

CORPORATE GOVERNANCE GROUP

TERMS OF REFERENCE

Objectives

The Corporate Governance Group has been established to review the adequacy of the Authority's Governance Arrangements and ensure that an appropriate Governance Framework operates.

To review the adequacy of the **Code of Corporate Governance** and where necessary recommend changes to the Audit Committee.

To draft an **Annual Governance Statement (AGS)** for approval by the Leader and Chief Executive. The AGS will be included within the **Annual Statement of Accounts**.

To monitor the implementation of improvements to the Authority's Governance Arrangements including the implementation of the **AGS Action Plan**.

To consider amendments to the Governance arrangements due to changes to Statutory or other Guidance.

To lead on the promotion, communication and monitoring of Governance issues.

To consider relevant reports in relation to Governance from Auditors and Regulators.

To ensure that Good Governance is promoted and communicated across the Authority.

Quarterly Meetings

The aim is to meet quarterly subject to there being adequate business to conduct. The meetings will be arranged by Democratic Services.

(Minutes of the CGG are to be forwarded to the Audit Committee)

Membership

The Corporate Governance Group will include the following:

- Deputy Leader (Resources)
- Deputy Leader (Communities)
- Audit Committee Chair (Observer)
- Director of Corporate Services (s151 officer)
- Assistant Chief Executive (Regeneration & Policy)
- Assistant Chief Executive (People Management & Performance)
- Head of Administration & Law
- Head of Financial Services
- Head of Audit, Risk & Procurement
- Audit and Risk Manager
- HR Manager