

CO-OPTED INDEPENDENT PERSON

ROLE DESCRIPTION

The Committee comprises 10 elected members and meets around 4 times per year. Committee meetings are scheduled for the municipal year and currently take place remotely due to the Covid-19 pandemic. You will also need to attend briefings and training as and when required outside of the Committee's scheduled meetings.

The role of a co-opted member would undertake an independent, non-voting role on the Audit & Governance Committee, providing external challenge, support and advice, promote good governance and to bring additional knowledge and expertise to the Committee and reinforce its political neutrality and independence.

Tasks:

As a co-opted Independent Member of the Council's Audit & Governance Committee, which is tasked with reviewing:

Financial statements;
Internal Audit Reports;
External Audit Reports;
Other evidence of the Council's risk management and internal control systems.

Responsibilities:

1. To engage fully in collective consideration of the issues before the Committee, taking into account a full range of relevant factors, including legislation and supporting regulation, professional guidance and the advice of the Council's Executive Director of Corporate Services (Section 151 Officer).
2. To participate fully in the discharge of all the Committee's functions, as set out in the Committee's terms of reference and the constitution.
3. To promote the concept of proportionate, effective risk management and internal control throughout the organisation; and to champion the work of Internal Audit, External Audit and Risk Management.
4. To participate in periodic review of the overall effectiveness of the Audit & Governance Committee, and of its terms of reference.
5. To attend briefings and training from Council officers and external providers in order to continuously improve the effectiveness of the Committee and understand forthcoming issues;

Role & Purpose

The role and purpose of the Audit & Governance Committee is to provide:

- independent assurance of the adequacy of the risk management framework and the associated control environment;

- independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment;
- assurances that issues arising from the preparation on the authority's financial accounts are properly dealt with, e.g. check of compliance with the authority's accounting policies, issues arising from the annual audit, assurance surrounding the compilation of the Statement of Internal Control.

A copy of the Terms of Reference for the Committee is attached.



A&G New ToR
30.09.20.docx

PERSON SPECIFICATION - Skills and Competencies

Indicators:

1. Demonstrates up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management.
2. Operates consistently and without bias and/or pre-determination.
3. Is an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones.
4. Contributes proactive, proportionate and independent thought, and collaboration with officers to temper the opinions of Committee members.
5. Works sensitively with people inside and outside committee.
6. Listens to and balances advice.

Experience	Knowledge / experience in matters of an audit nature	Essential
	Knowledge / experience of risk management, performance management and financial governance	Essential
	Working to high behavioural standards, demonstrating honesty, probity and the highest level of integrity in conduct.	Essential
	Experience gained working in a large, or public sector, organisation.	Desirable
	Serving on a committee	Desirable
Skills	Ability to weigh / sort complex evidence and reach rational conclusions, incorporating appropriate advice	Essential
	Ability to be objective, independent and impartial	Essential

	Ability to make reasoned decisions	Essential
	Strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders	Essential
	A good communicator with excellent interpersonal skills, able to both empower and challenge supportively	Essential
Knowledge	Knowledge of the locality of St Helens, and knowledge of its communities	Desirable
	Knowledge of the Council's strategic priorities and objectives	Desirable
	Understanding of the complexity of issues surrounding audit and risk management in local government.	Desirable
	Understanding of committee procedures	Desirable
Other	Live or work in St Helens or its surrounding areas	Desirable
	Must not be a serving local government officer or councillor	Essential
	Must not have been an officer or member of St Helens Council within the previous 5 years, from date of appointment	Essential
	Must have no personal, legal or contractual relationship with St Helens Council (including employees or members or former staff), or any other relationship / activity which might represent a conflict of interest	Essential