

## **Appendix 1**

### **Reigate & Banstead Borough Council**

#### **Independent Audit Committee Member**

##### **Role profile**

Reigate & Banstead Borough Council has a strong track record of good corporate governance and robust financial management, but remains keen to implement continuous improvement in these areas.

To support this ongoing process, we are now seeking to recruit a proficient independent member to serve on the Council's Audit Committee.

##### **About the Audit Committee**

The Audit Committee is a key component of Reigate & Banstead's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

Its role is:

To provide independent assurance to Councillors of the adequacy of the risk management framework and the internal control environment:

- It provides independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes;
- It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place; and
- It oversees the Council's treasury management arrangements

##### **Job Purpose**

As a member of the Audit Committee your role will be:

- To monitor the effective development and operation of risk management and corporate governance in the Council.
- To monitor the anti-fraud strategy and policies, actions and resources.
- To review the Council's Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances.
- To approve the risk-based internal audit plan.
- To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
- To review and approve the annual statement of accounts.
- To review implementation of the Council's Treasury Management Strategy.

The functions of the Audit Committee can be found in [the Council's Constitution](#).

##### **Commitment**

You will be expected to attend at least 3 of 4 meetings per year, which usually taking place in March, July, September and November. They are held at the Town Hall,

Reigate starting at 7pm and lasting approximately 2 to 3 hours. Time will also be required prior to each meeting for preparation and to attend Member training on specific topics of relevance to the Committee.

## **Person specification**

### Experience

You will have experience of working in a medium / large organisation at a senior level or have experience which demonstrates equivalent capabilities.

Accountancy, audit and/or risk management experience is essential.

### Skills

You will have:

- Ability to understand the financial statements of the authority and the external auditor's reports;
- Ability to understand complex governance and probity matters and be aware of the importance of accountability and probity in public life;
- Ability to analyse and question written and verbal reports on audit and risk management activities;
- An understanding of the need for independence of audit from daily management responsibilities;
- Ability to demonstrate integrity and discretion;
- Effective interpersonal and communication skills; and
- Ability to maintain strictest confidentiality of sensitive information

### Knowledge

All members of the Audit Committee should have, or should acquire as soon as possible after appointment, an understanding of:

- The objectives and key activities of the Council and current major initiatives and significant issues;
- The Council's structures and responsibilities, including key relationships with partners, businesses and other organisations;
- The Council's culture;
- Relevant legislation or other rules governing the Council; and
- The corporate governance arrangements in place across the Council

### **Other**

You must:

- Have local connections, for example: live in the Borough, carry out the main part of your work in the Borough or have other recognisable ties to the area; and
- Agree to abide by the provisions of the Members' Code of Conduct while serving on the Committee.

You must not:

- Be a councillor or officer of this Council or have been so in the preceding five years prior to appointment;
- Be related to, or a close friend of, any councillor or officer of the Council;

- Have been convicted of any offence. The Council has the right to carry out background checks on independent committee members;
- Be an undischarged bankrupt;
- Have significant business dealings with the Council;
- Have a formal connection with any political group;
- Have a proven history of vexatious and/or frivolous complaints against the Council; or
- Be the holder of a significant office in an organisation that is grant funded by the Council.

**Remuneration**

An allowance is paid to Independent Members of £570 per year including travel allowance when on Council business both inside and outside the borough.

**Duration**

The appointment will initially be for four years and subject to annual review thereafter.

**Application**

Please submit a cover letter outlining your interest in the role, relevant experience and connections to the Borough, along with a copy of your CV.