

Audit Committee Member (including Lay-Member) Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Audit Committee

2 Role purpose and activity

Understanding the role of the Audit Committee and undertaking its functions:

- Reviewing and scrutinising the Authority's financial affairs
- Consider reports and make recommendations in relation to the Authority's financial affairs
- Reviewing and assessing the risk management, internal control and corporate governance arrangements of the Authority,
- Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements,
- Overseeing the Authority's internal and external audit arrangements
- Reviewing the financial statements prepared by the Authority
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

Participating in meetings and making decisions

- To participate effectively in meetings of the audit committee; questioning and seeking clarification on matters falling within the committee's remit
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

Internal governance, ethical standards and relationships

- Understanding the financial risks associated with corporate governance; being satisfied that the Authority's assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility

3 Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

4 Training and Development

- A willingness to attend the necessary audit and budget training sessions delivered as part of the members induction programme, as well as any training deemed relevant by the authority during the term of Council.