



PRIMARY ASSURANCE GROUP - TERMS OF REFERENCE

PURPOSE

The purpose of the Primary Assurance Group is to: -

- Obtain, document and evaluate, from all relevant sources, an annual assessment of the Authority's internal control and governance framework including examples of assurance and supporting evidence.
- Provide an annual assurance regarding the assessment of the effectiveness of the Authority's internal control environment and corporate governance arrangements.
- Review the Authority's Code of Corporate Governance and draft an Annual Governance Statement, identifying where applicable, any significant internal control issues.
- Recommend an Action Plan for Improvements where any are identified by the above actions.
- Review the Code of Corporate Governance and related Action Plan on at least a biannual basis

MEMBERSHIP

The group will consist of the Monitoring Officer, Treasurer and Clerk, and in consultation with the Assistant Director of Operations and the Director.

LIMITATIONS

The group recognises that the system of internal control is designed to manage rather than eliminate the risk of failure and the Primary Assurance Group can therefore provide a reasonable and not absolute confidence that the risks of failure have been mitigated.

The findings of the annual review and subsequent action plan emanating from the group will require Authority approval.

FREQUENCY

The group will meet on at least a biannual basis to include:

- Corporate Governance Annual Assessment
- Half Year Review
- Ad Hoc meetings should significant issues arise

