

Supplementary Role Profile for the Chairman of the Audit Committee

This document builds on the general role profile for Suffolk County Councillors.

This document summarises the main features of working as the Chairman of the Audit Committee and for which a Special Responsibility Allowance is paid under SCC Constitution Part 7, Schedule 1 'Rates of Basic and Special Responsibility Allowances'.

Main Purpose of the Role of Chairman of the Audit Committee:

The role of the Chairman of the Audit Committee is to ensure that the work of the audit committee is conducted so as to discharge the terms of reference below extracted from Part 1 of the Council's Constitution as amended on 19 March 2015:

14 Audit Committee

The Audit Committee will have the following functions:

14.1 undertaking the Council's responsibilities under the Accounts and Audit Regulations 2011;

14.2 promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;

14.3 ensuring that the Council's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it;

14.4 receiving assurance over value for money, focussing on both the arrangements to ensure value for money and also progress in achieving value for money;

14.5 to approve the statement of accounts incorporating the income and expenditure account, the balance sheet and other accounting statements as defined within the Code of Practice on Local Authority Accounting in the United Kingdom, as required by the Accounts and Audit Regulations 2011;

14.6 monitoring the Council's compliance with Financial Regulations, and considering any proposals for changes to the Regulations;

14.7 liaising with the Audit Commission over the appointment of the Council's external auditor;

- 14.8 discussing with the external auditor the basis of the annual audit, including the overall level and composition of the fee and the content of performance work;
- 14.9 receiving all reports including audit or corporate governance issues by the external auditor, and other inspectorates, including the Annual Audit and Inspection Letter;
- 14.10 approving and monitoring delivery of the internal audit activity of the Council;
- 14.11 monitoring the response to audit reviews and investigations and the implementation of agreed recommendations;
- 14.12 monitoring the effective development and operation of risk management within the Council;
- 14.13 ensuring that effective treasury management control procedures are operating within the Council;
- 14.14 advising the Council on the adoption or revision of the Members' Code of Conduct, the Planning Code of Good Practice and protocols;
- 14.15 receiving summary reports of the results of any complaints made regarding potential breaches of the Members' Code of Conduct;
- 14.16 receiving the Local Government Ombudsman's Annual Review Letter, an overview of Local Government Ombudsman investigations, and the payments or other benefits provided in cases of maladministration;
- 14.17 overview of the comments, compliments and complaints process;
- 14.18 monitoring and reviewing member training and development, including the planning and implementation of the induction of new members, in partnership with the Democracy Working Group;
- 14.19 issuing guidance and best practice advice with regard to probity and ethics;
- 14.20 overview of the Officers' Code of Conduct, whistleblowing policy and similar policies;
- 14.21 submitting an annual report to Council on the Committee's activities;
- 14.22 reporting and/or bringing matters to the attention of the County Council, Cabinet or the appropriate Committee any issues that require further review or action.

Additional Responsibilities:

The Chairman will also:

1. Hold monthly liaison meetings with SCC Internal Audit senior staff.
2. Sign the approved annual Statement of Accounts.

3. Countersign the letters of representation to the external auditors confirming the responsibilities and actions taken in completing the Statement of Accounts.
4. Submit an annual written report of the committee's work to the Council and is to present the report orally to the full Council.
5. Liaise with the external auditor throughout the year so as to ensure that any matters of concern are addressed promptly.

Estimated average monthly time spent on the role:

16 hours

Any other comments

None.