

# INDEPENDENT CHAIR OF THE AUDIT AND GOVERNANCE COMMITTEE



The East Midlands Combined County Authority (EMCCA) is seeking to appoint an independent Chair of its Audit and Governance Committee. This is a key role within the governance arrangements of the organisation in ensuring effective governance and oversight within EMCCA. The primary role of the Independent Chair of the Audit & Governance Committee is to bring objectivity, impartiality, experience outside of the Council and credibility with the public and help achieve a non-political focus on governance, risk and control matters. The independent Chair will supplement the knowledge and experience of elected representatives in specific areas, such as audit or financial reporting and provide continuity outside the political cycle.

You will be supported in your role via an induction which will assist you in understanding the work of the Mayor, EMCCA and its governance arrangements. You will also be invited to participate in additional relevant training to support your continuing professional development.

## About the East Midlands Combined Authority

East Midlands Combined County Authority (EMCCA) is the country's first Combined County Authority, coming into being in March 2024. The first elected Mayor of the East Midlands Combined County Authority was elected in May 2024.

EMCCA covers the four local authority areas of Derbyshire, Nottinghamshire, Derby City and Nottingham City and represents a collaboration between these local authorities, working together through powers and funding granted to it through devolution.

Through our strong partnerships with key stakeholders across the region, we have developed a comprehensive set of investment priorities aimed at creating jobs, growing businesses and infrastructure improvements across the region. Our areas of focus will be transport, infrastructure development, housing, delivering on our Net Zero goals and economic development.

## About the Audit and Governance Committee

The Audit and Governance Committee is a statutory regulatory committee of EMCCA and a key component of our governance framework and our corporate governance arrangements. The Committee will focus on the audit, assurance and reporting framework underpinning financial management and governance arrangements.

The Committee advises on the adequacy and effectiveness of governance arrangements including the management of risk, as well as reviewing and endorsing key financial documents, such as the Treasury Management Strategy, Financial Regulations, and statutory accounts, before they are finalised and presented to the Combined County Authority Board for consideration and approval.

The Committee has a key internal and external audit role and also acts as the Committee with responsibility for the Member Code of Conduct, ensuring the Combined County Authority has effective policies and processes in place to support high standards of conduct by its Members and Co-opted Members.

The Committee consists of 13 members in total as follows:

- An Independent Chair (to which this advert refers)
- 8 Constituent Councillors (2 from each Constituent Council), these are the voting members of the committee

- 4 Non-Constituent Councillors (representing the District and Borough Councils within the EMCCA region)

## Skills and Experience

As an Independent Chair you will provide objective leadership and perspective to the Committee, bringing your own expertise to its working and operation. You will be a person who has experience of working at a senior level, or other experience which would give similar benefits, who has skills and experience in either finance, accountancy, audit, and risk-management or with senior level business management.

Candidates will have experience of effectively challenging and questioning at senior committees/boards with an ability to understand, interpret, discuss and question complex written material identifying the salient points to make balanced, reasonable and proportionate judgements to improve and strengthen the Authority's governance, internal control and risk management arrangements.

As Chair you will have the ability to provide:

- **Leadership:** You will lead the committee, helping to set its agenda, and ensure its functions are effectively delivered
- **Objectivity:** You will provide unbiased advice and ensure the interests of all stakeholders are considered.
- **Communication:** You will be responsible for effective communication with EMCCA and ensure all committee members receive accurate, timely, and clear information.
- **Governance:** You will play a critical role in corporate governance and promoting the long-term success of the organisation
- **Mentorship:** You will serve as a mentor to the Committee, providing guidance and support.

## Skills

The ability to:

- Understand complex issues and demonstrate judgment in dealing with them
- Embrace and acknowledge the importance of accountability and probity in public life
- Understand the need for independence of audit from daily management responsibilities
- Interpret information and come to a rational conclusion
- Demonstrate objectivity, integrity, discretion, and effective interpersonal skills

## Knowledge

Knowledge of the following is desirable:

- Devolved arrangements and/or Local government
- Corporate governance arrangements in either public or private sectors
- Financial management
- Risk management
- Audit practice and responsibilities
- Good governance

As soon as possible after appointment, the Chair must acquire:

- an understanding of the objectives, key activities and significant issues affecting the Combined County Authority

- an understanding of EMCCA functions and responsibilities, including key relationships with partners, businesses and other stakeholders
- an understanding of the organisation's culture
- an understanding of any relevant legislation or other rules governing the organisation
- an understanding of corporate governance arrangements in place
- an understanding of the government environment generally

## Other

You must be eligible for appointment in accordance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, therefore:

- You must have no criminal convictions
- You must not be an undischarged bankrupt
- You should not be an employee of or the holder of a significant office in an organisation with close commercial links with the Authority or Constituent Authorities
- You should have no formal connection with any political group
- You must have respect for confidentiality

Appointees must also agree to abide by the provisions of the Members Code of Conduct while serving on the Committee and upon appointment, complete a Register of Interest, which will be published on the Authority's website.

