



Independent Member of Audit Committee Job Description

Job purpose:

The Independent Member supports the Council's Audit Committee in its role to provide independent assurance to the members of Peterborough City Council, and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment, and the performance assessment of the Council. The Committee provides an independent review of Peterborough City Council's governance, performance assessment, 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.

Duties and Responsibilities

Participating in meetings of the Audit Committee and making decisions:

- To actively participate in meetings of the Audit Committee (currently in person)
- To demonstrate independence, integrity, objectivity and impartiality in decision-making according to legal, constitutional and policy requirements
- To have regard to the requirements of the Chair of the Audit Committee and the professional advice of senior officers of the Council including the Chief Finance Officer and Chief Internal Auditor
- To contribute to the development of the forward work programme for the Audit Committee
- To promote the role of the Audit Committee within the Council
- To support reporting as required to Council, including the Annual Audit Committee report
- To participate in any training and development required for the role

Contributing to the work of the Audit Committee in its role in reviewing the Council's financial affairs:

- Make reports and recommendations in relation to the Council's financial affairs
- Oversee the Council's internal and external audit arrangements
- Work with the Council's internal and external auditors

- Review the financial statements prepared by the Council
- Seek assurances of compliance with the Treasury Management Strategy and Practices

Contributing to the work of the Audit Committee in its role in reviewing and assessing the governance, risk management and control of the authority:

- Review and assess the risk management, internal control, and corporate governance arrangements of the Council
- Make reports and recommendations to the Council on the adequacy and effectiveness of those arrangements
- Review and assess the financial risks, and be satisfied that the Council's assurance statements, including the Annual Governance Statement, reflects the risk environment and any activities required to improve it
- To be committed to the values of the Council and Nolan principles of public life
- To participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.

An independent member will need to have appropriate skills, experiences and competencies to meet the key responsibilities and commitments below.

Key Responsibilities and Commitments

- Committing to attend and constructively participate in planned and ad hoc meetings
- Thorough preparation for meetings through careful consideration of all agenda reports and documents
- Questioning senior management on issues arising from committee papers with due regard to the role of the Audit Committee
- Adopting and demonstrating a politically neutral perspective in questions asked and the general contribution to the work of the Audit Committee
- Applying relevant skills and experiences to add value and depth to the work of the committee
- Committing to personal development in the role
- Committing to attend training sessions in accordance with agreed development
- Sign and abide by the appropriate Code of Conduct for Co-opted Members
- Adopting the highest levels of personal integrity, openness and honesty

Payment

An annual honorarium of £1500 will be paid (£3000 for the Chairman), together with reimbursement for travelling and subsistence expenses.



Independent Member of Audit Committee Person Specification

Area to be demonstrated	Essential requirements	Desirable requirements	How assessed
Independence from the Council	<p>You must not be a councillor or officer of the Council or have been so in the preceding five years prior to appointment</p> <p>You should have no significant business dealings with the Council</p> <p>You should have no established links to any political party</p>		Application form and interview
Education & Training	A suitable professional or management qualification (eg. accountancy, internal audit, risk management, the law or other relevant discipline)		Application Form
Experience & Knowledge	A working knowledge of the general or financial management of large organisations in	<p>Experience of participation in Committee or Board Meetings</p> <p>For applicants who wish to be</p>	Application Form and Interview

	<p>the public or private sector</p> <p>A general knowledge of systems of internal control, good governance, risk management and performance management</p>	<p>considered for Chair of the Committee, experience of chairing meetings</p> <p>An understanding of the complexity of issues surrounding audit, finance and risk management in local government</p>	
Skills and Abilities	<p>Ability to be objective, independent and impartial</p> <p>Have good communication skills</p> <p>Ability to have regard to other points of view</p> <p>Ability to understand complex issues and demonstrate judgment in dealing with them</p> <p>Ability to think strategically and focus on material issues and overall position</p> <p>Embraces and acknowledges the importance of accountability and probity in public life</p>	<p>An ability to understand complex situations and reports, as well as the statutory background to those reports</p>	<p>Application Form and Interview</p>

	<p>Ability to question and challenge constructively</p> <p>Ability to interpret information and come to a rational conclusion</p> <p>Demonstrate objectivity, integrity, discretion and effective interpersonal skills</p> <p>Able to attend physical or remote meetings as required, and to give sufficient time to the duties of the Audit Committee</p> <p>Digitally capable (or willing to undertake training) to access information, reports and communicate electronically</p>		
Personal Attributes	<p>Committed to the Council's Equal Opportunity Policy and its promotion</p> <p>Committed to the values of the Council and to the Nolan principles of public life</p>	Committed to personal development and training	Interview

	You must have respect for confidentiality requirements		
Special Circumstances	Regarded as an independent and experienced professional Be of good character: <ul style="list-style-type: none">• You must not have any criminal convictions• You must not be an undischarged bankrupt		