

Member of the Audit Committee

Role Description

1. Accountabilities

- To Full Council
- To the Chair of the Audit Committee

2. Role purpose and activity

- **Understanding the role of the Audit Committee (as stated in its Terms of Reference in the Cardiff Council Constitution) and undertaking its functions:**
 - 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.
 - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
 - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the audit committee; questioning and seeking clarification on matters falling within the committee's remit
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **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 ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements

- To promote and support good governance by the Council
 - To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility
- **Independent Members**

Statutory guidance requires that there be at least one Independent member (also known as a lay or co-opted member) on the committee. Independent Members are as their name suggests independent from the Council and provide an external dimension to the Audit Committee's deliberations.

The following extracts from the Elected Member Role description will also apply to Independent Members of the Audit Committee:

a. Personal and role development

- Identify opportunities to assist in the active involvement with matters relating to your role and remit.
- To actively participate in Member Development to support your role
- To comply with the Members Code of conduct and maintain the highest standards of conduct and ethics in the way in which you carry out your duties.
- To attend all training which has been identified as essential in the Member Induction Programme/Member Development Programme, to equip me to carry out these duties.

3 Values

- To be committed to the values of the Council and the following values in public office:

We are Cardiff



- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- 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