

SHEFFIELD CITY COUNCIL

CO-OPTED MEMBERS OF THE AUDIT AND STANDARDS COMMITTEE

ROLE DESCRIPTION

Responsible to:

The Audit and Standards Committee and the Council.

Liaison with:

Members of the Audit and Standards Committee, Council Officers, Members of the Council and the external auditors.

Principal Duties and Responsibilities

1. Attend meetings of the Audit and Standards Committee and any Sub-Committees in a non-voting capacity.
2. Actively promote good governance and the role of the Committee within the City Council and externally.
3. Along with other members of the Committee, carry out the role of the Committee including:-
 - a. Considering and commenting on the Council's Statement of Accounts (which includes the Statement of Internal Control).
 - b. Overseeing the production of the Council's Annual Governance Statement and monitor progress on any issues.
 - c. Receiving briefings from Directors or other senior staff in order to understand the context and importance of particular issues.
 - d. Considering:
 - Internal Audit's annual report and opinion, and a summary of internal audit activity and the level of assurance it can give over the Council's corporate governance arrangements.
 - the Annual Report from the External Auditor monitoring the Council's response to any issues of concern identified.
 - reports dealing with the management and performance of the Internal Audit service.
 - any report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
 - 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.

- e. Monitoring:
 - the effective development and operation of risk management and corporate governance in the Council.
 - the Council's complaints process.
 - f. Promoting high standards of conduct by Councillors and Co-opted members and overseeing the Members' Code of Conduct and Complaints' Procedure.
 - g. Attending Consideration and Hearing Sub-Committee meetings as and when required to consider complaints alleging that a Member may have breached the Members' Code of Conduct.
 - h. Considering and commenting on an effective work programme for the Committee
4. Attend and participate in training events, including the session on the Annual Accounts.

Additional information

- Co-opted Member appointments are for a maximum term of 4 years.
- Committee meetings are held at the Sheffield Town Hall and usually start at 5.00 p.m.
- Information on the work of the Committee is available on the Council's website at <http://democracy.sheffield.gov.uk/mgCommitteeDetails.aspx?ID=512>
- Candidates will be interviewed prior to recommendation for appointment.
- The appointment will be confirmed at a meeting of Full Council.

October 2023