Southampton City Council
Controls Assurance Management Group

Terms of Reference

Statement of Purpose

The purpose of the Controls Assurance Management Group is to draw together, evaluate, review and, where necessary, challenge the sources of assurance and supporting evidence, and to produce a draft Annual Governance Statement ("AGS").

Core Functions

- To draft the Council's AGS *in accordance with 'proper practices' to meet the statutory requirement set out in Regulation 4(2) of the Accounts and Audit (Amendment) (England) Regulations 2006*;

- To evaluate the assurances on the effectiveness of key controls provided via completion of Strategic and Directorate Assurance self assessment questionnaires and the provision and details of supporting evidence;

- To review the appropriateness of the proposed actions identified in response to gaps in the control or assurance framework;

- To present the AGS to the Audit Committee for their independent review; and

- *To review progress in respect of action plans to address any identified significant control weaknesses.*

Membership

Membership of the Group shall comprise the Executive Director of Resources (as the Section 151 Officer), Chief Internal Auditor, Monitoring Officer, *Chair of the Audit Committee and Head of Corporate Policy and Performance*. The Group shall be chaired by the Executive Director of Resources. Other officers and third parties who can add value to the group will be requested to attend at the discretion of the Executive Director of Resources.

Frequency of Meetings

The Group shall meet as required to fit in with the cycle of assurance statements, financial reporting and publication of the AGS and *at appropriate periods to review progress in respect of action plans to address any identified significant control weaknesses.*

Administration

The administration of the Group will be responsibility of the Chief Internal Auditor. This will include the distribution of information and documents to Group members.