

**7.2. AUDIT AND ACCOUNTS COMMITTEE****Rules**

- The Committee Procedure Rules and the Access to Information Procedure Rules shall apply to the Audit and Accounts Committee.

**Membership, Chair and Quorum**

Number of Members	9 + 1 co-opted Independent Member (non-voting)
Substitute Members Permitted	No
Political Proportionality Rules Apply	Yes
Appointments / Removals	Resolution of Full Council
Restrictions on Chair/Vice Chair	None
Quorum	One quarter (1/4) of the committee members rounded up
Number of Ordinary Meetings per Council Year	At least 4 per year (1 per quarter)

**Purpose**

To provide independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the Council's financial reporting and governance processes.

**Remit and Terms of Reference**

1. Oversee the Council's financial reporting process.
2. Approve the Council's Annual Statement of Accounts in accordance with the relevant prevailing legislation.
3. Receive and consider the reports, plans and opinions of the internal auditor; agreeing and monitoring the implementation of actions agreed in respect of such reports, plans and opinions, and ensuring effective control within the assurance framework.
4. Receive and consider the reports and opinions of the external auditor and external inspection agencies; monitoring the implementation of actions agreed in respect of such reports and opinions.
5. Scrutiny of the Council's Treasury Management Strategy, Investments Strategy and Capital Strategy and the in-year monitoring of compliance with these.
6. Scrutiny of the Council's Medium Term Financial Plan, annual budget and in-year monitoring of these in the context of financial sustainability.

7. Assurance of the Council's governance, risk management framework and associated control environment and policies including the Council's Risk Register, Risk Management Strategy, and anti-fraud and anti-corruption arrangements.
8. Review any matters within the committees' remit and terms of reference referred to it by the Chief Executive, Section 151 Officer, Monitoring Officer or any Body of the Council.
9. Act as an advisory committee to the Cabinet and Council on matters relating to the Committee's terms of reference.
10. Such other matters as required by law or guidance to be the proper remit of the Audit & Accounts Committee.
11. Ensure that the Council achieves value for money through all its arrangements.

**7.2. GOVERNANCE, GENERAL PURPOSES AND LGR COMMITTEE****Rules**

- The Committee Procedure Rules and the Access to Information Procedure Rules shall apply to the Governance General Purposes and Local Government Reorganisation (LGR) Committee and as applicable to its Sub-Committees.
- The business of the Sub-Committees shall also be conducted in accordance with the Council's Arrangements for Dealing with Standards Complaints and associated Codes and Protocols.
- The business of informal Working Parties shall be conducted in accordance with terms of reference as determined by the Committee or at the discretion of the Chair as provided for by these Terms of Reference.

**Membership, Chair and Quorum**

Number of Members	12
Substitute Members Permitted	Yes
Political Proportionality Rules Apply	Yes
Appointments / Removals	Resolution of Full Council
Restrictions on Membership	Group Leaders or their nominees and Chair of Policy and Performance Improvement Committee or their nominee to be allocated a seat subject to political proportionality
Restrictions on Chair/Vice Chair	None
Quorum	One quarter (1/4) of the committee members rounded up
Number of Ordinary Meetings per Council Year	At least 4 per year (1 per quarter)
Standing Sub-Committee	<ul style="list-style-type: none"> <li>• None</li> <li>• Standards Complaint Hearing Panel convened as required</li> <li>• Informal Working Parties convened as required</li> </ul>

**Purpose**

To promote and maintain high standards of conduct by Members, to maintain overview of arrangements for Local Government Reorganisation, the Council's Constitution and decision-making, and to consider electoral and boundary matters as required.

**Remit and Terms of Reference**

**Governance**

1. Overview of the Council's Constitution and consideration of proposed amendments or revisions to the Constitution including the Schemes of Delegation, Procedure Rules and Protocols.
2. Receive and review corporate complaints reports and Ombudsman reports except for those reserved to Full Council.
3. Assurance of the Council's legal governance framework and policies including the Council's 'whistleblowing', and surveillance policies.

**Standards**

4. Promote and maintain high standards of conduct by Members and Co-opted Members of the Council.
5. Overview of the Council's Members' Code of Conduct, Arrangements for Dealing with Standards Complaints and associated Protocols; recommendations as to the adoption of and/or amendments to the Code, Arrangements and associated Protocols.
6. Assist and advise Members and Co-opted Members of the Council and parish councils within the district of the Council on standards and compliance with the Code and associated Protocol including as regards members' interests, gifts and hospitality.
7. Make recommendations as to the appointment of Independent Persons.
8. Support and assist the Monitoring Officer in their discharge of the role as regards member standards, conduct and behaviour.
9. Convene a Standards Complaint Hearing Panel as may be required by the Monitoring Officer for the purpose of determining a standards complaint made against a Member or Co-opted Member of the Council or parish council in accordance with the Arrangements.
10. Overview of the Council's arrangements for Member training and development.

**General Purposes**

11. Functions relating to parishes, elections and electoral registration.
12. Functions relating to Polling Station reviews.

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13. Functions relating to Community Governance Reviews.
14. Making recommendations to Council relating to the name and status of areas and individuals.
15. Making recommendations to Council on the promotion or approval of local bill.
16. Making recommendations to the Council as to recommendations to the Secretary of State on district boundaries, ward boundaries, electoral divisions, wards or polling districts.

**Local Government Reorganisation (LGR)**

17. To oversee the plans for, and impact of, Local Government Re-organisation within Nottingham and Nottinghamshire.
18. To provide a sounding board and steer to the Leader and Chief Executive to inform discussions with other Nottinghamshire Leaders on the views and perspectives of Newark and Sherwood District Council.
19. To consider the selection of final proposal(s) to be submitted to Government and make recommendations to Cabinet and/or Full Council as appropriate.
20. To receive regular reports and updates on the progress of Local Government Re-organisation.
21. To pay particular attention and oversight to the key challenges and risks associated with the transition to a new unitary structure, including continuity of service provision, delivery of the Council's Community Plan and staff recruitment and retention.
22. To liaise with and advise the Council's Cabinet, Audit and Accounts Committee, Policy and Performance Improvement Committee and other committees as appropriate.

**General**

23. Review any matters within the committees' remit and terms of reference referred to it by the Chief Executive, Section 151 Officer, Monitoring Officer or any Body of the Council.
24. Such other matters as required by law or guidance to be the proper remit of the Governance, General Purposes and LGR Committee.
25. Act as an advisory committee to the Cabinet and Council on matters relating to the Committee's terms of reference.

**Standards Complaint Hearing Panel**

26. Shall be a Sub-Committee of the Governance General Purposes and LGR Committee constituted as required by the Monitoring Officer.
27. Shall comprise 3 elected Members of the Governance General Purposes and LGR Committee.
28. Shall be politically proportionate.
29. Shall hear and determine in accordance with the Arrangements as regards standards complaints referred to the Hearing Panel.

**Informal Working Parties**

30. The Committee can convene Informal Working Parties, open to the whole membership of the Committee, as required. Any Committee Chair or Portfolio Holder may be invited to attend where the subject matter is relevant to their role. Any named substitute to the Committee may attend a Working Party as substitute.
31. The Committee Chair, or in their absence the Vice Chair, has authority to convene Working Parties in accordance with paragraph 30. above where it would cause undue delay to wait for the next meeting of the Committee.
32. Working parties will normally be led by the Chair or Vice Chair of the Committee.
33. Working Parties are unable to make decisions and will report back to Committee, except for Working Parties relating to Local Government Reorganisation where it would cause undue delay to report back to the Committee, in which case the findings of Working Parties may be reported directly to Full Council or Cabinet as applicable.