

# **Information Pack for Independent Member of the Audit and Corporate Governance Committee**

This pack provides information for candidates regarding the appointment of an Independent Member of the Audit and Corporate Governance Committee, including information on how to apply.

Please note that applications need to be received no later than 3<sup>rd</sup> July 2022.

Interviews are scheduled to take place during w/c 1<sup>st</sup> August 2022.

## **Audit and Corporate Governance Committee**

### **Composition**

The Audit and Corporate Governance Committee is composed of ten councillors and two independent, non-voting members (to be appointed).

### **Terms of reference of the audit committee**

#### **Governance**

1. The Audit and Corporate Governance Committee shall have responsibility for non-executive matters specified under the relevant legislation.

#### **Statement of Purpose**

2. Our Audit and Corporate Governance committee is a key component of the London Borough of Camden'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 across the council.
3. The purpose of our Audit and Corporate Governance committee is to provide independent assurance to the members of the adequacy of the risk management framework and the internal control environment. It provides independent review of the London Borough of Camden'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

#### **Matters reserved for the Audit and Corporate Governance Committee**

#### **Governance, Risk and Control**

4. To review the Council's corporate governance arrangements against the good governance framework
5. To review the AGS prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
6. To consider the council's structural arrangements to secure the delivery of its priorities and review assurances and assessments on the effectiveness of these arrangements

7. To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
8. To monitor the effective development and operation of risk management in the council.
9. To monitor progress in addressing risk-related issues reported to the committee.
10. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
11. To consider the assessment of fraud risks and potential harm to the council from fraud and corruption
12. To monitor Council policies on whistleblowing and the anti-fraud and anticorruption strategy.
13. To receive an annual report on the Council's usage of its powers under the Regulation of Investigatory Powers Act (RIPA).
14. To review the governance and assurance arrangements for significant partnerships or collaborations

### **Internal Audit**

15. To approve the internal audit charter.
16. To consider proposals made in relation to the appointment of external providers of internal audit services.
17. To approve the risk-based internal audit plan, including internal audit's resource requirements (and any significant changes to either), the approach to using other sources of assurance and any work required to place reliance upon those other sources.
18. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.
19. To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Internal Audit. To approve and periodically review safeguards to limit such impairments.

20. To consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
  - a) updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work
  - b) regular reports on the results of the Quality Assurance and Improvement Programme (QAIP)
  - c) reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards (PSIAS) and Local Government Application Note (LGAN, considering whether the non-conformance is significant enough that it must be included in the AGS.
21. To consider the head of internal audit's annual report:
  - a) The statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit.
  - b) The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the committee in reviewing the AGS.
22. To consider summaries of specific internal audit reports as requested.
23. To consider a report from the Head of Internal Audit and Risk regarding recommendations contained in Internal Audit reports that have not been implemented within agreed timescales or where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority.
24. To monitor the outcome of the annual QAIP of internal audit and contribute to the external quality assessment of internal audit that takes place at least once every five years.
25. To consider a report on the effectiveness of internal audit to support the AGS, where required to do so by the Accounts and Audit Regulations.
26. To provide free and unfettered access to the Audit Committee for the Head of Internal Audit, External Audit and the independent member including the opportunity for a private meeting with the committee.

## **External Audit**

27. To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by PSAA or the authority's auditor panel as appropriate.
28. To consider the external auditor's annual letter, annual audit plans, and other relevant reports reporting to those charged with governance.
29. To consider specific reports as agreed with the external auditor.
30. To comment on the scope and depth of external audit work and to ensure it gives value for money.
31. To commission work from internal and external audit
32. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

## **Financial Reporting**

33. To review and approve the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
34. To review and approve any proposed changes to accounting policies produced within CIPFA guidelines.
35. To consider the external auditor's report to those charged with governance on issues arising from the audit of the Accounts.

## **Accountability Arrangements**

36. To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
37. To report to full council on an annual basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
38. To undertake an annual review of the work of the committee.

