

Independent Member – Audit and Risk Management Committee

Background

In accordance with guidance from the Chartered Institute of Public Finance Accountants (CIPFA), the London Borough of Bromley wishes to appoint up to two independent non-voting members to its Audit and Risk Management Committee, on a voluntary basis.

The role of the Committee includes the following:

- Oversight of internal audit work, including approving the audit plan and charter, and reviewing and scrutinising the outcomes of internal audit work
- Reviewing the Statement of Accounts and considering reports from the External Auditor
- Maintaining an overview of the effective development and operation of risk management.
- Maintaining oversight of counter fraud arrangements

The full Terms of Reference of the Committee is included as a separate document.

Duties and Responsibilities

In line with the Terms of Reference of the Audit and Risk Management Committee, the Independent Member(s) will:

- Actively promote good governance, risk management and control in the delivery of the Council's functions
- Be an independent source of support for the Committee providing independent challenge and scrutiny in response to reports presented to Committee
- Ensure that there is adequate and effective internal audit, counter fraud and risk management provision
- Review the Council's accounts and reports from external auditors
- Abide by the Council's Constitution and relevant elements of the Members' Code of Conduct.

The independent member(s) will not have voting rights, but voting members of the Committee will consider the contribution of the independent member(s) when casting their own votes.

Time Commitment

The Independent Member(s) will need to attend Audit and Risk Management Committee meetings at the Civic Centre, Bromley. Meetings are usually held three times a year but additional meetings may be convened if required. The meetings start at 7pm and typically last between 1 to 3 hours. Members will also need to attend training events as required. These are usually prior to the start of the meeting.

Committee members receive papers approximately one week in advance of the meeting and some reading and preparation time is required for each meeting.

The appointment will be for four years with an option to extend for a second term. The maximum period of appointment will be two terms.

Independence

To ensure that the role can be fulfilled impartially and objectively, the Independent Member(s) will not:

- Have been a member, co-opted member or employee of the Council at any time during the last 5 years
- Be a relative or close friend of any such person
- Be an active member of a political party or involved in the management of a local lobbying group
- Have any un-spent criminal convictions or be an un-discharged bankrupt
- Have any significant business dealings with the Council.

The post will be subject to a basic Disclosure and Barring Service (DBS) check.

Person Specification

Candidates for the position of Independent Member of the Audit and Risk Management Committee will have:

Skills and Abilities

- Ability to demonstrate integrity, objectivity and discretion, including in decision making.
- An ability and willingness to analyse complex information, question, probe and seek clarification in order to arrive at an independent and unbiased view.
- Effective interpersonal and communication skills.
- Strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans or reputation with key stakeholders.
- A desire to serve the local authority and a keen interest in public life.
- A commitment to equality, diversity and inclusion.
- A commitment to the seven principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership).

Knowledge and Experience

Members of the Audit and Risk Management Committee should have, or should acquire as soon as possible after appointment:

- A strong understanding of governance, risk management and control
- A strong understanding of the role of internal and external audit
- A strong understanding of risk management and the key risks and challenges facing the Council
- Appropriate experience of either internal audit, external audit, financial management or risk management
- Experience of working in or with large, complex organisations in the public or private sector with an understanding of the political environment that local authorities operate within
- An interest in and awareness of the functions of local government, including key applicable legislation and regulations
- Experience of working at Board-level in an executive or non-executive role is desirable but not essential.

Remuneration

No allowance is payable however travel expenses in connection with the role can be claimed.