



Cumberland Council

Post Specification

Date	31 January 2025
Post Group Number	N/A
Post Title	Independent Chair Audit Committee
Job Family	N/A
Job Family Role Profile	N/A
Final Grade	£8,700

To be read in conjunction with the job family role profile

Service Area description

The Council is looking to recruit an independent member to act as Chair on the Council's Audit Committee on a four year term.

The Committee provides independent assurance of 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 it affects the authority's exposure to risk and weakens the control environment and oversees the financial reporting process.

As Committee Chair you will be required to effectively manage the Committee, ensuring meetings are effective, efficient and meet the key requirements of the Terms of Reference (link below), ensuring the Committee's independence is retained through upholding political neutrality.

As an Independent member, with relevant knowledge and experience you will support the Committee through appropriate scrutiny and challenge of Committee reports.

Purpose of this post

- As Chair, ensure meetings of the Audit Committee are properly conducted in line with the Council's Constitution (with support from the Monitoring Officer), ensuring all views are heard and all issues considered.
- Liaise with Council officers as required including to agree agendas for meetings of the Audit Committee.
- To review the effectiveness of the Council's governance, risk management and internal control arrangements (against relevant frameworks), including approval of the Council's Annual Governance Statement.
- To scrutinise and consider reports and monitor progress of the Council's internal and external auditors, including monitoring effectiveness.
- To consider reports on financial reporting, statement of accounts and treasury management practices.
- To review reports on fraud and consider the Council's ability to manage fraud risks.
- Attend training events and effectiveness review workshops arranged for Committee members.

The full list of functions of the Audit and Governance Committee can be found in the Council's constitution ([Council constitution | Cumberland Council](#)).

Key job specific accountabilities

You will be expected to attend meetings (alongside briefing and training events held adjacent to Committee meetings), which will be in person at various offices within the Cumberland Council area (Carlisle, Workington or Whitehaven). Meetings will be held in the mornings and are expected to generally last for half a day, but could be longer, depending on agenda. Time will also be needed prior to each meeting for reading papers and preparation. There will also be a variety of training events (including an annual effectiveness review of the Committee), held either in person or virtually. As Committee Chair you will also be expected to attend virtual agenda planning and briefing meetings with relevant Council officers.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> None
Staff Management Responsibilities	<ul style="list-style-type: none"> None
Other	<ul style="list-style-type: none"> None

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications – A relevant formal qualification is required for this role (Including Accountancy, Auditing and Risk Management qualifications). Other relevant qualifications will be considered.

Knowledge – You will have a strong understanding of the key principles of good governance, risk management and internal controls. An understanding of local government functions will be advantageous. In order to be effective in this role you will also need to obtain a thorough understanding of the Councils objectives, activities, structures, relationships and partnerships, alongside gaining understanding of organisational culture and the macro risk environment. You will also need to develop an understanding of the relevant Constitutional rules of Cumberland Council (training will be provided). An understanding of the relevant legislation that effects the Council will also be required.

Experience – Your experience should include roles that have developed your understanding of the key elements of the audit function, including working within governance and/or risk management environments in a suitably sized organisation. Experience of other relevant functions such as financial management and fraud, or holding similar committee roles will also benefit.

Expertise - You will have an ability to understand complex issues and the importance of accountability and probity in public life, with the ability to analyse and question verbal and written reports on audit activities. Effective leadership, integrity, effective interpersonal skills and the confidence to challenge is also essential to this role, as is the need to maintain professionalism and confidentiality.

Other:

You must agree to abide by the provisions of the Members Code of Conduct while serving on the Committee (which can be found within the Council's constitution).

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Reading and understanding complex reports
Physical Demands	No significant physical demands anticipated
Working Conditions	Regular attendance at meetings Some e-mail correspondence Training provision (online or in-person)
Other Factors	

In order to ensure independence you must not be or have been a councillor or officer of Cumberland Council, the legacy Council's that Cumberland replaced or those parish councils within the Cumberland area in the preceding five years prior to appointment.

You must not have a close relationship to any councillors or officers of the Council, or have a business interest with an organisation that has significant business dealings with the Council. You should also have no formal connections or be a member of any political group.