

Appendix B - Role Description for Independent Member

Independent Member of Audit & Corporate Governance Committee

Role Description

1. To engage fully in collective consideration of the issues before the Audit & Corporate Governance 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 & Corporate Governance 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 & Corporate Governance Committee, and of its terms of reference.
5. To ensure that the minutes of Audit & Corporate Governance Committee meetings accurately record decisions taken.

Skills and Competencies

1. Demonstrates up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management. Experience gained working in a large, or public sector organisation.
2. Knowledge of the Council's strategic priorities and objectives. Understanding of the complexity of issues surrounding audit and risk management in local government.
3. Works to high behavioural standards, demonstrating honesty, probity, and the highest level of integrity in conduct. Follows the Council's Constitution and the Member's Code of Conduct.
4. Operates consistently and without bias.
5. Is an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones.
6. Contributes proactive, proportionate and independent thought, and also collaboration with officers to temper the opinions of Committee members.
7. Works sensitively with people inside and outside committee.
8. Listens to and balances advice.

Additional Information

9. Must not be a serving local government officer or councillor.
10. Must be on the electoral roll and be local to the Cambridgeshire area.
11. Must have no personal, legal or contractual relationship with South Cambridgeshire District Council (including employees or Members or former staff), or any other relationship / activity which might represent a conflict of interest.
12. Must attend at least half of the scheduled meetings and be able and willing to devote the necessary time to the role and any occasional training and development required for the role.