



## **London FA Limited**

### **Audit and Risk Standing Committee**

#### **Terms of Reference**

##### **1. Purpose**

The Committee is convened by the Committee Chair and has delegated responsibility from the Board of Directors to oversee and make recommendations on:

- Oversight of the financial performance of the Company
- Oversight of the organisational risk management processes and internal control systems

In-line with the forward plan, to ensure the effective delivery of the London FA strategic plan

##### **2. Membership**

The Members of The Committee shall comprise up to 5 representatives from the Board of Directors and must include a minimum of 2 Independent Directors, the Chair of the Board of Directors, and the Finance and Risk Director. In addition to this the CEO is also on this committee.

##### **3. Chair**

The Chair of The Committee shall be appointed by the Board of Directors. The Chair position will be held by the Finance and Risk Director.

##### **4. Equality Opportunities and Safeguarding**

The Committee will, at all times, be mindful of and work within the terms of the Association's Equal Opportunities Policy and procedures, and Association's Safeguarding Operating Standard.

##### **7. Quorum**

Not less than three persons shall comprise a quorum of The Panel and shall include the Chair.

##### **8. Frequency**

Meetings will take place 3 times a year at the London FA Offices.

Meetings of the Committee may be held in person, by telephone conference call, by Webex or otherwise in such manner and by such means as the Chair of the Committee determines.

##### **9. Reporting procedure**

The Committee shall report directly to the Board of Directors. All correspondence and reports will be sent by email in-line with the Company Governance Overview Policy.

## 10. Decision making

All decisions of The Committee shall be by a simple majority.

The Chair shall have the casting vote where necessary.

The decisions of The Committee shall be communicated by email.

## 11. Budget and spending authority

The Committee has no budget responsibility this remains with the CEO.

## 12. Review

The Board of Directors shall review its Terms of Reference and processes on an annual basis as part of the London FA's company review.

### Audit and Risk Forward Plan 2018

| Month     | Description   |
|-----------|---|
| June      | Review 3 <sup>rd</sup> quarter Accounts<br>Final draft 3 years forecasted operating budget<br>Review Risk Register                                  |
| September | Review audit accounts and per of AGM<br>Review Risk Register  |
| December  | Strategic Facilities Investment model / scoping future office accomdation review<br>Review 1 <sup>st</sup> quarter accounts<br>Review Risk Register |

Lisa Pearce, CEO, Board approved January 2018, forward plan  
updated March 2018