# Person specification

1. About the Audit and Governance Committee

The function of the committee is:

1. To provide independent assurance of the robustness of and compliance with the Council’s corporate governance procedures, including procedural propriety in respect of decision-making and the Council’s Constitution;
2. To provide independent assurance of the robustness of, and compliance with, the Council’s financial management and controls and risk management;
3. To ensure the Council meets its duty to promote and maintain high standards of conduct by members and co-opted members of the authority under s.27(1) of the Localism Act 2011 and to determine complaints and appeals under the Councillors’ Code of Conduct, as set out in the Code of Conduct Complaints Procedure in the Council’s Constitution.

The Committee serves as an important advisory body to the Full Council, responsible for ensuring that risks to the Council are minimised on matters falling within its terms of reference and recommending changes to procedures and processes to maintain and promote effective governance.

The Committee has delegated authority to approve the Council’s accounts, capital outturn and the annual governance statement. The Committee is also responsible for overseeing the financial reporting and audit processes.

Further information about the committee may be found in its [terms of reference](https://democracy.walthamforest.gov.uk/documents/s67110/Part%2007%20-%20Terms%20of%20Reference%20-%2003%20-%20Audit%20Governance%20Committee.pdf).

1. Job purpose

Alongside councillors, the Independent member of the Audit and Governance Committee will:

* Consider and comment on reports from the External Auditor and consider the external audit annual management letters and reports.
* Consider and comment on reports of Internal Audit on internal audit reviews undertaken in accordance with the Annual Audit Plan.
* Consider any significant issues arising from external or internal audit work.
* Consider and comment on the annual internal audit strategy and annual audit plan.
* Consider and comment on the Head of Internal Audit’s annual report and assurance opinion and a summary of internal audit activity (actual and proposed), together with the level of assurance it can give over the Council’s corporate governance arrangements.
* Monitor and comment on the effective development and operation of risk management policies in the Council
* Monitor and comment on the Council’s arrangements to protect the Council from fraud and corruption, including the Anti-Fraud & Corruption Strategy and the Whistle Blowing Policy.
* Review and approve the Annual Governance Statement and recommend it for signature by the Chief Executive and the Leader of the Council for publication in the Statement of Accounts.
* Review the Treasury Management Policy and Strategy and make recommendations on risk control measures.
* Any other audit related responsibilities as may from time to time be allocated.

1. Person specification

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| Position Title: | INDEPENDENT PERSON | Date Prepared: | March 2012 |
| AF= Application Form I= Interview T= Test | | | |

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| Person Specification | Essential | Desirable | Method of Assessment |
| 1. **EXPERIENCE**    1. Experience of working as a member of a committee or equivalent    2. Experience of giving advice on sensitive or complex matters    3. Experience of local government or the public sector |  | ✓  ✓  ✓ | A  A  A |
| 1. **SPECIAL ABILITIES/APTITUDES**    1. Ability to act independently and to give advice based on evidence and not political or other motivations;    2. Ability to understand complex issues quickly    3. Ability to deal with sensitive issues appropriately and to maintain confidentiality;    4. Commitment to the public service principles of accountability, honesty, openness and equality of opportunity    5. An understanding of local government or the public sector. | ✓  ✓  ✓  ✓ | ✓ | A/I  A/I  A/I  A/I  I |
| 1. **OTHER POSITION SPECIFIC REQUIREMENTS**    1. Able to attend and participate in committee meetings    2. Ability and willingness to undertake training and develop an understanding of the role and the legal framework ;    3. To be available at short notice if required to provide advice on allegations against councillors both to the Council and individual councillors;    4. Commitment to Equal Opportunities | ✓  ✓  ✓  ✓  ✓ |  | A/I  A/I  A/I  A/I  A/I |
| 1. **EDUCATION AND TRAINING**    1. A good general standard of education. |  | ✓ | A |
| 1. **DISQUALIFYING FACTORS**    1. Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council’s Equal Opportunities Policy. | ✓ |  | A/I |