

DARTFORD BOROUGH COUNCIL

ANNUAL MEETING

REVISED

Appendix J

AUDIT BOARD [REPORTING TO THE COUNCIL unless otherwise stated in these Terms of Reference]

Chairman: Councillor D A Hammock
Vice-Chairman: Councillor A R Martin
Membership: Councillors M J Bryant (Shadow Vice-Chairman), M J Davis, D E May (Shadow Chairman), P Scanlan and A Wells

TERMS OF REFERENCE:

A. DELEGATED FUNCTIONS:

1. To consider and agree the internal and external Audit Plans.
2. To monitor and review audit performance.
3. To consider audit reports which maybe of a sensitive and confidential nature.
4. To consider reports relating to matters of financial principle.
5. To consider reports on matters involving potential significant fraud or financial irregularity.
6. To receive and consider reports relating to Ombudsman investigations where fraud, corruption or other significant malpractice has occurred and to recommend accordingly to the Cabinet.
7. To receive and consider reports relating to breaches of Standing Orders and Financial Regulations and to recommend accordingly to the Cabinet. (For the avoidance of doubt, the Cabinet shall in any event receive such reports for information).
8. To consider the framework/policies/procedures for tenders and contracts and to advise on the content and implementation thereof.
9. Without prejudice to the roles and responsibilities of the Cabinet and other Committees/Boards to oversee and consider the Council's policy as regards the scope, timetable and mechanics for achieving value for money
10. To consider variations to the Council's agreed Standard Contract and Conditions and other documentation incidental and ancillary thereto.

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11. To consider and keep under review Council policies and procedures on procurement to ensure that these accord with Standing Orders, Financial Regulations and best practice.
12. To consider reports on matters involving contractual disputes and to recommend accordingly.
13. To receive and consider reports from the Monitoring Officer on lawfulness and/or maladministration.
14. To receive and consider reports from the Chief Finance Officer on vires, financial impropriety and probity issues.
15. To consider reports on the Whistleblowing Policy where fraud, corruption or other significant malpractice has occurred and to recommend accordingly to the Cabinet.
16. To consider reports on the Corporate Complaints Procedure where fraud, corruption or other malpractice has served to undermine the Council's internal controls and lines of reporting and to recommend accordingly to the Cabinet.
17. In order to ensure propriety and probity on corporate land issues including the promotion of specific corporate developments, to review the decisions of the Cabinet as they relate to the treatment of planning policy and land disposals particularly where there is a potential for conflict and to ensure that Cabinet decisions relating to corporate land and the promotion of specific corporate developments are made consistently with other decisions.
18. To monitor the Members' Allowances Scheme and information regarding Members' attendance at meetings of the Council, the Cabinet, Committees, Boards and Panels and on Outside Bodies.
19. **Discussion/Consultation Papers**

To respond to discussion/consultation papers relating to matters connected/associated with the functions of the Board in accordance with the procedure set out in the Appendix to these Terms of Reference.
20. **Corporate Governance**

To consider and keep under review the Council's corporate governance arrangements to ensure that these accord with and/or comply with legislation and best practice.

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NB: Corporate governance arrangements relating to standards of conduct – how behaviour within the organisation of the Council is governed and relationships between Councillors and Officers, falls within the remit of the Standards Committee.

REFERRED FUNCTIONS

1. To consider external audit reports which have significant financial and policy implications for the Borough and to advise the Cabinet as appropriate.
2. To consider Audit Commission publications which have implications for the Borough and to advise the Cabinet as appropriate.
3. To advise the Council, Cabinet and Committees/Boards/Panels as appropriate, on matters involving:-
 - (a) best practice;
 - (b) compliance with Best Value principles.
4. To oversee the production of the Council's Annual Governance Statement and to recommend its adoption to the General Assembly of the Council.