

Role profile:

**Audit and Risk
Assurance
Committee;
non-exective
members**



Role Profile

Children's Commissioner for Wales

Established by the Care Standards Act 2000, the Children's Commissioner for Wales is an independent children's human rights institution. The Commissioner's principal aim is to safeguard and promote the rights and welfare of children. You can read more about the Commissioner's powers [here](#) and current programme of work [here](#).

Professor Sally Holland is the third post-holder and began her seven-year term in 2015. You can read more about the role [here](#).

Commissioner's Audit and Risk Assurance Committee (ARAC)

As a Commissioner in receipt of public funds, she has a duty to manage effectively the resources made available to her organisation. The Commissioner must make sure that arrangements are in place to ensure the office is effectively managed and governed. ARAC's primary role is provide the Commissioner with independent advice to assist her in discharging her responsibilities as Accounting Officer. See [here](#) a copy of ARAC's Terms of Reference, which is reviewed and updated annually.

Current Membership

The Committee is currently chaired by retired-Assembly Member, Jocelyn Davies. She is joined by two non-Executive members:

- Margaret Provis, retired Deputy Director at Welsh Government, who chairs the Commissioner's Advisory Panel
- Arwel Thomas, retired Head of Governance and Assurance at Welsh Government

External auditors from the Wales Audit Office and our internal auditors, currently Deloitte, also attend every meeting.

Role of Non-Executive Member

As a Member of ARAC you will play a key role in advising the Children's Commissioner to discharge her statutory responsibilities as Accounting Officer.

Key responsibilities include:

1. Reviewing the comprehensiveness of assurances on governance, risk management and the control environment in meeting the Accounting Officer's assurance needs;
2. Reviewing the reliability and integrity of these assurances;
3. Reviewing the integrity of the Commissioner's financial statements;
4. Overseeing the effectiveness of the framework in place for ensuring compliance with statutory requirements, in particular those in respect of financial reporting audit;
5. Advising the Commissioner and her staff team on the appropriate arrangements for external and internal audit and ensuring an appropriate response to audit reports and findings;
6. Advising the Accounting Officer about how well assurances support her in decision making and in discharging her legislative obligations



7. Advising the Commissioner and her staff team on key risks, compliance and governance issues that arise in conducting ARAC business
8. Reviewing Committee papers and attending meetings
9. Maintaining an up-to-date knowledge and awareness of issues relating to the Commissioner's work
10. Complying with all relevant codes of conduct, including the Nolan Principles, and maintaining the highest standards of conduct and ethics

In return, we will endeavour to provide you with a high quality board experience in a supportive and friendly atmosphere. Our efficient secretariat will provide you with full support and we will endeavour to be flexible with meeting arrangements to meet any access requirements or personal circumstances you may have.

Length of appointment

Members are appointed for a period of three years, which can be renewed by mutual agreement for a further twelve months.

Time commitment and Remuneration

Your duties as a member are expected to typically take up to 6 days a year; this includes meeting preparation. The Committee will meet four times a year, but additional meetings may be required from time to time.

You will be reimbursed for out-of-pocket travel and subsistence costs in line with our Travel and Subsistence Policy. Queries and claims in relation to travel and subsistence will be managed by the Committee's Secretariat, the Commissioner's Executive Support Officer.

Training

Members of the Committee are invited to assess their training needs annually. An induction programme will be provided; details of which will be shared ahead of your first meeting.

Conflicts of Interest

Every member of ARAC must complete an annual declaration of interest, in line with our Conflict of Interest Policy. The information provided is used to compile a Register of Interests, which is available for inspection by members of the public upon request.

Conduct

The work of ARAC will be undertaken paying due regard to the seven principles of public life as described by the Committee on Standards in Public Life. You can read a copy [here](#).

Termination

If you choose to resign from this appointment you will be expected to give three months' notice, unless your circumstances have changed in a way that makes it appropriate for you to resign immediately. If your performance as a member is decided to be unacceptable or if your conduct (including conflicts of interest) is unacceptable your appointment may be terminated by the Commissioner.



Privacy notice

We keep your personal information, in accordance with relevant data protection regulations, only as long we need to. We do so in accordance with our document and information retention policy.

Data protection laws in the UK provides you with rights in relation to your information. In certain circumstances you have a right to withdraw your consent to us processing your personal information at any time. You can also ask us to delete your personal information or restrict or object to the way we use it.

For further information, please liaise with the Commissioner's Data Protection Officer via post@childcomwales.org.uk



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Commissioner
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