

**APPLICATION PACK FOR INDEPENDENT CO-OPTED MEMBERS OF THE AUDIT COMMITTEE**

**SECTION 1**

**INTRODUCTION**

The Council has an Audit Committee who provides an independent review of Gedling Borough Council’s governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It also oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Currently membership of the Committee is made up of 7 members of the Borough Council and it is politically balanced.

Vacancies currently exist for 2 independent co-opted members of the committee.

Candidates should have flexibility to contribute beyond the scheduled meetings, as these might have to meet at short notice. Informal meetings often take place on Microsoft Teams so an understanding of how online meeting software works would be an advantage.

A small allowance, currently £500.00 per annum, will be paid to the independent co-opted members of the Audit Committee, but is subject to a review and may increase or decrease. The appointment of suitable candidates will be subject to the approval of Full Council.

Full details of the role and the person specification can be found in section 2.

**The deadline for receipt of applications is 5pm on Tuesday 11 June 2024 and interviews will be held on Friday 14 June 2024.**

**SECTION 2**

**PERSON SPECIFICATION AND JOB DESCRIPTION**

**Role**

The Independent Members supports the Audit Committee in its role to provide independent assurance to the members of Gedling Borough Council, and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment of the Council. The Committee provides an independent review of Gedling Borough 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.

**Role purpose**

As a member of the Audit Committee:

* To review the Council’s corporate governance arrangements including the Local Code of Corporate Governance.
* To review the Annual Governance Statement prior to approval and consider whether it accurately reflects the risk environment and supporting assurances, considering internal audit’s opinion on the overall adequacy and effectiveness of the council’s framework of governance, risk management and control.
* To consider the council’s framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
* To consider and monitor the effective development and operation of risk management in the council.
* To monitor progress in addressing risk-related issues reported to the committee.
* To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
* To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
* To consider and monitor the counter-fraud strategy, actions, and resources.
* To have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including Chief Finance Officer and the Monitoring Officer.
* To consider and approve the annual statement of accounts. Considering whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
* To ensure that effective audit functions are in place (both internal and external).
* To report to those charged with Governance on the Committee’s findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control.

**Person Specification**

Essential criteria for this role are as follows (unless stated as desirable):

* Commitment to the Councils Corporate Strategies and values.
* Able to work in a way that demonstrates this commitment and to communicate this enthusiasm to others.
* An ability to be objective, independent, and impartial.
* Able to demonstrate an understanding of the legal duties, liabilities, and responsibilities of the Council and of the difference between governance functions and management functions.
* Previous board or committee experience is desirable.
* Experience of working in a regulatory environment, ideally with knowledge of financial, audit, risk management or Legal and corporate governance.
* A professional accountancy, financial or legal qualification and recent and relevant financial/legal experience.
* An ability to understand complex situations and reports, as well as the statutory background to those reports.
* Ability to work well as part of a diverse team.
* Strong environmental and strategic awareness and ability to identify emerging external factors that may impact on strategy implementation or plans.
* A good communicator with excellent leadership and interpersonal skills, objective and independent and able to challenge supportively.
* A commitment to Nolan’s seven principles of public life, selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
* A commitment to adhere to Gedling Borough Councils Code of Governance.
* Be able and willing to devote the necessary time to the role.
* Digitally capable (or be willing to undertake any necessary training) to access information, reports, and communicate electronically.
* Have a commitment to the Council’s Equality, Diversity and Inclusion policy and share in its active promotion.
* Good character, without established links to any political party.

**Term of Appointment**

* You must be a person who:
  + Is not a current member or an officer of any local authority,
  + Has not at any time in the last 12 months (ending with the date of that person’s appointment) been a member of or an officer of any local authority,
  + Is not the spouse or civil partner of a member or an officer of any local authority.
  + Is not currently a contractor with Gedling Borough Council.
* As an independent member of the Audit Committee, you will normally be expected to attend up to 4 Audit Committee meetings a year (which are usually held in the evening at Gedling Borough Council offices), and to provide further advice and input from time to time.
* You will be required to attend training events relevant to the role, as necessary.
* Appointments to the Committee will normally be for a period of up to 2 years, which may be extended for a further period of 1 year provided the person concerned still meets the criteria for membership of the Committee.
* The role is paid at £500 per year

**SECTION 3**

**ROLE AND FUNCTIONS OF AUDIT COMMITTEE**

The Audit Committee has the following roles and functions:

1. The Audit Committee is a key component of Gedling Borough Council’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.
2. The purpose of the Audit Committee is to provide independent assurance to the Council of the adequacy of the risk management framework and the internal control environment. It provides independent review of Gedling Borough 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.

**Governance, risk and control**

1. To review the Council’s corporate governance arrangements including the Local Code of Corporate Governance.
2. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit’s opinion on the overall adequacy and effectiveness of the council’s framework of governance, risk management and control.
3. To consider the council’s arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
4. To consider the council’s framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
5. To consider and monitor the effective development and operation of risk management in the council.
6. To monitor progress in addressing risk-related issues reported to the committee.
7. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
8. To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
9. To consider and monitor the counter-fraud strategy, actions and resources.

**Internal audit**

1. To approve the internal audit charter defining the role and scope of internal audit.
2. To approve the risk-based internal audit plan, including internal audit’s resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
3. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.
4. To consider reports from the Head of Internal Audit on internal audit’s performance during the year, including the performance of external providers of internal audit services.
5. To consider the Head of Internal Audit’s annual report confirming compliance with auditing standards and the opinion on the overall adequacy and effectiveness of the council’s framework of governance, risk management and control - these will assist the committee in reviewing the Annual Governance Statement.
6. To consider summaries of specific internal audit reports as requested.
7. To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
8. To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations.
9. To support effective communication with the Head of Internal Audit.

**External audit**

1. To consider the external auditor’s annual letter, relevant reports and the report to those charged with governance.
2. To consider specific reports as agreed with the external auditor.
3. To comment on the scope and depth of external audit work and to ensure it gives value for money.
4. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

**Financial reporting**

1. To consider and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
2. To consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts.

Accountability arrangements

* To report to those charged with governance on the Committee’s findings,

conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.

**SECTION 4**

**SELECTION OF INDEPENDENT CO-OPTED MEMBER**

Applications will be assessed by evaluation of the application form and, for shortlisted candidates, by interview of a panel drawn from the Audit Committee.

The appointment of suitable candidates will be subject to the approval of Full Council.

**APPLICATION FOR THE POSITION OF INDEPENDENT CO-OPTED MEMBER OF THE AUDITCOMMITTEE**

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| 1. **PERSONAL DETAILS** | |
| **Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **National Insurance Number:** |  |
| **Daytime Telephone Number:** |  |
| **Mobile Number:** |  |
| **Email Address:** |  |

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| --- | --- |
| 1. **YOUR QUALITIES**   **(Please explain as fully as possible why your experience, skills and interests make you the right person to be an Independent Co-opted members on the Audit Committee)** | |
|  | |
| 1. **REFERENCES**   **(We may wish to seek references prior to appointment).** | |
| **REFEREE 1:** | |
| **Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Telephone No:** |  |
| **REFEREE 2:** | |
| **Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Telephone No:** |  |

I wish to apply to be the Independent Co-opted member on the Audit Committee.

In submitting this application, I declare that I have read and understood the requirements of the role.

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| --- | --- |
| **Signed:** |  |
| **Date:** |  |

Please return this application form by 5pm on Tuesday 11 June 2024 by email to:

[elections@gedling.gov.uk](mailto:elections@gedling.gov.uk)