

Role Description - Audit Chair

1 Role details

<p>Job title:</p> <p>Time commitment:</p> <p>Remuneration:</p> <p>Contract:</p> <p>Location:</p> <p>Responsible to:</p> <p>Reports to:</p> <p>Liases with:</p>	<p>Non-Executive Director - Audit Chair</p> <p>circa. 4 days per month</p> <p>13,000 p.a.</p> <p>Fixed term for 3 years (with opportunity for re-appointment)</p> <p>St Catherine's Health Centre, Wirral</p> <p>Council of Governors, Chairman</p> <p>Council of Governors, Chairman</p> <p>All staff and key external stakeholders</p>
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2 Role purpose

Collectively, the Board of Directors is responsible for the performance of the organisation and Non-Executive Directors play a vital and independent role in developing strategy and setting the direction of the Trust as well as overseeing the performance of the Executive Directors to meet the agreed goals and objectives of the Trust.

The role of the Audit Chair is key in providing effective leadership to the Audit Committee.

The Audit Committee and its members play a crucial role in the governance of the Trust scrutinising the risks and controls affecting every aspect of the business. The Audit Chair must therefore have a clear understanding of the committee's duties and responsibilities, be able to commit the necessary time and have the requisite business, financial, communication and leadership skills.

3 Role of directorate/department

The Board of Directors is collectively responsible for the success of Wirral Community Health & Care NHS Foundation Trust by directing and supervising its affairs. This includes responsibility to maintain delivery of high standards of patient care and financial viability, using resources effectively within appropriate financial controls, ensuring high levels of probity and value for money, delivering high standards of clinical governance and ensuring that all health standards are met.

Responsibility for the exercise of the powers and for the performance of the organisation therefore rests with the Board of Directors which must provide active leadership to ensure that the Trust exercises its functions effectively, efficiently and economically.

The Non-Executive Directors play a pivotal role in determining and delivering the Trust's vision and strategy in a healthcare environment of increasing complexity and regulatory pressure.

The Non-Executive Directors chair key committees of the Board of Directors and act as advocates to position the organisation within the local health and social care economy.

4 Main duties and responsibilities

People / Leadership

- Monitor appropriate governance of the Trust which complies with the right laws and regulations, that its strategies are robust, its business plans achieved, and stakeholder and patient interests are protected
- Be independent minded, have integrity and gain the respect of other Board members
- Have the ability to analyse Board papers and other statistics and elicit the knowledge needed to perform the role effectively while respecting executive operational responsibility and authority
- Establish and maintain structured contact with fellow Non-Executive Directors to share best practice between meetings
- Model the Trust values, ensure these are widely communicated and that the behaviour of the Board is entirely consistent with those values
- Promote high standards of corporate governance and personal integrity
- Work effectively with stakeholders, including Council of Governors and public membership through a programme of engagement events and activities
- Provide independent scrutiny ensuring excellence in management
- Attend and contribute to Board of Directors' meetings and Board development activities
- Attend the annual members' meeting and meetings with the Council of Governors and its subgroups, as appropriate
- Chair all meetings of the Audit Committee (c. 5 meetings per annum)
- Provide leadership to the Audit Committee to ensure that it is effective in its role and that internal control systems are in place and operating
- Work with Executive Leads to provide the Audit Committee with timely access to all the information it requires
- Facilitate the contribution of all members of the Audit Committee, auditors and other invited participants
- Provide the board with sound advice, assurance and useful and timely reports from the committee
- Bring independent financial acumen to the work of the Audit Committee across its governance, risk management, assurance and internal control functions
- Act as an ambassador for the Trust in the wider health and care environment through meetings and events attendance and networking opportunities

Strategy

- As a member of the Board of Directors contribute to the setting of the Trust's strategic vision, aims and objectives ensuring the necessary resources are in place
- Monitor delivery of the Annual Plan

Performance

- Seek assurance that the Trust operates effectively, efficiently and economically
- Support the continued financial viability and long-term sustainability

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- Monitor the achievement of financial and quality targets and the requirements of stakeholders within available resources
 - Undertake such training as is necessary to fulfil the role, including any mandatory training requirements
 - Participate in an annual review and appraisal with the Chair

Governance

- Monitor and seek assurance on the comprehensive framework of governance and system of internal control established across the Trust so that risks are effectively managed
- Support compliance with regulatory standards
- Promote the systematic delivery of excellent, safe, compassionate care that is patient and family centred
- Actively support the Board of Directors working in conjunction with the Council of Governors to promote the interests of Foundation Trust members
- Determine the appropriate level of remuneration for Executive Directors (through membership of the Remuneration & Terms of Service committee)
- As Chair and members of committees of the Board of Directors ensure information flows are timely and appropriate and the necessary assurances are sought and reported effectively
- Effectively engage with key stakeholders

Key relationships

Non-Executive Directors' key relationships are with:

- Trust Chair
- Chief Executive
- Directors
- Governors

The Audit Chair also has a relationship with internal and external auditors for the Trust.

5 Vision and values

Our common purpose and values were developed by staff from across the organisation and reflect who we are and what we stand for.

Our common purpose is...

Together...

we will support you and your community to live well.

Our values...

Compassion

Supportive and caring, listening to others.

Open

Communicating openly, honestly and sharing ideas.

Trust

Trusted to deliver, feeling valued and safe.

6 Data protection (Data Protection Act 1998) / Freedom of Information Act 2000 / Computer Misuse Act 1990

Wirral Community Health and Care NHS Foundation Trust fully supports the principles of corporate governance and recognises its public accountability, but equally places importance on the confidentiality of, and the security to safeguard, both personal information about patients and staff and commercially sensitive information. It is an annual requirement for employees to complete basic online Information Governance training.

Responsibilities for all staff

To ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 1998 and adhere to the principles of Caldicott.

Employee should be aware that the Trust operates a 'Code of Conduct for handling personal identifiable information'. They should become familiar with the 'Code' and keep up to date with any changes that are made. Breaches of the guidelines in the 'Code' could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal.

To comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and the Computer Misuse Act 1990.

With the addition of management responsibilities for managers

To ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldicott.

To ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000, the Computer Misuse Act 1990 and that staff are updated with any changes or additions relevant to legislation.

Compassion Open Trust

7 Appraisal / Learning and development

Wirral Community Health and Care NHS Foundation Trust is committed to supporting staff in carrying out their roles. As part of our commitment to supporting staff carrying out their roles, the Trust operates an annual appraisal. Wirral Community Health and Care NHS Foundation Trust appraisal is based on the principles of good people management and how organisations can enable people to work effectively. Wirral Community Health and Care NHS Foundation Trust appraisal aims to support the effective learning and development of individuals and teams.

8 Equal opportunities

Wirral Community Health and Care NHS Foundation Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups under the Equality Act 2010.

9 Risk management and health and safety at work

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

10 Infection control

Reducing the risk of infection through good infection control practice is the key priority for Wirral Community Health and Care NHS Foundation Trust. It is the responsibility of every member of staff to prevent and control the spread of infection. In order to maintain high standards of infection and prevention control all staff are expected to comply with Trust infection and prevention control policies, procedures and best practice guidance and report and concerns to their managers.

Staff are required to attend mandatory infection prevention and control training as set out in the Trust mandatory training matrices.

11 Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

12 Smoking

The NHS is smoke free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

13 Policies and procedures

Wirral Community Health and Care NHS Foundation Trust has numerous policies and procedures in place which provide standard organisational ways of working, in line with organisational objectives, relevant legislation and requirements. Policies allow for continuity and consistency within the Trust. Employees must abide by and adhere to all Wirral Community NHS Trust's policies, at all times.