

<b>2. Standards and Audit Committee</b>	
<p><b>Appointed by:</b></p> <p>The Council, in accordance with the provisions of S101 and S102 Local Government Act 1972 and Regulations made thereunder.</p>	<p><b>Number of Elected Members:</b></p> <p>Six elected Members (of whom one member may be a member of the Executive nominated by the Leader of the Council)</p>
<p><b>Chair and Vice-Chair appointed by:</b></p> <ol style="list-style-type: none"> <li>1. The Chair will be appointed by Council.</li> <li>2. There will be one Vice Chair, who will be appointed by Council</li> <li>3. The Vice-Chair shall deputise for the Chair in his or her absence.</li> </ol>	<p><b>Political Proportionality:</b></p> <p>Rules of political proportionality apply.</p> <p><b>Substitutes:</b></p> <p>Substitutes are permitted for the Standards and Audit Committee.</p> <p><b>Frequency:</b></p> <p>At least quarterly.</p> <p><b>Venue:</b></p> <p>As set out in the approved Calendar of Meetings.</p>
<p><b>Quorum:</b></p> <p>At least three voting Members of the Committee</p>	<p><b>Co-opted Members to be appointed by Council:</b></p> <p>Up to six non-voting, to be appointed by the Committee</p> <p><b>Independent Person to be appointed by the Council:</b></p> <p>Appointment approved by full Council in accordance with the provisions of Section 28(6) and (7) of the Localism Act 2011</p> <p>The Independent Person shall be invited to attend the meetings of the Standards and Audit Committee</p>
<p><b>Terms of Reference:</b></p> <p>The Standards and Audit Committee will have the following roles and functions.</p> <p><b>Standards functions determined by Council:</b></p> <ol style="list-style-type: none"> <li>1.1 promoting and maintaining high standards of conduct by Members and Co-Opted Members of the authority</li> <li>1.2 receiving periodic reports from the Monitoring Officer on dispensations granted / refused, complaints received against Members, complaints resolved informally, complaints resolved</li> </ol>	

after an investigation and a Members Advisory Panel Hearing and assessing the operation and effectiveness of the Members' Code of Conduct

- 1.3 advising on training or arranging to train Members and Co-Opted Members on matters relating to the Members' Code of Conduct
- 1.4 assisting Councillors and co-opted Members to observe the Members' Code of Conduct
- 1.5 to receive referrals from the Monitoring Officer into allegations of misconduct in accordance with the authority's assessment criteria
- 1.6 advising the Council upon the contents of and requirements for codes/protocols/other procedures relating to standards of conduct throughout the Council
- 1.7 maintaining oversight of the Council's arrangements for dealing with complaints
- 1.8 informing Council and the Chief Executive of relevant issues arising from the determination of Code of Conduct complaints
- 1.9 appointment of Members' Advisory Panel (a Working Group of the Committee) to hear and make recommendations to the Monitoring Officer concerning complaints about Members and Co-Opted Members referred to it by the Monitoring Officer
- 1.10 on referral by the Monitoring Officer to grant dispensations after consultation with the Independent Person pursuant to S33(2) (b), (c) and (e) of the Localism Act 2011
- 1.11 hear and determine appeals against refusal to grant dispensations by the Monitoring Officer pursuant to S33(2)(a) and (d) of the Localism Act 2011

**Audit functions determined by the Council:**

- 1.12 providing independent assurance that the Authority's financial and risk management is adequate and effective and that there is a sound system of internal control that facilitates the effective exercise of its functions, including:
  - 1.12.1. keeping under review the Authority's own audit standards and whether they are relevant and represent best practice
  - 1.12.2. considering or reviewing the following and the action taken on them and advising the Council and/or the Cabinet, as appropriate:
    - (a) internal and external audit plans and progress against plans
    - (b) summaries of external and internal audit reports and progress against recommendations made in audit reports
    - (c) the annual report of the internal auditor and the Annual Governance Statement
    - (d) approving the annual statement of accounts and whether appropriate accounting policies have been followed

- (e) reports from inspection agencies, including the external auditor's Annual Management letter and report to those charged with governance issues
- (f) keeping under review the Authority's control environment and anti-fraud and anticorruption arrangements, including compliance with the Financial and Contracts Procedure Rules
- (g) keeping under review the relationships between external and internal audit and other inspection agencies

1.13 reviewing the performance of the Council's appointed Internal Audit provider

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