

## ROLE DESCRIPTION

### CHAIR OF GOVERNANCE AND AUDIT COMMITTEE

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#### 1. ACCOUNTABILITIES

- To Full Council

#### 2. ROLE PURPOSE AND ACTIVITY

**To ensure that the Committee complies with its responsibilities and its Terms of Reference.**

##### **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 Cabinet, Standards and Scrutiny functions 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 Auditor General for Wales

##### **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
- Make recommendations in response to the draft report of the authority's Panel Assessment (commissioned once per term **from May 2022**)
- Review and assess the authority's ability to handle complaints effectively.
- 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 financial 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

## **3. VALUES**

- To be committed to the values of the council and the following values in public office:
- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

### **ADDITIONAL INFORMATION:**

A lay person means a person who:

1. Is not a member or an officer of any local authority.
2. Has not been at any time in the period of twelve months ending with the date of appointment been a member or an officer of any local authority.
3. Is not the spouse of civil partner of a member or an officer of any local authority.
4. Is not disqualified under Section 80 of the Local Government Act 1972 or any other enactment.

In addition to satisfying this criteria, suitable applicants will need to be non-political with an understanding and commitment to the [7 Principles of Public Life](#) (the Nolan Principles) and able to demonstrate the following qualities and characteristics:

- Interest and knowledge/experience of financial, risk and performance management, audit, accounting concepts and standards, and the regulatory regime within Wales;
- Objective and independent of mind with an unbiased attitude and ability to apply discretion;
- Supportive of good governance principles and their practical application towards the achievement of organisational objectives;
- Strategic thinker with excellent communication skills;
- Ability to understand and weigh up evidence and challenge respectfully.

A detailed knowledge of local government is not necessary although it would be expected that potential candidates would be interested in matters relating to public life and services. From May 2022 Governance and Audit Committees will be chaired by a Lay Person, so a willingness and ability to fulfil this role is desirable.