

**GREATER MANCHESTER COMBINED AUTHORITY**

**AUDIT COMMITTEE**

**RECRUITMENT PACK FOR MEMBERS**

If you could take on a key role overseeing the use of resources available to GMCA, you may be the right person to serve as a member of the Audit Committee. In particular you will be overseeing and providing advice to the Combined Authority on areas such as finance, accountancy, risk management and governance.

**Contents**

**Frequently Asked Questions**

1. What is the Audit Committee?
2. What does the Audit Committee do?
3. Does the Audit Committee deal with other Combined Authority/Mayoral Functions?
4. How will the Audit Committee work?
5. Who sits on the Audit Committee?
6. Why be a member of the Audit Committee?
7. What will I be expected to do?
8. Are there any rules about conduct or standards?
9. How much time is involved?
10. Will I receive any payment?
11. How long will I be a member?
12. What qualities do I need?
13. Who can be an independent member of the Audit Committee?
14. How do I apply?
15. What happens next?
16. How can I find out more?
17. Will I receive feedback on my application?
18. Other useful information

**Appendix 1: Role description**

## **Frequently Asked Questions**

### **1. What is the Audit Committee?**

The Audit Committee is a key component of corporate governance providing an independent, high-level focus on the audit, assurance and reporting framework underpinning financial management and governance arrangements. Its purpose is to provide independent review and assurance to Members on governance, risk management and control frameworks.

It has delegated power to approve the annual accounts and it oversees year-end financial reporting, the Annual Governance Statement process and internal and external audit, to ensure efficient and effective assurance arrangements are in place.

### **2. What does the Audit Committee do?**

The overarching functions of the GMCA's Audit Committee are:

- Reviewing and scrutinising the GMCA's accounting framework.
- Reviewing and assessing the GMCA's risk management, internal control and corporate governance arrangements.
- Reviewing and assessing the economy, efficiency and effectiveness with which resources have been used in discharging the GMCA's functions.
- Making reports and recommendations to the GMCA in relation to reviews conducted
- To require Members, including the Mayor, of the GMCA or Transport for Greater Manchester Committee, or senior officers of the GMCA, Transport for Greater Manchester to attend before the Audit committee to answer questions on relevant items.

### **3. Does the Audit Committee deal with other GMCA/Mayoral functions?**

In order to give sufficient focus to the resources allocated to policing, the GMCA has a separate Joint Audit Panel in conjunction with the Chief Constable of Greater Manchester Police. This Panel has responsibility for overseeing the arrangements for managing the Police Fund. The Joint Audit Panel reports into the GMCA Audit Committee.

### **4. How does the Audit Committee work?**

The Committee normally meets five times each year. These meetings public although parts of the meeting may need to be private.

### **5. Who sits on the Audit Committee?**

There are four independent members of the Committee who work alongside four elected members of the constituent councils to discharge the responsibilities of the Committee.

**6. Why be a member of the Audit Committee?**

The Committee is responsible for overseeing that proper arrangements are in place for the accounting for and auditing of these resources and ensuring there are appropriate arrangements in place for governance, risk management and internal control.

Being a member of the Committee is a way to contribute to that oversight ensuring that there are arrangements in place for the appropriate use of resources.

**7. What will I be expected to do?**

You will be expected to attend and participate in all meetings of the Committee. Further details of the roles and responsibilities of members can be found in Appendix 1.

**8. Are there any rules about conduct or standards?**

At all times, Committee members must maintain the highest standards of conduct and ethics. You will be expected to abide by the same rules as local councillors. For example, when carrying out Police and Crime Committee work you must not:

- Use your position to improperly advantage yourself, your own organisation or your community
- Disclose confidential information

If appointed, you will also be required to give details of any pecuniary interests and such other interests required by the Code of Conduct.

**9. How much time is involved?**

The typical commitment required from a Committee member is expected to be about 6 days including preparation time over a 12 month period.

All Committee members will receive introductory information and other appropriate training to support them in their role.

**10. Will I receive any payment?**

Members of the Committee will receive an annual allowance of £1,485. You will also be able to claim the costs of travel and other expenses involved in carrying out Committee work.

**11. How long will I be a member?**

Initially, members will be appointed for a term of three years. Members will be able to serve on the Committee for a maximum of two terms although some extensions may be less than three years to ensure that all Committee members are not being replaced at the same time.

