

# **SCRUTINY & GOVERNANCE COMMITTEES - DRAFT PROTOCOL FOR DEALING WITH AREAS OF JOINT RESPONSIBILITIES**

## **1. Background / Purpose**

The Terms of Reference of both Committees include responsibilities for 'scrutiny' of financial performance and consideration of the reports from the External Auditor. Both Terms of Reference also include responsibility for ensuring effective co-ordination of the Committees' work programmes. The purpose of this Protocol, which has been produced in liaison with the Committee Chairs, is to outline how these joint responsibilities are to be met, including avoiding duplication and gaps.

## **2. Approach**

### **2.1 Consideration of External Auditor's Reports** (includes attendance at Committee of the External Auditor unless shown otherwise)

The Governance Committee is to consider:-

- External Audit Fee Letter/Opinion Plan
- The Annual Audited Statements of Accounts
- The Auditor's Annual Governance Report
- The Annual Use of Resources Report
- The Data Quality Report (Is part of the Annual Use of Resources Report)
- Other appropriate reports from the External Auditor.

The Scrutiny Committee is to consider:-

- The Organisational Assessment Report
- The Annual Use of Resources Report (but without the attendance of the External Auditor, unless specifically requested)
- The Annual Audit and Inspection Letter
- The Comprehensive Area Assessment report on Lancashire
- Other appropriate reports from the External Auditor.

### **2.2 Budget Monitoring**

The Governance Committee is:-

- to undertake, as part of its role of overseeing the financial performance of the authority, detailed consideration of the quarterly budget monitoring reports, including 'scrutiny' of relevant areas of the Cabinet member for Finance & Resource's responsibilities;
- to draw the Scrutiny Committee's attention to relevant issues.

The Scrutiny Committee is:-

- to consider, as part of its role of taking an overview of the Council/Cabinet's performance and whether value for money is being achieved, the quarterly corporate plan/budget monitoring reports;
- to draw the Governance Committee's attention to relevant issues.

## **3. Monitoring and Review**

Use of this Protocol will be monitored and reviewed from time to time to ensure that it continues to be fit for purpose.