

AC23. Terms of Reference

The committee considered a report by the Chief Finance Officer presenting the Terms of Reference to the Audit Committee as part of an annual review to ensure they are accurate and remain fit for purpose.

The main changes were:-

- In terms of membership, the Terms of Reference would include an explicit definition of who should comprise the Committee and what officers should attend.
- Agendas, minutes and accompanying papers would be issued 5 clear days in advance of the meeting date.
- The Terms of Reference would provide a clear understanding of the purpose of the Audit Committee.

Decision

The Committee:-

- (1) noted the Terms of Reference set out at Appendix 1 to the report; and**
- (2) agreed to the changes to the Terms of Reference proposed by the Chief Finance Officer.**