

# 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 Statement on Internal Control (“SIC”).

#### Core Functions

- To draft the authority’s “Statement on Internal Control”;
- To evaluate the assurances on the effectiveness of key controls provided via completion of Strategic and Directorate Controls Assurance self assessment questionnaires and the provision and details of supporting evidence;
- To evaluate the Assurance Framework self assessment questionnaire and supporting evidence;
- To review the appropriateness of the proposed actions identified in response to gaps in the control or assurance framework; and
- To present the “Statement on Internal Control” to the Audit Committee for their independent review.

#### Membership

Membership of the Group shall comprise the Executive Director of Resources (as the Section 151 Officer), the Chief Internal Auditor and the Monitoring Officer. 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 Statement on Internal Control.

#### 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.