JOB DESCRIPTION AND PERSON SPECIFICATION

Post Title: Independent Person- Audit Committee

Date: **July 2023**

INTRODUCTION

The Council's Audit Committee is a key part of the organisation's governance framework. The purpose of the committee is to provide an independent and high –level focus on the adequacy of governance, risk and control arrangements in the organisation. The committee's role in ensuring that there is sufficient assurance over governance risk and control gives greater confidence to all those charged with governance (Full Council) that those arrangements are effective. Full Council are the body charged with governance, with some governance responsibilities delegated to Audit Committee. Audit Committee are accountable to Full Council.

Independent Person

The role of the Independent Person on Audit Committee is to provide appropriate skills and experience to supplement those of the elected members and improve the effectiveness of Audit Committee. The role does not have voting or decision making powers as other elected members of Audit Committee have. Rather the role operates in an advisory capacity.

SPECIFIC RESPONSIBILITIES

- To engage fully in considerations of the issues presented before the Audit Committee, taking into account a full range of relevant factors, including legislation and supporting regulation and professional guidance provided by the Chartered Institute of Public Finance and Accountancy (CIPFA), the Council's Section 151 Officer (Chief Finance Officer) and the Council's Monitoring Officer.

- To participate fully in the discharge of all Audit Committee functions, as set out in the Audit Committee's terms of reference and the Council's constitution.

- To promote the concept of proportionate, effective risk management and internal control throughout the organisation and to promote and support the work of Internal Audit and External Audit.

- To participate in the periodic review of the overall effectiveness of Audit Committee and its terms of reference.

- To participate fully in all training provided for Audit Committee to support the knowledge and skills of the committee.

Person Specification

Experience

Knowledge / 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.	Desirable
Experience gained working in a large, or public sector, organisation.	Desirable
Serving on a committee.	Essential

Skills

Ability to analyse complex evidence and reach rational conclusions, incorporating appropriate advice.	Essential
Ability to be objective, independent and impartial.	Essential
Ability to work constructively as part of 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 skill, able to support and challenge constructively.	Essential

Knowledge

Knowledge of the locality of Dacorum, and knowledge of 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

Live or work in Dacorum or its surrounding areas.	Essential
Committed to the Council's position on Equality, Diversity and Inclusion and its promotion	Essential
Must not have unspent criminal convictions.	Essential
Must not be a relative, or a close friend of a Borough councillor, be a serving Borough Councillor or Council employee.	Essential
Must have no personal, legal or contractual relationship with Decorum 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 necessary time to the role.   Essential