## Appendix A

## **Role Specification for the Audit & Scrutiny Independent Person**

- To engage fully in collective consideration of the issues before the Audit Committee, taking into account a full range of relevant factors, including legislation and supporting regulation (e.g. the Accounts & Audit Regulations 2011), professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Council's Section 151 Officer.
- 2. To participate fully in the discharge of all Audit Committee functions, as set out in the Audit Committee's terms of reference and the constitution
- 3. To promote the concept of proportionate, effective risk management and internal control throughout the organisation; and to champion the work of Internal Audit, External Audit and Risk Management.
- 4. To participate in periodic review of the overall effectiveness of the Audit Committee, and of its terms of reference.
- 5. To ensure that the minutes of Audit Committee meetings accurately record decisions taken.

## **Independent Person of Audit Committee – Skills and Competencies**

- Demonstrates up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management.
- 2. Operates consistently and without bias.
- 3. Is an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones.
- 4. Contributes proactive, proportionate and independent thought, and also collaboration with officers to temper the opinions of Committee members.
- 5. Works sensitively with people inside and outside committee.
- 6. Listens to and balances advice.

## **Audit Committee - Person Specification for Independent Person**

Experience	Knowledge / broad range of experience in matters of an audit nature.	Essential
	Knowledge / experience of risk management, performance management and financial governance.	Essential
	Working to high behavioural standards, demonstrating honesty, probity and the highest level of integrity in conduct.	Essential
	Experience gained working in a large, or public sector, organisation.	Desirable
	Serving on a committee.	Desirable
Skills	Ability to weigh / sort complex evidence and reach rational conclusions, incorporating appropriate advice.	Essential
	Ability to be objective, independent and impartial.	Essential
	Ability to work in a group.	Essential
	Ability to make reasoned decisions.	Essential
	Strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders.	Essential
	A good communicator with excellent interpersonal skills, able to both empower and challenge supportively.	Essential
Knowledge	Knowledge of the Tandridge District and its communities.	Desirable
	Knowledge of the Council's strategic priorities and objectives, as set out in the Corporate Plan.	Desirable
	Understanding of the complexity of issues surrounding audit and risk management in local government.	Desirable
	Understanding of committee procedures.	Desirable
Other	Must not be a serving local government officer or councillor.	Essential
	Must have no personal, legal or contractual relationship with Tandridge District Council (including employees or members or former staff), or any other relationship / activity which might represent a conflict of interest.	Essential
	Able and willing to devote the required time to the role, including attending training if necessary.	Essential