

Chair of the Audit Committee

Role Description

1. Accountabilities

- To Full Council
- To the public

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 (as stated in its Terms of Reference in the Cardiff Council Constitution):
 - 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
- To liaise with the Chairperson of the Democratic Services Committee to identify and provide development opportunities to enhance the knowledge and skills of the Committee in accordance with the Elected Member Learning and Development Strategy.
- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with corporate governance; being satisfied that the authority's 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
- To maintain the principles identified in The Conduct of Members (Principles) (Wales) Order 2001 SI 2001 No.2276 (W.166)
 - Selflessness
 - Honesty
 - Integrity and Propriety
 - Duty to Uphold the Law
 - Stewardship
 - Objectivity in Decision-making
 - Equality and Respect
 - Openness
 - Accountability
 - Leadership