit, inspection and other monitoring reports to confirm compliance with the Council's governance and regulatory framework and implementation of recommendations.

- Review the annual ethical governance report prior to its submission to Standards Committee.

- Oversee the activities of the Governance Working Group including progress against the improvement plan and commissioning of specific governance related projects and initiatives as required.

- Keep under review the work programmes of the Standards Committee and the Audit & Performance Committee.

MEMBERSHIP

- Membership of the Group will comprise the Chief Executive, Director of Finance and Head of Legal Services.

OPERATING ARRANGEMENTS

- Frequency of meetings – SCGG will meet every two months and on an exceptional basis as necessary.

- Meetings administration – Chief Executive's Office (Janice Green)