

## **Gedling Borough Council Independent Co-Opted member of The Audit Committee**

### **Job Description**

#### **Role**

The Independent Member supports the Audit Committee in its role to provide independent assurance to the members of Gedling Borough Council, and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment of the Council. The Committee provides an independent review of Gedling Borough Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

#### **Role Purpose**

As a member of the Audit Committee:

- To review the Council's corporate governance arrangements including the Local Code of Corporate Governance.
- To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, considering internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
- To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
- To consider and monitor the effective development and operation of risk management in the council.
- To monitor progress in addressing risk-related issues reported to the committee.
- To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- To consider and monitor the counter-fraud strategy, actions, and resources.
- To have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including Chief Finance Officer and the Monitoring Officer.
- To consider and approve the annual statement of accounts. Considering 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.

- To ensure that effective audit functions are in place (both internal and external).
- To report to those charged with Governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control.

### **Person Specification**

Essential criteria for this role are as follows (unless stated as desirable):

- Commitment to the Councils Corporate Strategies and values.
- Able to work in a way that demonstrates this commitment and to communicate this enthusiasm to others.
- An ability to be objective, independent and impartial.
- Able to demonstrate an understanding of the legal duties, liabilities and responsibilities of the Council and of the difference between governance functions and management functions.
- Previous board or committee experience is desirable.
- Experience of working in a regulatory environment, ideally with knowledge of financial, audit, risk management or Legal and corporate governance.
- A professional accountancy, financial or legal qualification and recent and relevant financial/legal experience.
- An ability to understand complex situations and reports, as well as the statutory background to those reports.
- Ability to work well as part of a diverse team.
- Strong environmental and strategic awareness and ability to identify emerging external factors that may impact on strategy implementation or plans.
- A good communicator with excellent leadership and interpersonal skills, objective and independent and able to challenge supportively.
- A commitment to Nolan's seven principles of public life, selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A commitment to adhere to Gedling Borough Councils Code of Governance.
- Be able and willing to devote the necessary time to the role.
- Digitally capable (or be willing to undertake any necessary training) to access information, reports, and communicate electronically.
- Have a commitment to the Council's Equality, Diversity and Inclusion policy and share in its active promotion.
- Good character, without established links to any political party.

### **Term of Appointment**

- You must be a person who:

- Is not a current member or an officer of any local authority,
  - Has not at any time in the last 12 months (ending with the date of that person's appointment) been a member of or an officer of any local authority,
  - Is not the spouse or civil partner of a member or an officer of any local authority.
  - Is not currently a contractor with Gedling Borough Council.
- As an independent member of the Audit Committee, you will normally be expected to attend up to 4 Audit Committee meetings a year (which are usually held in the evening at Gedling Borough Council offices), and to provide further advice and input from time to time.
- You will be required to attend training events relevant to the role as necessary.
- Appointments to the Committee will normally be for a period of up to xxx years, which may be extended for further periods of up to xxx years provided the person concerned still meets the criteria for membership of the Committee.
- The role is paid at £xxx