

# Audit and Accounts Committee Chair

## Role Description

### Role

The role of the Chair of the Audit and Accounts Committee is to set the committee's tone, work style, and agenda (taking account of the Constitution). The Chair needs to understand the culture of the organisation; set clear expectations for committee members; understand, and hold to account, both management and auditors; and ensure that the right resources are being deployed to support quality financial reporting.

This role has a Special Responsibility Allowance of £7,926. Therefore a Member will need to commit the time and effort required in order effectively to carry out the role.

### Responsibilities

#### Providing leadership and direction

- To demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To comply with the authority's Code of Conduct
- To work according to the Terms of Reference for the Committee
- To work with senior officers of the authority including the Chief Financial Officer and Head of Internal Audit (or equivalent), to agree the forward work programme and to set agendas for the Committee
- To work with other members of the authority to ensure that the work of the Committee is communicated to and aligns with that of the Council whilst maintaining appropriate independence
- To promote the role of the committee within the authority
- To report as required to Council

- To participate in and contribute to training and development required for the role
- To support committee members to develop the skills required for the role
- To lead the committee in responding to any recommendations made by the External Auditor

### Leading the Committee in its role in reviewing and scrutinising the authority's financial affairs

- Make reports and recommendations in relation to the authority's financial affairs
- Oversee the authority's internal and external audit arrangements
- Work with internal and external auditors
- Review the financial statements prepared by the authority and approve them when powers are delegated including making relevant reports and recommendations

### Leading the Committee in its role in contributing to the effective performance of the authority

- Review the draft report of the authority's annual self-assessment. Make recommendations for changes to the conclusions or actions that the authority intends to take
- Review and assess the authority's ability to handle complaints effectively, including whistleblowing
- Make reports and recommendations to the authority about the authority's ability to handle complaints effectively.

### Leading the 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 authority
- Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
- Review and assess the risks associated with corporate governance, and be satisfied that the authority's assurance statements including the annual governance statement reflect the risk environment and any activities required to improve it

# Values

To be committed to the values of the council and the following values in public office

- Collaborative
- Accountable
- Creative and aspirational
- Lives over service
- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability