

Independent Audit and Governance Committee Member

Role profile

The London Borough of Sutton 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 and Governance Committee.

About the Audit and Governance Committee

The Audit and Governance Committee is a key component of Sutton 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.

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.

To promote and maintain high standards of conduct and probity for all councillors, co-opted members, other members of Council committees and joint committees, assisting those members to observe Sutton's Code of Conduct, and considering allegations of breaches of Sutton's Code of Conduct.

To have oversight of Human Resources and Health and Safety issues.

Job Purpose

As part of the Audit and Governance Committee your role will be:

- To monitor the effective development and operation of risk management and corporate governance in the Council.
- To monitor the counter-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 the implementation of the Council's Treasury Management Strategy.

The full list of functions of the Audit and Governance Committee can be found in [the Council's constitution](#).

Commitment

You will be expected to attend at least 3 of 4 meetings per year. Meetings usually take place in January, April, July, and October. They are held at the Civic Offices, Sutton and start at 7pm. They last approximately 2 to 3 hours and time will also be needed prior to each meeting for preparation.

Person specification

Experience

You will be a person who has experience of working in a medium / large organisation at a senior level or other experience which would give similar benefits.

Financial management experience (accountancy, audit or management of a large budget) would be advantageous.

Skills

You will have:

- an ability to understand complex issues and the importance of accountability and probity in public life
- an 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
- an ability to demonstrate integrity and discretion
- effective interpersonal skills
- be able to maintain strictest confidentiality of sensitive information

Knowledge

All members of the Audit and Governance 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 initiative and significant issues for the Council
- an understanding of the Council's structures and responsibilities, including key relationships with partners, businesses and organisations
- an understanding of the organisation's culture
- an understanding of any relevant legislation or other rules governing the organisation
- an understanding of corporate governance arrangements in place across the Council

- an understanding of the government environment generally
- an understanding of risk management

Other

You must:

- Have local connections, and either reside in the Borough, carry out the main part of your work in the Borough or have other recognisable ties to the area.
- 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 the 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 Sutton Council.
- have been convicted of any offence. The Council has the right to CRB check any 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 Sutton Council.
- be the holder of a significant office in an organisation being grant aided/supported by the London Borough of Sutton.

Remuneration

No allowance will be paid to members of the Council's Committees and Sub-Committees who are not Councillors. However, Co-Opted Members are entitled to claim a travel allowance when on Council business both inside and outside the borough.

Application

Please submit a cover letter outlining your interest in the role, relevant experience and connections to the London Borough of Sutton alongside a CV.

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