

## JOB DESCRIPTION

<b>Job Title</b>	Co-opted Member of the Audit and Transparency Committee
<b>Position Number(s)</b>	50982564
<b>Department</b>	Governance
<b>Section or Service</b>	
<b>Grade</b>	

### DESIGNATION:

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<b>Responsible to:</b>	Martyn Carver
<b>Employees directly supervised (if applicable):</b>	
<b>Family Tree</b>	
<p><i>Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.</i></p>	

**1. JOB PURPOSE:**

To serve as an independent, non-voting co-opted member on the Council's Audit and Transparency Committee.

**2. DESCRIPTION OF DUTIES:**

Do you have an extensive audit and/or financial background and board-level experience in an executive/non-executive role? The Council is seeking an external co-opted member to join its Audit and Transparency Committee.

Your expertise will be vital in optimising the Committee's effectiveness and in enabling the Council to provide assurance on the important work it does on behalf of the Borough.

You should have experience of working on boards at a senior level as well as recent, relevant financial experience and be a chartered accountant with a professional qualification. Strong knowledge and a thorough understanding of audit, risk management and corporate governance is essential.

You will also need the ability to think and act strategically, influence others and consider the bigger picture as well as detail.

**The Council**

Kensington and Chelsea is a unique central London borough, home to places of great cultural importance, diverse communities and attractive streets and squares. Following the tragic fire at Grenfell Tower in June 2017, the Council's primary focus has been the response to the tragedy, particularly the rehousing of former residents of Grenfell Tower and Grenfell Walk and the provision of practical, emotional and humanitarian support to the bereaved, survivors and others affected. The Council has engaged with and listened to its residents to develop the [Council Plan](#) for 2019-2023, which is summarised below:



### **The Audit and Transparency Committee**

The Council has benefitted for many years from the experience and input of its independent Members. The purpose of the Audit and Transparency Committee is:

- to provide independent assurance on corporate governance arrangements; the adequacy of the risk management framework and the associated control environment; independent scrutiny of the authority's financial and non-financial performance to the extent that that it affects the authority's exposure to risk and weakens the control environment; and oversight of the financial reporting process;
- to oversee Council transparency; and
- to consider any complaints against Councillors referred to it following an investigation.

The Committee's responsibilities are as follows:

#### **Audit Activity**

- To review, comment and approve Internal Audit's strategy, plans and resources.

- To consider Internal Audit progress reports on a quarterly basis summarising the audit reports issued and performance of the Internal Audit function.
- To consider the Head of Internal Audit's annual report and opinion and the level of assurance given over the Council's corporate governance arrangements.
- To consider reports from Internal Audit on the implementation of agreed recommendations where management have failed to undertake the necessary actions within the planned audit time frame.
- To consider the External Auditor's annual Plan, relevant reports, and reports to those charged with governance. To review and comment on external inspection reports.
- To consider specific reports as agreed with the External Auditor.
- To discuss and comment on the assessment of risks identified by External Audit and the associated impact on the audit fee, audit risk assessment and the scope and depth of External Audit work and to ensure it provides value for money.
- To liaise regarding the appointment of the Council's External Auditor.
- To examine and consider an annual report on the External Audit process.
- To make recommendations to the Lead Member for Corporate Services on the Council's audit arrangements.
- To commission work from Internal and External Audit.
- To consider reports on internal or external fraud investigated by the Council.
- To scrutinise the Council's treasury management activities and monitor compliance with strategies and procedures.

#### Regulatory and Control Framework

- To maintain an overview of the Council's constitution in respect of audit procedure rules, contract procedure rules, and financial regulations.
- To review any issue referred to it by the Chief Executive, or any Council body.
- To monitor the effective development and operation of risk management in the Council.
- To monitor Council policies on 'Raising Concerns at Work' and the anti-fraud and corruption strategy.
- To review the Council's Annual Governance Statement and supporting documentation.
- To consider the Council's arrangements for corporate governance.

#### Accounts

- To approve the Council's Annual Statement of Accounts, to consider whether appropriate accounting policies have been followed and whether there are any concerns arising from the financial statements or from the audit that need to be brought to the attention of the Executive.
- To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.
- To consider the Audit Commission's annual Audit and Inspection letter.

#### Ethical Conduct of Councillors

- To consider any complaints, referred to it following an investigation and to decide what sanctions, if any, should be imposed.
- To consider any applications for dispensations from Councillors and co-opted members to allow them to participate in decisions.

### Transparency

- To consider whether the Council has in place clear principles for transparency and has set open standards and policies for data release across all services.
- To ensure that the Council's transparency policy and standards meet any Government requirements and that that they take into account current best practice.
- To ensure that satisfactory mechanisms exist to ensure that the Council's performance can be scrutinised by the public and by councillors.

