



Independent Chair of Audit Committee Job Description

Job purpose:

The Independent Chair supports and leads 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.
- To demonstrate independence, integrity, objectivity and impartiality in decision-making according to legal, constitutional and policy requirements
- To Chair meetings of the Audit Committee having regard to the requirements of the role. Take on 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
- Being a lead for the Committee in signing off the Statement of Accounts
- 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.

As independent chair you 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 £3000 will be paid , together with reimbursement for travelling and subsistence expenses.