



<b>Title:</b>	<b>Constitution of the Council (Part 3E: Audit (approval of Statement of Accounts) Committee)</b>
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**Adopted by Full Council on 17<sup>th</sup> May 2019**



# FUNCTIONS AND PROCEDURES OF THE AUDIT (APPROVAL OF STATEMENT OF ACCOUNTS) COMMITTEE

## 1 FUNCTIONS OF THE AUDIT (APPROVAL OF STATEMENT OF ACCOUNTS) COMMITTEE

ONLY FULL COUNCIL CAN AMEND THE FUNCTIONS OF THE AUDIT (APPROVAL OF STATEMENT OF ACCOUNTS) COMMITTEE

- 1.1 The following powers and functions will be the responsibility of the Audit (approval of Statement of Accounts) Committee.

### STATEMENT OF PURPOSE

- 1.2 The purpose of the Audit (approval of Statement of Accounts) Committee is to receive reports from the Audit Committee and to approve the Annual Statement of Accounts (under Reg. 8 of the Accounts and Audit (England) Regulations 2011 and Reg. 2(11) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended).
- 1.3 The Committee shall consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

## 2 POWERS OF THE AUDIT (APPROVAL OF STATEMENT OF ACCOUNTS) COMMITTEE

- 2.1 The Audit (approval of Statement of Accounts) Committee shall be empowered to:

- 2.1.1 Question members of the Cabinet, and/or officers of the Council about any matters pertaining to policy, service delivery, performance or the carrying out of the business of the Council which are relevant to the approval of the Statement of Accounts.
- 2.1.2 Ask for any Council documents which are relevant to the approval of the Statement of Accounts.
- 2.1.3 Seek information from, or ask questions of, any other person or body if that person or body so consents where this is relevant to the approval of the Statement of Accounts.

### 3 PROCEDURES OF THE AUDIT (APPROVAL OF STATEMENT OF ACCOUNTS) COMMITTEE

THE AUDIT (APPROVAL OF STATEMENT OF ACCOUNTS) COMMITTEE CAN AMEND THE PROCEDURES WHICH IT FOLLOWS

#### MEMBERSHIP

- 3.1 The Audit Committee shall be composed of 16 Councillors to reflect the political make-up of the Council. No member of the Cabinet shall be on the Committee.

#### INDEPENDENT LAYPERSONS

- 3.2 The Council shall also appoint up to 2 Independent Laypersons (non-voting) who are not Councillors or officers of the Council or of any parish or town council within East Staffordshire. They are not members of the Committee and cannot vote, but shall otherwise be entitled to participate in the work of the Committee as if they were members of it.

NB Under S.102(3) Local Government Act 1972, a Committee with co-opted independent members cannot regulate or control the finance of the local authority so the Independent Laypersons cannot be members of the Committee.

## MEETINGS

- 3.3 All meetings of the Committee shall be held at the Town Hall Burton upon Trent at 6.30pm or immediately after a meeting of the Audit Committee unless previously agreed by the Committee.
- 3.4 The Committee will meet so often as may be required to perform the functions of the Committee. Ordinarily the Committee meets annually.
- 3.5 Subject to fulfilling the role outlined above, the agenda for each meeting shall be agreed by the Chairman. Member requests for items to be placed on the agenda must be received by the Chairman at least seven working days prior to the meeting.
- 3.6 Questions may be submitted by any member of the Audit (approval of Statement of Accounts) Committee for answer by the Leader, any Deputy Leader or Officer of the Council so far as these relate to approval of the Statement of Accounts. Questions must be received three clear working days prior to the meeting.

## CHAIRMAN AND VICE-CHAIRMAN

- 3.7 The Council shall appoint the Chairman and the Committee shall appoint the Vice-Chairman.

## RIGHT TO ATTEND

- 3.8 Meetings of the Committee shall be open to the press and public except for confidential business.
- 3.9 All Councillors formally appointed to the Committee by the Council have the right to attend and to vote at meetings of the Committee.
- 3.10 Other Councillors who are not formal members of the Committee may attend meetings of the Committee, except where Exempt Information is likely to be disclosed. If Exempt Information is likely to be disclosed, they can only attend such meetings if they can demonstrate that their attendance is necessary to perform their duties as a Councillor. If they do attend, they may ask the Chairman for consent to speak (giving reasons). The Chairman may seek the views of the Committee before making a

decision. If the Chairman gives such consent, the Councillor may take part in the debate when invited to do so by the Chairman (but may not vote).

- 3.11 The Committee shall determine which other persons should, from time to time, participate in the Committee's work.

## QUORUM

- 3.12 A quorum shall be no less than 4 members.

## MINUTES

- 3.13 The minutes of the meeting shall record any formal comments, views or recommendations made by the Committee and shall also record the answers to any formal questions.

## REPORTING ARRANGEMENTS

- 3.14 Where necessary the Committee will make reports and recommendations to the Executive and or Full Council arising from the outcome of its work.

## APPLICATION OF COUNCIL MEETING PROCEDURE RULES

- 3.15 Save where inconsistent with these Rules, proceedings at the Committee will be governed as set out in Rule 23 of the Council Meeting Procedure Rules – see Part 3A.