

Audit Working Group Terms of Reference

Purpose of the Working Group

The Working Party is an advisory group of council members who, following the internal audit, advise the Parish Council on any necessary adjustments to the Council's policies and/or practices.

Terms of Reference

1. The working group will consist of at least three council members and the clerk in an advisory capacity, determined by the parish council. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite members of the public to join the efforts of the group and to attend meetings in an advisory capacity.
3. At the first meeting of the working group, members shall:
 - a. Review these terms of reference
 - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the council
4. In line with the purpose set by the council, the remit of the working group is to:
 - i. Receive and consider the Internal Auditor's report
 - ii. Receive and consider the year end papers produced by the Clerk
 - iii. Make recommendations to the Council on any adjustments in process or management of Council business
5. The working group does not have any delegated powers to make decisions for or on behalf of the council and must not exceed its purpose or remit without the council's permission.
6. The working group reports to the council and should provide reports as appropriate in order for the council to make a decision.
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council.

Reviewed and approved by the Council: 21 May 2025