

Appendix B

Name of group:	Internal controls improvement board
Purpose:	To oversee development and implementation of an improvement plan to ensure effective internal controls in respect of capital spend, project management and contract management are in place and complied with across the council.
Composition and roles:	<ul style="list-style-type: none"> • Chief finance officer – (S151 accountabilities and chair) • Assistant director AWB – to ensure issues and actions identified by the board are communicated and implemented in the directorate and to bring forward directorate specific issues/ideas • Assistant director CWB – to ensure issues and actions identified by the board are communicated and implemented in the directorate and to bring forward directorate specific issues/ideas • Assistant director ECC – to ensure issues and actions identified by the board are communicated and implemented in the directorate and to bring forward directorate specific issues/ideas • Head of HR and OD – to advise on training requirements and actions/communications necessary to support the culture change and ensure actions are effectively embedded • Head of law and governance – to ensure actions identified align to the commercial and commissioning strategy • Head of corporate governance – to ensure actions ensure a system of internal control that is compliant with the council’s code of corporate governance • Head of internal audit
Authority:	<p>The project board is an officer working group and has no delegated authority beyond the operational delegations held by its constituent members.</p> <p>Any formal decisions necessary to implement decisions of the group will follow the relevant governance process in accordance with the council’s constitution.</p>
Reporting:	The project board will report monthly to management board. In addition, a report will be provided to audit and corporate governance committee in January 2018.
Subsidiary groups:	None.
Interdependent groups:	The capital strategy working group – responsible for developing and implementing processes for assessment and prioritisation of bids and overseeing monitoring and implementation of the agreed capital programme.
Responsibilities:	<p>The board will be responsible for:</p> <ul style="list-style-type: none"> • Developing and implementing an action plan to address recommendations made in internal audit reports and other reviews or investigations; • Identifying mechanisms that will enable the council to gain assurance that actions have had the intended effect and are effectively embedded across the organisation • Maximise use of the CPiP programme to ensure effective continuous improvement in this area
Key performance indicators/milestones:	<p>Xx % of recommendations implemented</p> <p>Measures of assurance identified by xx</p>

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Meeting arrangements:	The board will meet not less than monthly. Administrative support will be provided by the resources service. Agendas will normally be distributed electronically at least three working days before the meeting.
Date terms of reference approved by management board:	29 August 2017
Review date for terms of reference:	19 December 2017