

Job description

Job title: Co-opted Member – Audit and Governance Committee

Purpose and impact

1. The Audit and Governance Committee is primarily responsible for:-
 - i. independent assurance on the adequacy of the Council's risk management framework including internal control and financial reporting.
 - ii. to promote and help maintain high standards of conduct of members, co-optees, Parish & Town councillors and any other relevant appointed representatives.
 - iii. recommend training in respect of conduct standards, determining allegations of any breach concerning the Members Code of Conduct; and
 - iv. support the Monitoring Officer in the discharge of his duties.
2. Within these terms of reference, the Committee has a wide range of focus, including consideration of internal and external audit reports; quarterly financial outturns; and treasury management.
3. Co-opted members of the Audit and Governance Committee have full voting rights for items relating to any advisory recommendations, as per 1i above. Co-opted members will not be engaged in Code of Conduct matters in relation to which the Committee is already supported by independent persons appointed under the Localism Act.

Key responsibilities

The co-opted member will:

1. Attend Audit and Governance Committee meetings (approx. 8 per year).
2. Be fully conversant with all issued documentation in support of these meetings.
3. Support the Committee by offering independent and constructive challenge on reports being considered by the Committee, and support others to do the same.
4. Provide expertise related to finance, accounts or audit and corporate governance.
5. Act as a non-party-political voice for those who live and/or work in the Dorset Council area
6. Listen carefully and ask questions in a way which is non-judgemental, respects confidentiality and helps the Committee fulfil its purpose.
7. Keep informed of issues facing the Council and local authorities generally.
8. Help the Committee to review and monitor its own effectiveness.
9. Participate in training events related to the work of the committee
10. Establish good relations with other members, officers and co-optees and work effectively within a team.

Other factors

Co-opted Members will:



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1. Reside or work in the Dorset Council area;
2. Serve a full term (or more) of four years, with a maximum of two terms
3. Not have been an elected Member, co-opted Member or officer of the Council (or of any of the Town or Parishes within it), or a relative or close friend of such a Member or officer, during the previous five years
4. Not be a member of a political party or have a public profile in relation to political activities
5. Be proficient in providing clear information in a sensitive, but assertive manner.
6. Be able to travel to committee meetings, which are generally held at County Hall, Dorchester.
7. Be subject to the same Constitution and Code of Conduct as Local Authority Councillors and will be required to sign the Declaration of Acceptance of Office.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation. Full details can be found on the job website under [‘Working for Dorset Council’](#).



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the role.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Essential

| Qualifications/ training/registrations |
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| Required by law, and/or essential to the performance of the role |
| 1. A relevant degree, equivalent qualification or considerable relevant experience in relation to the role set out in this role description |
| Experience |
| 2. Experience either a) as an accountant or auditor or working with statutory accounts, preferably at a senior level or b) significant experience as an Audit Committee Member or non-executive director in a large or complex organisation. |
| Skills, abilities & knowledge |
| 3. Understanding of finance or accounts, preferably in a public sector environment |
| 4. Ability to be objective and impartial, and to exercise good judgement |
| 5. Ability to digest and understand complex financial information |
| 6. Ability to analyse evidence and ask the right questions to hold the organisation to account |
| 7. Ability to influence others to provide appropriate challenge. |
| 8. Effective interpersonal skills with strong influencing and communication skills |
| 9. Demonstrate a keen and genuine interest in achieving improvements in public services for local people |
| 10. The ability to problem-solve and look for innovative new ways of working that will achieve improvements in services |
| 11. ICT skills, including the use of M365 applications |
| Behaviours |
| 12. Respect |
| 13. Responsibility |
| 14. Recognition |
| 15. One Team: Collaboration |
| Other |
| 16. The ability to fulfil the travel requirements of the post |

Desirable



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| Experience |
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| 1. Previous experience as a co-opted member in a public sector setting |
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| Approval | | | |
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| Manager | Marc Eyre, Service Manager for Assurance | Date | 4 April 2023 |
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