### The Role

The Council is seeking to appoint an Independent (co-opted) Member to join the Audit and Transparency Committee who will complement the skills and expertise of the Committee and work to provide robust and constructive challenge.

The Council recognises the valuable input and different perspective independent co-opted Members bring into the Council's decision-making process. Their role depends in what capacity they are appointed, which could be as representatives of an organisation or an interest group or they may be co-opted for their expertise or experience.

A co-optee's role is to complement, rather than replace, the role of elected Members who remain accountable to the electorate and are ultimately responsible for decision making. Voting co-opted members are by law subject to the Members' Code of Conduct and requirements to register disclosable pecuniary interests.

The successful candidate will need to be available to attend and participate in the meetings of the Audit and Transparency Committee (and any relevant training sessions for the Committee) which are held in the evening (starting at 6.30pm), normally on 5 or 6 occasions per year. All meetings are held at the Kensington Town Hall, W8 7NX.

**PLEASE NOTE:** Candidates for the role will make an application for the position, and the selection of the appointee will be approved by full Council. Recent past Members of the Council or recent former Council employees will be ineligible to serve in this capacity. Close friends or relatives of any Member or officer will be ineligible as will employees of any organisation of which the Council is a client. Independent Members of the Audit and Transparency Committee receive an annual allowance which for 2019/20 is £2,230.

### How to Apply

If you would like further details about the role, please contact Martyn Carver (Governance Services) via telephone: 0207 361 2477 or via email at: [martyn.carver@rbkc.gov.uk](mailto:martyn.carver@rbkc.gov.uk).

The closing date for the receipt of CV and covering letter setting out why you are applying for the role is close of business on Friday 10 January following which interviews will be held on Tuesday 21 January.

Kensington and Chelsea Council is committed to Equal Opportunities and welcomes applications from all sections of the community.

Continue on separate sheet if necessary.

**I agree to the above job description**

**Post Holder**.....

**Date**.....

**Director / Chief Officer**.....

**Date**.....

**3. DIMENSIONS:**

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**(WHERE APPROPRIATE)**

**Quote figures which give a picture of the job as follows:**

**(a) Annual budgetary amounts with which the job is either directly or indirectly concerned**

**(b) Any other statistics relating to the work**

**SELECTION CRITERIA/PERSON SPECIFICATION**

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**Job Title:**

**Conditions to Note:**

**Candidates:**

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

**Recruiting Managers:**

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

**Values & Behaviours**

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

<b>A</b>	<p><b>Equal Opportunities</b> Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
<b>B</b>	<p><b>Qualifications:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>C</b>	<p><b>Knowledge &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

Our Values & Behaviours	
<b>D</b>	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;"><b>PUTTING COMMUNITIES FIRST</b></div> <ul style="list-style-type: none"> <li>We put local people at the heart of decision making in everything we do.</li> <li>We seek to include and involve: all voices matter.</li> <li>We provide quality services that are responsive, effective and efficient.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>I actively involve and include the communities that I serve in my work.</li> <li>I shall reflect the views of the communities in my daily work.</li> <li>I shall improve the service I provide through seeking feedback from others.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>I have been included</li> <li>I can see how my views have been taken into account</li> <li>I can see improvements and developments based on my input</li> </ul>
<b>E</b>	<div style="background-color: #4caf50; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;"><b>RESPECT</b></div> <ul style="list-style-type: none"> <li>We listen to everyone and value the personal experiences of people in our communities and of each other.</li> <li>We adopt a fair, and involving approach regardless of any way in which an individual is different to us.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>I adapt my approach to take account of all differences and cultures in the community and with colleagues.</li> <li>I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.</li> <li>I communicate in a way that is respectful, encourages involvement and meets people's needs.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>I feel my culture and background are respected.</li> <li>I have confidence that action is being taken.</li> <li>I feel I am being treated fairly.</li> </ul>
<b>F</b>	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;"><b>INTEGRITY</b></div> <ul style="list-style-type: none"> <li>We act with openness, honesty, compassion, responsibility and humility.</li> <li>We let people know what we are doing and communicate why and how decisions have been made.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>I demonstrate empathy in my interactions with others.</li> <li>I am honest and transparent about the decisions I take.</li> <li>I follow through on the actions I say I will take and take ownership for communicating the outcome.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>I am told when something is not possible and the reasons why are explained to me.</li> <li>I feel my perspective is listened to and understood.</li> <li>I feel my views are valued</li> </ul>

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**WORKING TOGETHER**

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.