



JOB DESCRIPTION

Job Title:

Independent Member of the Governance and Audit Committee

Job Purpose:

The Independent Member supports the Governance and Audit Committee in its role to provide independent assurance to the members of Cardiff Council, and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment, and the performance assessment of the Council.

The Committee provides an independent review of Cardiff Council's governance, performance assessment, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Duties and ResponsibilitiesParticipating in meetings of the committee and making decisions

1. To actively participate in Committee meetings and be objective, independent and impartial.
2. To demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements
3. To have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including Chief Finance Officer and Chief Audit Executive
4. To contribute to the development of the forward work programme for the Committee
5. To promote the role of the committee within the authority
6. To support reporting as required to Council
7. To participate in any training and development required for the role

Contributing to the work of the Committee in its role in:Reviewing the authority's financial affairs

8. Make reports and recommendations in relation to the authority's financial affairs
9. Oversee the authority's internal and external audit arrangements
10. Work with internal and external auditors
11. Review the financial statements prepared by the authority
12. Seek assurances of compliance with the Treasury Management Strategy and Practices

Contributing to the effective performance of the authority

13. Review the draft report of the authority's self-assessment report and make recommendations for changes to the conclusions or actions that the authority intends to take
14. Make recommendations in response to the authority's Panel assessment report (From May 2022)
15. Review and assess the authority's ability to handle complaints effectively.
16. Make reports and recommendations in relation to the authority's ability to handle complaints effectively.
17. Review the Council's draft response to any Auditor General recommendations arising from a 'special inspection' in respect of the Council's performance requirements, and make any appropriate recommendations for changes.

Reviewing and assessing the governance, risk management and control of the authority

18. Review and assess the risk management, internal control, and corporate governance arrangements of the authority
19. Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
20. Review and assess the financial risks, and be satisfied that the authority's assurance statements, including the annual governance statement, reflects the risk environment and any activities required to improve it
21. To be committed to the values of the council and public office
22. To participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.



PERSON SPECIFICATION

Job Title: Independent Member of the Governance and Audit Committee

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	Essential Requirements You must demonstrate that you meet these requirements	Desirable Requirements You do not have to meet these requirements but if you do, please tell us	How Assessed Application Form, Certificate or Interview
Statutory restriction in relation to independence from the Council	A person who: <ul style="list-style-type: none"> is not a member or an officer of any local authority, has not at any time in the period of twelve months ending with the date of that person's appointment been a member or an officer of any local authority, and is not the spouse or civil partner of a member or an officer of any local authority. 		Application Form and Interview
Education & Training	A suitable professional or management qualification (in accountancy, internal audit, risk management, the law or other relevant discipline).		Application Form & Certification where required
Experience / Knowledge	<p>A working knowledge of the general or financial management of large organisations in the public or private sector.</p> <p>A general knowledge of systems of internal control, good governance, risk management and performance management.</p>	<p>Experience of participation in Committee or Board meetings</p> <p>An understanding of the complexity of issues surrounding audit, finance and risk management in local government.</p>	Application Form and Interview

Skills and Abilities	<p>An ability to be objective, independent and impartial.</p> <p>Sound communication skills, regard to other points of view and an ability to work as part of a team.</p> <p>Able to attend physical or remote meetings as required, and to give sufficient time to the duties of the Governance and Audit Committee.</p> <p>Digitally capable (or be willing to undertake any necessary training) to access information, reports, and communicate electronically.</p>	<p>An ability to understand complex situations and reports, as well as the statutory background to those reports.</p>	<p>Application Form and Interview</p>
Personal Attributes	<p>Have a commitment to the Council's Equal Opportunity Policy and share in its active promotion.</p> <p>Committed to the values of the Council, public office.</p>	<p>Committed to personal development and training.</p>	<p>Interview</p>
Special Circumstances	<p>Regarded as an independent and experienced professional.</p> <p>Good character, without established links to any political party.</p>		