

# Bolton at Home

## TERMS OF REFERENCE BOLTON AT HOME LIMITED BOARD

### AUDIT COMMITTEE

#### Introduction

This Committee will have devolved responsibility from the Board for Bolton at Home Limited Board.

- ✦ Overview of internal and financial control arrangements and systems, including Schemes of Delegation to Staff, Standing Orders and Financial Regulations.
- ✦ Overview of internal audit function, including approving the Annual Audit Programmes and the consideration of related reports.
- ✦ Overview of external audit arrangements, including the appointment of External Auditors.
- ✦ Overview of the Company's Risk Management process and systems, including quarterly updates and an annual review of the Company's Risk Register.
- ✦ Overview of the Company's Anti Fraud arrangements and Anti Corruption Arrangements and the consideration of all related reports.

## **Appointment of Committee**

Appointments to this Committee, including any deputies, are to be made in accordance with the Company's Articles of Association. Members of the Committee (5) will be elected by the Board each year at the first meeting of the Board following the Company's submission of statutory annual reports and related documents to Companies House.

## **Procedural Matters Relating to the Committee**

- ✦ The quorum for the Committee shall be 3 with the use of deputies whenever required.
- ✦ Any Members unable to attend a meeting must inform the Board Governance Officer to enable a Deputy to be advised.
- ✦ The Chair will be determined by the Committee.
- ✦ Decision-making will be based on consensus or referred back to the Board.
- ✦ The Agenda will be agreed with the Chair and Lead Officer, this being the Director of Business & Financial Services.
- ✦ There will be no public access to Committee meetings.
- ✦ The calling of urgent meetings will be through the agreement of the Chair and Lead Officer.
- ✦ The Committee shall make recommendations to the Board should there be significant financial implications, in accordance with the Company's Financial Regulations.
- ✦ The Committee can co-opt up to 2 members for a maximum of a combined 2 two year terms.