



**NORTH HERTFORDSHIRE DISTRICT COUNCIL
FINANCE POLICY & GOVERNANCE DIRECTORATE**

ROLE DESCRIPTION

Date issued: 20 August 2012

Job Title: Independent Volunteer Member of the Finance, Audit & Risk Committee

Service/Unit Area: Finance, Performance & Asset Management

Hours: *5-6 meetings of the Finance, Audit and Risk Committee each year.*

Responsible to: *The Finance Audit & Risk Committee (FAR) and the Council*

Contacts: *Members of the Finance, Audit & Risk Committee; Officers and Members of the Council and other stakeholders within the community.*

Job Summary:

To attend meetings of the FAR Committee as and when required in a non-voting capacity. Actively promote good governance within North Hertfordshire District Council. To attend other Council meetings as necessary to promote and raise the profile of the FAR Committee both within and external to the Council.

Key Responsibilities:

To attend meetings of the FAR Committee and any sub-committees, as and when required and, in a non-voting capacity, assist the Committee and sub-committees, as appropriate, in carrying out their responsibilities.

To work within the FAR Committee to promote good governance within North Hertfordshire District Council.

To participate in training events that promote awareness of the role and remit of the FAR Committee.

To attend other Council meetings, in parallel with the Committee Chair, as necessary to promote and raise the profile of the FAR Committee both within and external to the Council.

To actively promote the work of the Finance, Audit and Risk Committee in order to raise the profile of the Council and demonstrate its value to residents and customers.

Other Responsibilities:

To ensure that all dealings with staff and the public are conducted within the Council's Equal Opportunities framework.

To comply with all relevant legislation to ensure effectiveness in the role.

To have regard for the duty of care of information (with particular reference to the Data Protection Act and Freedom of Information Act) gained during the course of undertaking the role that relates to other employees, the public, contractors, Elected Members etc.

The independent member has a personal responsibility, whilst carrying out duties on behalf of the Council, to preserve and enhance health and safety. They must familiarise themselves with the health and safety aspects of their work and avoid contact which would put at risk the health and safety of themselves and other people including visitors, contractors and members of the public.

This is a politically restricted post under the terms of the original Local Government and Housing Act of 1989, Local Government (Politically Restricted Posts) Regulations 1990, and subject to most recent amendment under the Local Government, Economic Development and Construction Act brought into effect on 12th January 2010.

Applicants considered for the role must not have been a Councillor or officer of the Council within the last five years. Additionally they must not be a relative or close friend of a Councillor or officer of the Council, or be an active member of a political party, either now or in the past five years. Finally they must not currently (or in the last 5 years) hold a public profile in relation to political activities or have involvement in a lead or prominent position in a significant contentious issue with the Council.

The appointed independent member will be expected to adhere to the same standards of conduct as Officers and Members.

Additional Information:

Please note that this is an unpaid role, however travel expenses will be reimbursed in line with the Council's Travel & Subsistence policy

Signed..... Manager

Date.....

Signed..... Independent Member

Date.....