

APPENDIX A – ROLE DESCRIPTION

Appointment of an Independent Audit Committee Member (Independent Person)

Wokingham Borough Council has a strong track record of good corporate governance and robust financial management, but remains keen to implement continuous improvement in these areas. To support this ongoing process, we are now seeking to recruit a proficient Independent Person to serve on the Council's Audit Committee.

About the Audit Committee

The Audit Committee is a key component of Wokingham Borough Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

Its role is:

- To provide independent assurance to Councillors of the adequacy of the risk management framework and the internal control environment;
- To provide independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes;
- To oversee internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

The full list of functions of the Audit Committee can be found in the Council's constitution.

ROLE DESCRIPTION

Responsible to: The Authority

Liaison with: Monitoring Officer, Members of the Authority, officers, the Chair of the Audit Committee and key stakeholders within the community.

Duties to include:

- 1) Assisting the Committee with scrutinising the authority's statement of accounts for its approval
- 2) Reviewing the Council's corporate governance arrangements
- 3) Receiving reports/presentations from the Council's Head of Internal Audit, considering the main issues identified and monitoring management action in response
- 4) Receiving and considering the external auditor's opinion and reports and monitoring management action in response to any issues raised
- 5) Considering the effectiveness and adequacy of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- 6) Considering the adequacy of the action being taken on risk related issues identified by auditors and inspectors
- 7) Ensuring effective scrutiny of the Council's Treasury Management Strategy and Policies

SELECTION CRITERIA - SKILLS AND COMPETENCIES

Experience

- Experience of working in a medium/large organisation at a senior level or other experience which would give similar benefits.
- Financial Management experience (accountancy, audit or management of a large budget) would be advantageous.

Skills

- An ability to understand complex issues and the importance of accountability and probity in public life
- An ability to analyse and question written and verbal reports on audit and risk management activities
- An understanding of the need for independence of audit from daily management responsibilities
- An ability to demonstrate integrity and discretion
- Effective interpersonal skills
- Be able to maintain strictest confidentiality of sensitive information

Knowledge

All members of the Audit Committee should have, or should acquire as soon as possible after appointment:

- An understanding of the objectives and key activities of the Council and current major initiatives and significant issues for the Council
- An understanding of the Council's structures and responsibilities, including key relationships with partners, businesses and organisations
- An understanding of the organisation's culture
- An understanding of any relevant legislation or other rules governing the organisation
- An understanding of corporate governance arrangements in place across the Council
- An understanding of the government environment generally
- An understanding of risk management
- Ensure effective scrutiny of the Council's Treasury Management Strategy and Policies

Eligibility for Appointment

You must:

- Have local connections and live within the Borough or carry out the main part of your work in the Borough
- Agree to abide by the provisions of the Council's Standing Orders and the Members Code of Conduct while serving on the Committee

You must not:

- Be a Councillor or Officer of the Council or have been so in the preceding five years prior to appointment

- Be related to, or a close friend of, any Councillor or Officer of Wokingham Borough Council
- Have been convicted of any offence
- Be an undischarged bankrupt
- Have significant business dealings with the Council
- Have a formal connection with any political group
- Have a proven history of vexatious and/or frivolous complaints against Wokingham Borough Council
- Be holder of a significant office in an organisation being grant aided/supported by Wokingham Borough Council

You should demonstrate in your application how you meet the above criteria as this will assist the short-listing process.

Means of assessment will be by application form and panel interview.

Commitment

You will be expected to attend at least 5 of 6 meetings per year. Meetings usually take place in February, June, July, September, November. They are usually held at the Council Offices, Shute End, Wokingham and start at 7pm. They last approximately 2 hours. Time will also be needed prior to each meeting for preparation.

Remuneration

An allowance of £1,000 per annum would be applied to the post. An allowance for reasonable travel expenses (where this is within the Borough) would also be reimbursed.

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