

## **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 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