

# **GOVERNANCE & FINANCE COMMITTEE**

## **TERMS OF REFERENCE**

### **Name**

1. The Committee shall be known as The Governance Committee

### **Membership**

2. Membership of the Committee is open to any Councillor who wishes to be a member
  - 2.1 Councillors who are not members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 5 or one half of its membership whichever is greater.
4. The Committee shall elect a Chair at the first meeting after the Annual General Meeting. The Chair's period of office shall be one year.
5. The Committee shall elect a Vice-Chair at the first meeting after the Annual General Meeting. The Vice-Chair's period of office shall be one year.
6. The Chair if present shall chair the Committee meeting.

### **Conduct of the Meeting**

7. All meetings of the Governance Committee shall be convened in accordance with the Parish Council's Standing Orders and current Legislation.
8. All business undertaken at the Governance Committee shall be done so in accordance with the Parish Council Standing Orders and current legislation.

### **Area of Operations**

9. The Committee shall be responsible for and have authority for (unless stated elsewhere) for the following aspects of the Parish Council's functions:

#### **Audit and Finance**

- 9.1 To set and agree the audit plan with the Internal Auditor
- 9.2 To review and approve financial statements.
- 9.3 To review the Standing Orders, Financial Regulations and Policies and Procedures.
- 9.4 To examine and monitor the content of the Annual Report.
- 9.5 To draw up a protocol governing the relationship between Members and Officers.
- 9.6 To review and recommend appropriate techniques.

- 9.7** To undertake all other tasks of a broadly similar nature where a clear recommendation to the Council is necessary but must be based on technical governance or accounting information.

**Standards**

To discharge the functions as set out in Part 1, Chapter 7 of the Localism Act 2011 including:

- 9.8** To promote and maintain high standards of conduct by members and co-opted members of Rossington Parish Council and to make recommendations to Council on improving standards
- 9.9** To monitor and assess the operation and effectiveness for dealing with the Code of Conduct and to review and manage the arrangements for dealing with Code of Conduct complaints.
- 10.** The Committee shall appoint a Sub-Committee and Working Groups as and when is deemed necessary and shall set out Terms of Reference for those bodies.
- 11.** The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.