

Appendix 2

Effectiveness of Governance & Audit Committee: Working Group Draft Terms of Reference

1. **Membership:** The working group shall comprise of at least three members. Membership will comprise cross-party representation and will also include one Independent Member. Other elected Members may attend the working group, but their level of contribution will be at the discretion of the Chairman of the group (to be appointed at first meeting of the group).
2. **Function:** To use findings of the survey of effectiveness to develop an action plan for approval by the Committee.
3. **Reporting lines & accountability:** The working group is directly responsible to the Governance & audit Committee. The working group has no direct decision making powers and will make recommendations to the Governance & Audit Committee.
4. **Frequency of Meetings & Quorum:** The Working Group shall determine its own meeting frequency dependent upon need. Meetings will be called with at least 7 days' notice. The quorum for a meeting shall be two members.
5. **Resources:** The working group does not have a supporting budget. Officers will support the working group and provide advice, information, guidance and logistical support.
6. **Duration:** Time limited – October 2020 at which point an action plan will be presented back to the Governance & Audit Committee.