39. To publish an annual report on the work and effectiveness of the committee

### **Regulatory Framework**

40. To maintain an overview of the Council's Constitution in respect of contract procedure rules and financial regulations.
41. To review any relevant issue referred to it by the Chief Executive or the Executive Director Corporate Services or Monitoring Officer.
42. To review the treasury management activities and monitor compliance with policies, strategies and procedures and the risks within the debt and investment portfolios and make recommendations to full Council.
43. To receive the Council's Pay Policy Statement annually and recommend to Council its adoption.
44. To report and make recommendations to the Cabinet and/or Council as necessary on relevant issues arising from the exercise of these functions.

### **General Functions**

45. Responsibility for the appointment of all relevant sub-committees, including approval of their terms of reference and membership if not already appointed by Council at the annual Council meeting.
46. To determine matters relating to the organisation and conduct of elections, including the following:
  - i) appointment of an Electoral Registration Officer, should the Chief Executive not be able to fulfil the role;
  - ii) appointment of a Returning Officer for local government elections, should the Chief Executive not be able to fulfil this role;
  - iii) provision of assistance at European Parliamentary Elections;
  - iv) division of constituencies into polling districts; and
  - v) division of the borough into polling districts.
47. To regulate matters affecting members, including remuneration and expenditure.
48. To monitor and review the Constitution, in accordance with Article 14, including the making of recommendations to Council on the revocation, alteration or making of new Standing Orders, Contract and Financial Standing Orders.

49. To recommend to Council the introduction, amendment or revocation of bylaws.
50. Responsibility for making arrangements for the proper administration of the Council's financial affairs.
51. Responsibility for the designation of statutory posts where the ordinary post holder is unable to fulfil the role (and where this does not form part of the appointments process and is therefore delegated to the appropriate Appointments Sub-Committee) as follows:
  - a) Head of Paid Service, should the Chief Executive or the Deputy Chief Executive not be able to fulfil the role;
  - b) Chief Financial Officer (known as the Section 151 officer) should the Executive Director Corporate Services or their nominated deputy not be able to fulfil this role;
  - c) Monitoring Officer, should the Borough Solicitor or their nominated deputy not be able to fulfil this role;
  - d) Data Protection Officer, should the Borough Solicitor not be able to fulfil this role;
  - e) Director of Children's Services, should the Executive Director Supporting People not be able to fulfil this role;
  - f) Director of Public Health, should the Joint Director of Public Health not be able to fulfil this role;
  - g) Director of Adult Social Services, should the Director of Adult Social Care not be able to fulfil this role; and
  - h) Lead Scrutiny Officer, should the Director of Corporate Strategy and Policy Design not be able to fulfil this role.
52. To determine the terms and conditions on which officers hold office (including procedures for their dismissal).
53. Agreeing the corporate complaints policy and procedure, remedies policy and procedure, and any other policies related to payments or benefits in kind arising from maladministration findings by an Ombudsman.
54. To establish, set the terms of reference and procedures of and appoint to an Accessible Transport Appeals Panel or Panels

## **Role Description**

### **The role**

To be an independent, non-voting member of the Audit and Corporate Governance Committee, providing external challenge, support and advice.

### **Accountability**

To the Council through the Chair of the Audit and Corporate Governance Committee.

### **Responsibility**

- To receive and consider reports to the Audit and Corporate Governance Committee from internal and external auditors and other council officers.
- To ensure the Chair of the Audit and Corporate Governance Committee, the Chief Executive and the Executive Director Corporate Resources are aware of the significance of issues raised in the audit or by its members.
- To aid the Committee in ensuring the performance, objectivity and independence of the internal audit function.
- To assist the Committee in reviewing the Council's treasury management functions, particularly its policy statement and the risks within the debt and investment portfolios.
- To obtain and maintain appropriate understanding of the organisation which is vital to the Audit and Corporate Governance Committee considerations.
- To provide support and direction to the Audit and Corporate Governance Committee members.
- To oversee and consider changes to the council's constitutional framework as part of the Committee.
- To demonstrate high standards of corporate governance at all times, including understanding the role played by the Audit and Corporate Governance Committee in helping to address the key financial and other risks facing the council.

