

## **Chair of Audit Committee Role Description**

### **1 Accountabilities**

- To Full Council

### **2 Role Purpose and Activity**

#### **Providing leadership and direction**

- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To agree the agendas for Audit Committee meetings and participate in pre meetings of the committee as required
- To lead the committee in its role in reviewing and scrutinising the Authority's financial affairs
- Making reports and 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 and approving them when powers are delegated.
- Developing relationships with internal and external auditors and the Authority's Monitoring Officer
- Developing a forward work programme designed to deliver the audit committees functions
- Reviewing and self-assessing the performance of the Committee and its members

#### **Promoting the role of the audit committee**

- To act as an ambassador for the audit committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the audit process

#### **Internal governance, ethical standards and relationships**

- Understanding the financial risks associated with corporate governance; being satisfied that the Authorities assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility
- To promote and support good governance by the Council.

### **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
- Consensus Building
- Inclusive Leadership

### **4 Training and Development**

- To undertake a necessary training as identified the by the authority relevant to the role including training in the conduct of meetings and chairmanship.