

# Council – Supplementary agenda No.1

**A meeting of the Council will be held on:**

**Date:** 25 July 2013

**Time:** 7.00pm

**Venue:** St George's Centre, Pembroke Road, Chatham Maritime, Chatham  
ME4 4UH

## Items

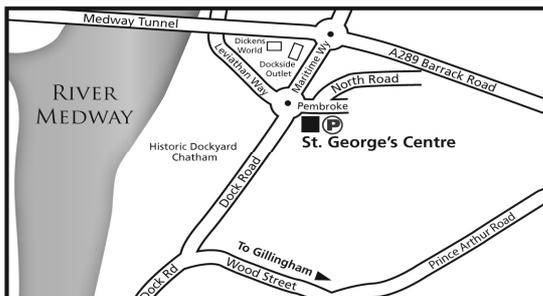
**13 Anti-Money Laundering Policy**

**(Pages  
3 - 4)**

Please find attached a revised Appendix B.

**For further information please contact Julie Keith, Head of Democratic Services  
on Telephone: 01634 332760 or Email: [democratic.services@medway.gov.uk](mailto:democratic.services@medway.gov.uk)**

**Date: 25 July 2013**



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উংলা 331780  
中文 331781

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Polski 332373

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একুশংসংব 331786

ارو 331785  
فارسی 331840

Русский 332374  
Lietuviškai 332372



### Audit Committee Terms of Reference

| Terms of Reference  | Linkage to CIPFA’s publication |   |
|---|--------------------------------|---|
| <ul style="list-style-type: none"> <li>• To provide independent assurance on the adequacy of the risk management framework and the associated control environment, including consideration of the Council’s approach to risk management and the assurance framework, the production of the annual governance statement, arrangements for delivering value for money and the Council’s anti-fraud arrangements and anti-corruption measures;</li> <li>• To receive reports in line with the Council’s whistleblowing, anti-bribery, covert surveillance, <b><u>and anti-money laundering</u></b> policies;</li> <li>• To monitor the Council’s compliance with its own published standards and to consider any proposals for changes to Financial Rules, Codes of Practice on tenders and contracts;</li> <li>• To monitor financial policies and processes, including endorsement of improvement plans to strengthen the control environment;</li> <li>• To approve the annual governance statement.</li> </ul> | Regulatory Framework           | To maintain an overview of the council’s Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour. |
|   |                                | To review the anti-fraud and anti-corruption policies.  |
|   |                                | To consider the council’s compliance with its own and other published standards and controls.   |
|   |                                | To monitor the effective development and operation of risk management and corporate governance in the council.  |
|   |                                | To oversee the production of the authority’s Annual Governance Statement and to recommend its adoption.   |

| Terms of Reference   | Linkage to CIPFA's publication |  |
|--|--------------------------------|--|
| <ul style="list-style-type: none"> <li>To approve the annual accounts and annual treasury outturn report.</li> </ul>   | Accounts                       | <p>To review the annual statement of accounts and annual treasury outturn report. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.</p>   |
|  |                                | <p>To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p>  |
| <ul style="list-style-type: none"> <li>To discuss with the external auditor new accounting standards, changes to the reporting framework and the basis of the annual audit, including the content of performance work;</li> <li>To receive all reports by the external auditor including all performance reports and the annual audit and inspection letter;</li> <li>To oversee Internal Audit activity;</li> <li>To provide an independent review of the Council's financial and non-financial performance.</li> </ul> | Audit Activity                 | <p>To comment on the scope and depth of external audit work and to ensure it gives value for money.</p> <p>To consider the external auditor's annual letter, relevant reports, and where appropriate to request further reports for full council.</p> <p>To consider specific reports as agreed with the external auditor.</p> <p>To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.</p> <p>To consider specific internal audits reports as requested.</p> <p>To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.</p> <p>To commission work from internal and external audit, as appropriate.</p> |