



<b>ACET AUDIT &amp; RISK COMMITTEE TERMS OF REFERENCE</b>	
<b>Roles and Purpose</b>	The Audit & Risk Committee's remit is to advise the Board and Accounting Officer (the CEO) regarding the adequacy and effectiveness of the Trust's internal controls, risk management, governance and Value for Money (VFM) systems and frameworks. The Committee also advises the Board regarding the recommendation for the appointment of auditors (for Members approval) and the planned audit approach, as well as considering reports from the internal and external auditors and other bodies, ensuring that actions are taken where required.
<b>1. Constitution</b>	<p>1.1 The Trust Board established an Audit &amp; Risk Committee to advise the Board on matters relating to the Trust's audit arrangements and systems of internal control and to aid the Board's responsibility to ensure sound management of the Trust's finances and resources, including proper planning, monitoring and probity.</p> <p>1.2 The Audit &amp; Risk Committee is responsible to the Board.</p> <p>1.3 The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.</p>
<b>2. Authority</b>	<p>2.1 The Audit &amp; Risk Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any governor, employee, external auditor, internal auditor or other assurance provider.</p> <p>2.2 The Audit &amp; Risk Committee is authorised to obtain any outside legal or independent professional advice it considers necessary, in addition to guidance from the Academy Trust Handbook, normally in consultation with the Accounting Officer and/or Chair of the Board.</p>
<b>3. Duties</b>	<p>The duties of the Audit &amp; Risk Committee are to:</p> <p>3.1. Advise the Board and Accounting Officer on the adequacy and effectiveness of the Trust's governance, risk management, internal control and value for money systems and frameworks.</p> <p>3.2. Produce an annual report in respect of the above.</p> <p>3.3. Advise the Board regarding the appointment, re-appointment, dismissal and remuneration of the external auditor, so that this information can be shared with the Board of Members whose responsibility it is to appoint the Trust's external auditor.</p>



- 3.4. Advise the Board on the need for and, where appropriate, the appointment, re-appointment, dismissal and remuneration of an internal auditor or other assurance provider.
- 3.5. Ensure that where a full internal audit service is commissioned the service provider complies with the standards set by the Chartered Institute of Internal Auditors. This will mean the internal audit provider must conform to the Public Sector Internal Audit Standards.
- 3.6. Review the external auditor's annual planning document and approve the planned audit approach.
- 3.7. Receive reports (assignment reports, annual reports, management letters etc) from the external auditor, internal auditor and other bodies (for example the ESFA) and consider any issues raised, the associated management response and action plans. Where deemed appropriate, reports should be referred to the Board or other committee for information or action.
- 3.8. Regularly monitor outstanding audit recommendations from whatever source and ensure any delays in respect of agreed implementation dates are reasonable.
- 3.9. Establish the KPIs and monitor the performance of the external auditor, internal auditor or other assurance provider in line with the requirements of the Board.
- 3.10. Review the Trust's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
- 3.11. Consider any additional services delivered by the external auditor, internal auditor or other assurance provider and ensure appropriate independence is maintained.
- 3.12. Ensure appropriate co-operation and co-ordination of the work of the external auditor and internal auditor.
- 3.13. Meet with the external auditor and internal auditor or other assurance provider without management present, when required, either at their request or the request of the Committee.
- 3.14. Ensure that controls are in place regarding the General Data Protection Regulations (GDPR) and that compliance is monitored across the Trust.



- 3.15. To monitor policies in relation to Data Protection, Freedom of Information, IT and Data Security and Storage, Whistleblowing, Anti-fraud and Corruption Policy, and related matters and to agree changes as necessary, having the authority to approve them on behalf of the Board.
- 3.16. Ensure and review effective implementation and operation of financial systems and controls on a regular basis.
- 3.17. Review the Trust's internal risk management systems to ensure they are effective in supporting the Trust's aims, objectives and key performance targets in the most economic and environmentally sustainable manner.
- 3.18. In line with the Trust Anti-Fraud and Corruption Policy ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
- 3.19. To review policies in relation to:
- **GDPR and Data Protection,**
  - **Freedom of Information, IT and Data Security and Storage**
  - **Whistleblowing**
  - **Anti-Fraud and Corruption Policy**
  - **Gifts and Hospitality Policy**
  - **Business Continuity Plan**
  - **Safeguarding**
  - **Educational Visits**
  - **Health & Safety**
  - **First Aid**
  - **Risk Assessment**
- and related matters and to agree changes as necessary, having the authority to approve them on behalf of the Board.
- 3.20. To review the assessment of the levels of risk within the risk register, including any changes made during the period.
- 3.21 To monitor compliancy to statutory staff training in order to monitor internal controls and ensure ratios meet statutory requirements.



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	<p>3.22 To monitor compliancy records through iAMCompliant update reports.</p> <p>3.23 To monitor an annual report relating to safeguarding audits across the trust and actions plans linked to issues arising.</p>
<b>4. Detailed Responsibilities</b>	4.1 The Audit & Risk Committee will meet at least once per term. The Chair or any two members may call an additional meeting.
<b>5. Number and Appointments</b>	<p>5.1 The Audit &amp; Risk Committee will consist of at least three members of the Board. Members of the Committee are appointed annually. Ideally, at least one of the Committee members will have relevant audit and risk experience.</p> <p>5.2 The Chair of the Board and the CEO cannot be members of the Audit &amp; Risk Committee, though may be invited to attend meetings of the Committee at the Chair's discretion.</p> <p>5.3 The Chair of the Audit &amp; Risk Committee will be appointed by the Board and will not normally be a member of any other committee. If the Chair is absent from a meeting, the Committee members will nominate one of their number who is also a Trustee to act as Chair for that meeting.</p> <p>5.4 Staff employed by the Trust should not be members of the Audit &amp; Risk Committee.</p> <p>5.5 The Chief Finance Officer and other members of the Trust's staff may be invited to attend but will have no voting rights. As indicated in 4.3, the Accounting Officer (CEO) may also be invited to attend meetings, in order to provide information and participate in discussions</p>
<b>6. Quoracy</b>	6.1 The Audit & Risk Committee will be quorate if at least two members (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those members present are required to be Board members (as opposed to co-optees).
<b>7. Administration/ minutes of meetings</b>	<p>7.1 Administrative support will be provided by the Governance Professional or his/her deputy.</p> <p>7.2 The agenda for meetings will be agreed in advance by the Chair of the Audit &amp; Risk Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.</p>
<b>8. Meetings</b>	8.1 Minutes of meetings will be taken and will be submitted in the next scheduled meeting of the Board, once approved in draft by the Chair of the Audit & Risk Committee.



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