

## 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
  - 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