**12. What qualities do I need?**

We are looking for people with a wide range of knowledge, skills and experience, particularly relating to finance, auditing, risk management and governance. The knowledge, skills and experience required are set out in Appendix 1.

**13. Who can be an independent member?**

An independent member:

- (i) is not a member, substitute member, co-opted member or officer of the GMCA;
- (ii) is not a relative, or close friend, of a person within (i) above; and
- (iii) was not at any time during the 5 years ending with their appointment to the Audit Committee a member, substitute member, co-opted member or officer of the GMCA.

**14. How do I apply?**

Please download and complete the application which can be located at:

<https://www.greatermanchester-ca.gov.uk/who-we-are/accounts-transparency-and-governance/>

On the application form you will need to explain why you wish to become an independent member, what you would bring to the Committee and your relevant skills and experience.

You should then email your completed application back to

[steve.annette@greatermanchester-ca.gov.uk](mailto:steve.annette@greatermanchester-ca.gov.uk)

Applications must be received by **5pm on Friday 15 November 2019**.

**15. What happens next?**

A selection Committee of senior staff from Greater Manchester Police and GMCA will consider all applications. The selection Committee will shortlist, interview and agree candidates to recommend to the Combined Authority.

Shortlisting will take place on 18 November 2019 and interviews will take place late November 2019. Formal appointments will be made by the end of December 2019 once the Combined Authority has considered the recommendations of the selection Committee.

**16. How can I find out more?**

If you have any questions, would like further information, or wish to discuss this role informally please contact [steve.annette@greatermanchester-ca.gov.uk](mailto:steve.annette@greatermanchester-ca.gov.uk)

**17. Will I receive feedback on my application?**

The selection Committee will offer feedback to any applicant who is shortlisted for interview but unsuccessful in the appointment.

**18. Other useful information**

You can find out more information on the following websites:

<https://democracy.greetermanchester-ca.gov.uk/mgListCommittees.aspx?bcr=1>

<https://democracy.greetermanchester-ca.gov.uk/mgCommitteeDetails.aspx?ID=178>

## **Appendix 1 – Role Profile**

### **Greater Manchester Combined Authority Audit Committee Member Role Description**

This role description for members of the Greater Manchester Combined Authority's (GMCA) Audit Committee highlights some of the experience and qualities needed to undertake this role successfully.

#### **EXPERIENCE**

Audit Committee members may come from a variety backgrounds, but those with experience in the following professions/industry sectors would be particularly welcomed:

- Programme and project management
- Information systems
- Procurement and contract management
- Fire and Rescue Services
- Work and Skills
- Waste

Finally, the GMCA would welcome applicants who have previously served on an audit committee or board of other public, private or community sector organisation.

#### **SKILLS AND ABILITIES**

Audit Committee Members will be expected to be able to:

- Think strategically with an ability to focus on 'material' issues for the GMCA;
- Evaluate information in an objective way;
- Frame questions that draw out relevant facts and explanations and, where necessary, challenge in a constructive way;
- Maintain a focus on the continual improvement of the GMCA's governance, risk management and control environment.

#### **ROLE**

Committee members will be expected to:

- Prepare for and regularly attend Audit Committee meetings (between four and six a year);
- Familiarise themselves with the Audit Committee's terms of reference;
- Attend any training and induction sessions arranged for Audit Committee members;
- Make contributions to meetings to progress the Committee's work in a business like way;
- Bring constructive challenge to the Committee's work.

## **KNOWLEDGE**

Audit Committee members will be provided with a handbook, an induction and ongoing training to support them in their role. Audit Committee members will need an understanding of the following to enable them to discharge their role effectively:

- The governance and decision-making structures of the GMCA, including an understanding of the Audit Committee's role within these structures;
- Good governance, and the GMCA's arrangements to uphold ethical standards for elected members and staff;
- The principles of good financial management and the financial statements that the GMCA is required to produce
- The arrangements of the delivery of the internal audit function;
- The Head of Internal Audit and Chief Financial Officer's roles are and how these roles are discharged within the GMCA;
- The role and functions of the external auditor, who undertakes this role, and the key reports and assurances that the external auditors will provide;
- The main areas of fraud risk the GMCA is exposed to and how these risks are managed, including the GMCA's whistleblowing arrangements;
- The Committee's role regarding the GMCA's treasury management strategy;
- Greater Manchester's strategic priorities as set out in the Greater Manchester Strategy