## Person Specification

	Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Financial, Accounting or Audit qualification</li> </ul>		✓
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>A good communicator</li> <li>Inquisitive, open minded and non-judgmental</li> <li>Ability to analyse information and question effectively</li> <li>Assertiveness</li> <li>Understanding of the committee's main functions and principles of good corporate and financial governance</li> </ul>	✓ ✓ ✓ ✓ ✓	
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of attending boards, committees and corporate governance generally</li> <li>Interest in public service and local government</li> <li>A demonstrable interest in local issues</li> </ul>	✓ ✓	✓
<b>Competencies</b> <ul style="list-style-type: none"> <li>A person in whose impartiality and integrity the public can have confidence</li> <li>Ability and willingness to maintain confidentiality</li> <li>Able to make a significant contribution to the work of the committee</li> </ul>	✓ ✓ ✓	
<b>Other requirements</b> <ul style="list-style-type: none"> <li>Has not been a Councillor or employee of Camden Council in the past five years</li> <li>Is not related to or close friend of a Camden Councillor or employee</li> <li>Is not an active member of any political party or has a public profile in relation to political activities</li> <li>Must formally agree to observe the Code of Conduct for members and complete a Register of Interests form on appointment</li> <li>Must be able to attend committee meetings as programmed</li> <li>Must be committed to a two-year term of office</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	

## **Terms and Conditions of Appointment**

The appointment is for two years and will be subject to approval of Full Council.

The duties include attendance at the Audit and Corporate Governance Committee meetings, which meets five times per municipal year, and there may be additional meetings. Typically, the committee starts at 6.30pm. You will also be required to allocate time to read papers in preparation of the meeting. There may be additional duties, such as attending training courses or attendance at other meetings as appropriate.

Subject to the agreement of full Council, an allowance will also be paid for undertaking the role, which is currently £1,110 per annum. This is paid in monthly installments. All payments will be processed by the council's payroll department and will be subject to tax and national insurance deductions.

As an independent member you will also be required to sign an undertaking to abide by a Code of Conduct for Members, which sets out standards of behaviour expected from all members. Additionally, you will be required to complete a Register of Interests form, which sets out any personal interests that affects the wellbeing or financial position of you or people that you have a close association with.

This is to ensure fellow members, officers of the council and the public know which of your interests might give rise to a conflict of interest. You will also be required to proactively declare any potential conflicts that may arise in your role. For example, if a conflict interest arises out of business on the committee's agenda or from a change in your personal circumstances, you must declare that interest before the committee meeting.

## **Recruitment Process**

Initial shortlisting will take place shortly after the closing date and applicants will be advised of the outcome of their application thereafter.

Interviews will take place during the week commencing 1<sup>st</sup> August 2022 and will be based on a question and answer assessment. The interviews will be conducted by a panel comprising councilors who sit on the Audit and Corporate Governance Committee, including the Chair and Vice-Chair, and the Executive Director Corporate Services.

The final appointment is subject to approval of the full Council.

## **Equal Opportunities**

Camden Council is committed to diversity. We encourage applications from all sections of our diverse community and welcome applications from candidates from a BME background.

## **Data Protection**

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Camden Council and in connection with any subsequent employment or placement, unless otherwise indicated. The personal data will be initially controlled by or on behalf of Camden Council and will be retained in line with [our privacy policy](#) and then destroyed as per the retention schedule.

## **Further information**

For more information about the council and its services, visit [www.camden.gov.uk](http://www.camden.gov.uk)

## **How to apply**

Should you have any queries about any aspect of the role or should you wish to apply, please contact our retained consultant Haben Solomon (Director, Public Sector, Hammond Clarke) on [hs@hc-exec.co.uk](mailto:hs@hc-exec.co.uk) / 0203 854 3937