

Independent Committee Member- Audit

Role description and person specification

About the Standards and General Purposes Committee

The London Borough of Merton's Standards and General Purposes Committee provides challenge and assurance on the Council's control environment, mainly focusing on risk, control, governance, and financial issues, to support the council in ensuring that it is well managed and able to deliver its priorities.

Job Purpose

Alongside councillors, as the Independent Committee Member - Audit you will:

- Consider and comment on reports from the External Auditor and consider the External Audit Annual Management Letter and reports.
- Consider and comment on reports from the Head 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 strategy and comment on the Strategic Risk Register.
- Monitor and comment on the Council's arrangements to protect the Council from fraud, bribery and corruption, including the Anti-Fraud & Corruption Policy and the Raising Concern at Work (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 and approve the Annual report of the Standards and General Purposes Committee and recommend approval by Cabinet.
- Any other audit and assurance related responsibilities as may from time to time be allocated.

Commitment

The Standards and General Purposes Committee meets 4 times a year, meetings usually take place in March, July, September and November. Meetings are held at the Merton Civic Centre and last around 2 hours. Time will also be needed before 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 financial, 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 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 initiatives 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 Council's culture
- an understanding of any relevant legislation or other rules governing the Council
- an understanding of corporate governance arrangements in place across the Council
- an understanding of the governance environment generally
- an understanding of risk management and internal control

Other

You must:

- agree to abide by the provisions of the Members Code of Conduct while serving on the Committee.

A connection to Merton is also desirable i.e., you live in the Borough, work in the Borough or have other recognisable ties to the area.

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 Merton Borough Council.
- have been convicted of any serious offence. The Council has the right to DBS 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 Merton Borough Council.
- be the holder of a significant office in an organisation being grant aided/supported by Merton Borough Council.

Remuneration

You will be entitled to an allowance of £100 per meeting.