

## **ROLE SPECIFICATION 2011/2012**

### **CHAIR OF AUDIT**

#### **Main Role**

To undertake the role and responsibility of a Councillor and functions as Chair of the Audit Committee, in accordance with its Terms of Reference;

To take responsibility for and to lead on the Audit Committee function of the Council and to Chair the Audit Committee. To develop a clear understanding of the Terms of Reference of the Committee, the scope and range of the Audit Control function.

#### **Key Accountabilities**

In addition to carrying out the functions set out in the Member Role Profile for all Elected Members;

- 1 To lead the work of the Audit Committee.
- 2 To Chair the committee, including;
  - a. working with Officers to determine an Annual (Risk Based) Audit Plan, to receive reports from the Head of Internal Audit, and to report to the Council where necessary; and
  - b. Representing the Audit Committee functions within and outside the Council, as necessary, to enable it to deliver its objectives within budget and in a cost effective way.
- 3 To attend all Audit Committee meetings.
- 4 To ensure the independence of the Audit Committee; in line with CIPFA professional guidance
- 5 To oversee the Council's Governance arrangements, and monitor compliance with the Council's "Local Code of Corporate Governance".
- 6 To provide strong, fair leadership and clear political guidance to Members and Officers.
- 7 To ensure the overall co-ordination and management of the Committee functions relating to the Terms of Reference of the Committee

- 8 To ensure the efficient carrying out of the process for which the Committee has responsibility.
- 9 To demonstrate fair and open decision-making by or on behalf of the Committee.
- 10 To ensure Members' information needs are met so that they can contribute fully to the decision-making within the process.
- 11 To ensure Committee Members obtain the necessary skills to contribute to the work of the Committee, and to work with Officers to provide training if necessary.
- 12 To be willing to learn about the professional disciplines and services relevant to the work of the Committee.