

EPPING TOWN COUNCIL

TERMS OF REFERENCE FOR CORPORATE GOVERNANCE ADVISORY COMMITTEE

The Advisory Committee will act under Section 101 of the Local Government Act 1973 which gives the Council powers to arrange to receive advice on technical issues from an advisory committee and allows Council to appoint persons other than councillors to stand on an advisory committee.

The Advisory Committee will initially meet twice per annum, but at the discretion of the Committee further meetings may be arranged should that be necessary to cope with the Advisory Committee's workload. The Advisory Committee will comprise of four persons; the Mayor, Deputy Mayor and the Clerk, sitting in a non-voting capacity, and one other Member to be the Key Member for Finance (but if that Member is serving as Mayor or deputy, another appropriate Member will be chosen. The Deputy Mayor will act as Chairman.

The Corporate Governance Advisory Committee will report to Council and bring forward recommendations on matters under its remit (as below) for Council's attention.

- a) setting and agreeing an audit plan with the internal auditor
- b) reviewing the Standing Orders and Financial Regulations and procedures for complaints.
- c) examining and monitoring the content of the Annual Report
- d) drawing up a protocol governing relationships between members and officers
- e) recommending appropriate review techniques
- f) all other tasks of a broadly similar nature where a clear recommendation to Council is necessary but must be based on technical corporate governance or accounting information.

Approved: Annual Council Meeting 9 th May 2017 Next review: Annual Council Meeting 8 th May 2018

MINUTE #435 of 2013-14

Council **RESOLVED** to delegate authority to the Committee to deal with all staffing issues that do not involve salary, grievance or disciplinary matters.