

Terms of Reference for the Risk and Assurance Board

The Risk and Assurance Board has no constitutional decision-making powers, but will make recommendations to the Corporate Leadership Team, other boards, through to Committees where necessary.

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Purpose and objective

Ensures robust monitoring of strategic and operational risk, completion of internal and external audit and inspection recommendations, development, testing and review of the organisation's assurance frameworks, including the internal audit workplan, business continuity and the council's emergency response plan.

Meeting Frequency

Monthly

Membership

Chair Acting Executive Director, Place Peter Skates

Key Officers Josie Griffiths - Head of Audit and Risk
Janet Witkowski - Head of Legal Services
Paul Goodwin - Head of Finance

Membership

Reports to

- Corporate Leadership Team on a monthly basis
- Other boards by exception, for information sharing and/or escalation of issues arising.

Receives reports from

- Health and Safety Forum
- Strategic Information Governance Group
- Internal Audit team
- Risk and Business Continuity
- Insurance Team
- Directorate attendees

Responsibilities

- Monitoring performance of the strategic risk register and monitoring performance of the operational risk registers.
- Reviewing the chief internal auditors draft annual internal audit workplan, ensuring it is risk based and aligned to the content of the strategic and operational risks of the organisation.
- Oversee the preparation of the Council's draft and final Annual Governance Statement, identifying significant governance issues for inclusion.
- Organisational review of the Code of Corporate Governance, including identifying amendments as needed.
- Monitoring completion of internal and external audit, inspection and AGS recommendations, receiving assurance that changes have achieved required improvements.
- Develop and own the organisation's assurance framework, which explains what assurances exist and who is responsible for them outlining the key areas of the assurance required by those charged with ensuring good governance and identifying the assurance process and providers.
- Consider the assurances available regarding the adequacy and effectiveness of the governance arrangements for the council's partnership arrangements, including shared service arrangements, wholly owned companies, commercial arrangements with private sector partners and service delivery arrangements with community groups and social enterprises.
- Ensuring that business continuity and emergency response plans are in place, tested and that these support the wider local resilience forum plan.
- Ensuring that the organisation discharges its responsibilities in relation to the stewardship of public money and safeguarding against losses due to fraud and corruption and promoting the link between effective counter-fraud arrangements and the expected ethical standards for members and officers expected by the public.

- To consider arrangements in place to ensure the organisation in its entirety has regard to the Seven Principles of Public Life: the Nolan Principles
- Be informed by the work of the External Auditor and use the planned work programme and update reports provided to understand how this relates to the overall coverage of assurances. The Group should contribute to the organisation's response to the annual audit letter.

Key outputs

Key output	Relevant committee
Draft and final Annual Governance Statement	Audit and Governance Committee
Quarterly and annual Strategic risk reports	Corporate Policy Committee/Audit and Governance Committee
Draft Internal Audit Plan	Audit and Governance Committee
Recommended Code of Corporate Governance	Audit and Governance Committee
Assurance Framework for CEC, identifying key delivery partners/wholly owned companies/shared service arrangements	
Counter Fraud strategy	
<u>Key indicators/dashboards</u>	
Implementation of agreed internal audit recommendations	
Implementation of external audit recommendations	
Implementation of inspection/review recommendations	
% completion of risk registers at Head of Service level	
Frequency of review of risk registers	
% completion of business continuity plans at Head of Service level	

Meeting Agenda

1. Welcome and introductions.
2. Minutes of the last meeting
3. Update on actions from the last meeting
4. Matters arising
 - a. Risk register updates
 - b. Progress on inspection and audit recommendations
 - c. Health and Safety forum report
5. Draft reports for committees – review points and feedback
6. AOB