Candidates must be over the age of 18, have recognisable ties to the region covered by the East Midlands Combined County Authority and be able to attend meetings in the East Midlands during the working day.

## About the appointment

### Time Commitment

The Committee meets formally in person at least 5 times per year with, potentially, an additional one or two meetings scheduled if required. There may also be a cycle of informal meetings put in place to assist the Committee in its operation which would be undertaken through Teams to brief members in between formal meetings. All formal meetings are held at locations across Derbyshire and Nottinghamshire on a rotating basis and are webcast, generally lasting up to half a day. Time will also be required for meeting preparation.

### Appointment and Allowances

Successful applicants will be appointed for 2 years and remunerated for the services that they provide. An allowance of £9500 per annum will be paid together with reimbursement for reasonable expenses.

## How to apply

If you think you have the skills and experience along with the passion to join us, we'd be delighted to hear from you.

Alongside an up-to-date CV, you should submit a supporting statement that responds to the requirements set out above. This statement should be no more than 2,000 words.

This should be submitted to the Human Resources Team via email to [Operations@eastmidsdevo.org.uk](mailto:Operations@eastmidsdevo.org.uk) but no later than 12noon on 19<sup>th</sup> August.

Interviews will take place on the afternoon of week commencing 26<sup>th</sup> August at the Northgate Enterprise Centre, Chesterfield S40 1UT.

For further information, or to arrange an informal discussion about the role, please email: [Jodie.Townsend@eastmidsdevo.org.uk](mailto:Jodie.Townsend@eastmidsdevo.org.uk)

### Diversity in Public Appointments

In line with the Government's Diversity Action Plan, we recognise the importance of public appointees being drawn from all aspects of the society that they serve.

We are committed to the promotion of equality of opportunity to all, irrespective of sex, marital status, pregnancy or maternity leave, civil partnership status, sexual orientation, gender reassignment, religious belief, race, disability, and age

## **Key Responsibilities of Committee**

The key responsibilities of the Committee are as follows:

### Accounts

- Approve the annual statement of accounts.

### Governance

- Review corporate governance arrangements against the good governance framework.
- Review the Annual Governance Statement prior to approval to ensure it properly reflects the risk environment and supporting assurances.
- Annually review the assurance framework to ensure it adequately addresses risks and priorities including governance arrangements of significant partnerships.
- Monitor the Combined County Authority's risk and performance management arrangements including reviewing the risk register, progress with mitigating actions and assurances.
- Monitor the anti-fraud and whistle blowing policies and the complaint process.
- provide advice and support to the Monitoring Officer in the review and amendment of the constitution, acting as a sounding board to provide test and challenge for significant amendment proposals.

### Internal Audit

- The Combined County Authority must appoint a Local Auditor to audit its accounts for a financial year not later than 31 December in the preceding financial year.
- Provide assurances over the effectiveness of internal audit functions and assuring the internal control environments of key partners.
- Review internal audit requirements undertaken by the Combined County Authority
- Approve the internal audit plan.
- Consider reports and assurances from the Chief Finance Officer in relation to:
  - i) Internal Audit performance;

- ii) Annual Assurance Opinion on the adequacy and effectiveness of the framework of governance, risk management and control;
- iii) Risk management and assurance mapping arrangement;
- iv) Progress to implement recommendations including concerns or where managers have accepted risks that the Authority may find unacceptable.

#### External Audit

- Review the annual accounts.
- Consider the annual external audit of the Combined County Authority's accounts, including the Annual Audit Letter and assessing the implications and monitoring managers' response to concerns.

#### Financial Reporting

- Consider whether accounting policies were appropriately followed and any need to report concerns to the Combined County Authority Board.
- Consider any issues arising from External Auditor's audit of the account.
- Ensure there is effective scrutiny of the treasury management strategy and policies in accordance with [CIPFA's Code of Practice](#).
- Maintain an overview of the Combined County Authority's Constitution in respect of contract procedure rules, financial regulations and standards of conduct and make recommendations to the Chief Finance Officer and Monitoring Officer where necessary.

#### Code of Conduct

- Ensure the Combined County Authority has effective policies and processes in place to ensure high standards of conduct by its Members and Co-opted Members.
- Assist the Members and Co-opted Members to observe the Code of Conduct.
- Advise the Combined County Authority on the adoption or revision of the Code of Conduct and monitor its operation.
- Advise on training and oversee the effectiveness of any training for Members and Co-opted Members on matters relating to the Code of Conduct.

#### General

- To review any issue referred to the Committee by the Chief Executive, Directors, s73 Officer, the Monitoring Officer or any Combined County Authority Member.
- Report and make recommendations to the Combined County Authority in relation to the above.