



Person specification: Independent Audit Committee Member

Welwyn Hatfield Brough Council operates an Audit Committee that is accountable directly to council, whose role is to:

- Oversee the adequacy of the governance, risk and control arrangements;
- Ensure accountability statements such as the annual governance statement, properly reflect the risk environment and actions are in place;
- Oversee financial reporting arrangements, including fraud arrangements and the approval of the annual statement of accounts; and,
- Establishing appropriate and effective arrangements for audit, both internal and external.

View the full [Terms of Reference for the Audit Committee](#).

It operates in compliance with the Chartered Institute of Public Finance and Accountancy's (CIPFA) good practice guidance and Position Statements both updated in 2022.

Duties and Responsibilities / Time Commitment

To attend Audit Committee meetings as and when required. The Committee normally meets four times a year in June, September, January and March. The Committee meets during the evening, normally starting at 7.30pm. Meetings can last around 1 hour and you would also need to allow for some preparation time.

To attend training events as required which are normally held prior to the start of each meeting.

To actively promote good governance, risk management and control in the delivery of the Council's functions.

To be an independent source of support for Council's Audit Committee providing independent challenge and scrutiny in response to reports presented to it.

To abide with the Council's Constitution and relevant elements of the Members Code of Conduct.



Knowledge and Skills

The candidate for the position of Independent Member of the Audit Committee will ideally have:

- experience of working with or being a member of an Audit Committee
- a financial or audit type background and appropriate experience of financial management
- a good understanding of governance, risk management and control at an organisational level
- integrity, objectivity and discretion
- an ability to analyse complex information, question, probe and seek clarification so to come to an independent and unbiased view
- experience of working in or with large, complex organisations with an understanding of the political environment that local authorities operate within
- good interpersonal and communication skills

The candidate should not:

- have been a member or employee of a Council at any time during the last 2 years
- be a relative or close friend of a member or officer of the Council, or be a member of the County or a Town or Parish Council
- be engaged in any party political activity
- have any criminal convictions or be an un-discharged bankrupt
- have any significant business dealings with the Council.

Remuneration

An allowance of £200 per meeting attended will be paid, plus reasonable travelling expenses.

Term

The role will be held for a period of two years, with an option to renew, with agreement from both parties, to a maximum term of 4 years.