

## **Audit and Risk Committee Terms of Reference**

The Committee shall meet at least four times a year. The chair will be nominated by the Fire Authority. If the chair is unable to attend, the committee shall appoint a chair from amongst its members. The Committee shall have the following functions:

### **DELEGATED**

#### **Statement of Accounts**

- Review and approve the Authority's statement of Accounts

### **REFERRED**

#### **Governance**

- Review and approve the Statement of Assurance.
- Review and approve the Annual Governance Statement.
- Review and comment on reports regarding the Authority's corporate governance arrangements.

#### **External Audit**

- Discuss the nature and scope of the forthcoming audit with the external auditor.
- Receive and comment on the External Auditor's audit completion report.
- Receive and comment on the External Auditors Annual Audit Letter.
- Consider reports on external audit inspections.
- Ensure all auditors have fullest cooperation of staff.

#### **Internal Audit**

- Receive regular progress reports from Internal Audit and consider the issues and action plans arising from any audit.
- Approve the Internal Audit plan of work.
- Approve the Internal Audit Charter which defines the role, authority and responsibility of the Internal Audit Service.
- Consider the report on the annual review of internal audit effectiveness which provides assurance on the work being undertaken by internal audit and demonstrates compliance with Public Sector Internal audit Standards.

- Ensure all auditors have fullest cooperation of staff and promote the value of the audit process.

### **Risk Management**

- Maintain oversight of the risk management process and the Corporate Risk Register.
- Consider update reports on existing and emerging corporate risks.
- Receive quarterly update reports on the status of the corporate risk register.