

## Co-Opted Members Audit and Assurance Committee Role Description



### ROLE DESCRIPTION FOR CO-OPTED MEMBERS OF AUDIT AND ASSURANCE COMMITTEE

**Term of office:** Three years. Appointments may be renewed.

**Time commitment:** Estimated to total the equivalent of 4 full days per year, including (by individual agreement) preparatory work for the committee.

**Remuneration:** Appointments are in the nature of public service appointments and no remuneration is made.

**Expenses:** Co-opted members are eligible to claim reimbursement of travelling expenses for attendance at committee meetings. All claims will be dealt with on the same terms and conditions as apply to university staff.

**Appointments made:** By the University's Council, on the recommendation of the Nominations Committee.

#### **Responsibilities:**

Co-opted members of Audit and Assurance Committee will:

- a. provide independent assurance to Council, and its wider stakeholders, on the adequacy of risk management arrangements, governance processes and internal control frameworks.
- b. provide expert challenge on reports, promoting transparency, ensuring auditor independence, and adhering to strict ethical standards,
- c. contribute to debate and to make their knowledge, insight and expertise available to the Audit and Assurance Committee as opportunities arise;
- d. act fairly and impartially at all times, in the interests of the University as a whole, using independent judgement and maintaining confidentiality as appropriate;
- e. observe the seven "Nolan Principles" of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- f. and accept collective responsibility for decisions reached by the Audit and Assurance.

#### **Expectation:**

Audit and Assurance Committee members are expected to:

- a. attend meetings of Audit and Assurance Committee and participate in discussions, including in relation to any business which may be transacted via email correspondence;
- b. attend any induction and training as may be required by the University to carry out effectively the role of a member of Audit and Assurance Committee;
- c. contribute to regular reviews of the effectiveness of Audit and Assurance Committee; and submit an annual Register of Interests and Fit and Proper Persons declaration,
- d. and ensure that the University is notified promptly of any material changes to these details as may arise during the year.

**Skills and Experience:**

- a. Significant knowledge, understanding and experience of audit, risk management and/or finance in organisations of a similar scale and complexity;
- b. Senior experience in governance, regulation or public accountability;
- c. Knowledge and understanding of the UK Higher Education Sector (desirable)