

## **City Of York Council**

### **Appointment of Independent Member of Audit and Governance Committee**

#### **Role Specification**

**Please note that a person will not be appointed as an Independent Member if that person:**

- (a) is a member or co-opted member or officer of the Council or a parish/town council in the Council's area, or
- (b) is a relative, or close friend of such a person, or
- (c) has been a member or co-opted member or officer of the Council or a parish/town council in the Council's area in the previous 5 years;
- (d) has been convicted of any offence;
- (e) is an undischarged bankrupt;
- (f) has significant business dealings with the Council;
- (g) has a formal connection with any political group.

#### **Duties**

- 1. To assist the Audit and Governance Committee with scrutinising the authority's statement of accounts for its approval.
- 2. To review the Council's corporate governance arrangements.
- 3. To have a desire to serve the local community and uphold local democracy.
- 4. To receive reports and presentations from the Council's internal audit manager, considering the main issues identified and monitoring management action in response.
- 5. To receive and consider the external auditor's opinion and reports and to monitor management action in response to any issues raised.
- 6. To consider the effectiveness and adequacy of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.

7. To consider the adequacy of the action being taken on risk related issues identified by auditors and inspectors.
8. To ensure effective scrutiny of the Council's Treasury Management Strategy and policies.

### **Essential Requirements**

1. Experience of working in a medium/large organisation at a senior level or other experience which would give similar benefits.
2. Financial Management experience (accountancy, audit or management of a large budget).
3. An ability to understand complex issues and the importance of accountability and probity in public life.
4. An ability to analyse and question written and verbal reports on audit and risk management activities.
5. An ability to demonstrate integrity and discretion.
6. Effective interpersonal skills.
7. Be able to maintain strictest confidentiality of sensitive information.

### **Desirable Requirements**

1. To have a knowledge and/or experience of Local Government or other public service and/or of large complex organisations and awareness of and sensitivity to the political process.
2. To have an understanding of the objectives and key activities of the Council and current major initiatives and significant issues for the Council.
3. To have an understanding of the Council's structures and responsibilities, including key relationships with partners, businesses and organisations.
4. To have an understanding of the organisation's culture.
5. To have an understanding of any relevant legislation or other rules governing the organisation.
6. To have an understanding of corporate governance arrangements in place across the Council.
7. To have an understanding of risk management

The Independent Member will need to be contactable at all times during normal working hours by telephone or by email and will need to be available to attend

Committee meetings which may be held in the day time or evening, sometimes at relatively short notice.

You should demonstrate in your application how you meet the above criteria as this will assist the short-listing process.

Means of assessment will be by application form and by interview.

### **Eligibility for Appointment**

An Independent Member must have local connections and live within the City of York Council area or carry out the main part of their work in the City.

An Independent Member must agree to abide by the provisions of the Council's Standing Orders and Members Code of Conduct whilst serving on the Committee.