

Draft Job Description.

**Watford Borough Council.**

**Appointment of Independent Member to Audit Committee.**

The Audit Committee.

The Audit Committee is currently composed of 5 elected members and is politically balanced. The committee meets approximately 5 times a year. Meetings are held in person at Watford Town Hall commencing at 7 pm. You will be required to be available to attend these meetings and any associated training and development events.

The Terms of Reference for the Audit Committee are:

Approving the internal audit strategy.

Reviewing the annual internal audit report.

Monitoring actions from internal audit reports.

Considering the reports of external inspection agencies such as the external auditors, The Regulation of Investigatory Powers Commissioner, the Information Commissioner and the Local Government and Social Care Ombudsman.

Monitoring the Councils Risk Management arrangements.

Approving and Monitoring the Councils anti- fraud and anti- corruption and whistle blowing policies.

Approving the annual financial statement and receiving the external auditor's opinion.

Monitoring compliance with Freedom of Information Act deadlines.

Receiving and monitoring the Councils Treasury Management Policy.

Having oversight of the Councils corporate governance and use of resources.

The role of the Independent Member will be to bring additional knowledge and expertise and also reinforce the Committee's neutrality and independence. You will not be a member of the council and the role will have no voting rights. You will be consulted and asked to contribute to the debate and voting members will be required to take your views into account when taking any decisions.

Key Responsibilities and Commitments

You will need to have the appropriate skills, experiences and competencies to meet the following criteria.

- Committing to attend and constructively participate in meetings.
- Thorough preparation for meetings through careful consideration of all agenda reports and documents.

- Questioning Portfolio Holders, officers and attendees from internal and external audit on issues arising from agenda papers having regard to the role of the committee and its terms of reference.
- Adopting and demonstrating political neutrality in questioning and contributing to the work of the committee.
- Applying relevant skills and experiences to add value and depth to the work of the committee.
- Commitment to personal development and attending training.
- Signing and abiding by the council's Code of Conduct for Members.
- Adopting the highest levels of personal integrity, openness and honesty.

### Person Specification

- Good communication and interpersonal skills. Be able to present relevant and well-reasoned arguments and provide effective and constructive challenge. Be a confident public speaker.
- Able to effectively analyse and interpret complex issues arising from written and verbal reports on finance, audit, risk management and governance.
- Have a good understanding of the importance of accountability and probity in public life.
- Able to demonstrate objectivity, integrity and discretion.
- Able to maintain confidentiality when dealing with sensitive information.

Knowledge of the following is desirable:

- Previous experience of audit committees (not necessarily in the public sector)
- An understanding of local government and the role of members and officers.
- The council's vision and values, council plan and delivery plan and a wider understanding of the challenges facing local government.
- Financial management/accountancy/risk management/governance within the public or private sector.
- An understanding of the roles and purpose of internal and external audit.

You must:

- Have local connections, and either reside within the Borough of Watford, or carry out the main part of your work or have other recognisable ties to the Borough.
- Agree to abide by the Council's Code of Conduct for Members.
- Disclose to the council any matter that might damage its reputation or indicate a real or perceived conflict of interest with the role of the committee.

You must not:

- Be a member or officer of the council or have been so in the preceding 5 years prior to appointment.

- Be related to or a close friend of any member or officer of the council.
- Have been convicted of any offence attracting a sentence of imprisonment (whether suspended or not) for not less than a period of 3 months without the option of a fine. The council has the right to DBS check.
- Be an undischarged bankrupt.
- Have significant business dealings with the council.
- Have a formal connection with any political group.
- Be an employee of or significant office holder in an organisation with close commercial links with the council.
- Have Council Tax, Business Rate arrears or other debts owing to the council.

#### Remuneration

£1,500 annually paid in monthly instalments.