

## **Appendix A**

### **Performance and Audit Scrutiny Committee: Co-opting non-elected independent members**

#### **Example Role Description**

Responsibility: To the council and to assist the Performance and Audit Scrutiny Committee in discharging its responsibilities as set out in its Terms of Reference.

Liaison with: Monitoring Officer, Section 151 Officer, Head of Paid Service, Head of Internal Audit, Chairman and members of the Performance and Audit Scrutiny Committee, other officers and councillors of the Council as required.

In particular, the Independent members will be required to assist the Committee in:

1. Providing independent assurance to the council in relation to its internal control environment.
2. Considering and commenting on reports from council officers, the external auditor and other inspection agencies.
3. Considering any significant issues arising from internal or external audit work and ensuring appropriate actions are taken for improvement.
4. Commenting on the council's arrangements to counter fraud and corruption, including effective proactive and reactive actions.
5. Assisting in the review of the annual statement of accounts, including the annual governance statement and the external auditor's report.
6. Assisting in the review and monitoring of the effectiveness of both internal and external audit.
7. Assisting the council in promoting high standards of conduct by elected and co-opted Members through, in particular, the Suffolk Code of Conduct.
8. Developing a sound understanding of the ethical framework as it operates within West Suffolk council.
9. Acting as advocate and ambassador for the council in promoting ethical behaviour.

#### **Selection Criteria**

##### **Experience, Skills/Competencies and Knowledge**

The Independent Member will have:

##### **Skills/Competencies**

- A desire to serve the local authority and a keen interest in public life
- An ability to understand complex issues and an understanding of the importance of accountability and probity in public life
- An ability to be objective and impartial, and to exercise good judgement and make sound decisions
- An ability to influence and challenge the standards of governance within the council
- An ability to analyse evidence, to question written and verbal reports and to come to rational and well-evidenced conclusions
- An ability to maintain confidentiality in relation to sensitive information
- Effective interpersonal skills, in particular strong influencing and communication skills

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- A commitment to Equality and Diversity

### **Knowledge**

All Members of the Audit Committee should have, or should acquire as soon as possible after appointment, an understanding of:

- the council's structure and responsibilities
- audit, financial governance and stewardship and risk management in either the public or private sectors
- the council's decision-making process
- the importance of ethical behaviour
- how risks evolve for organisations operating with finite capacity

### **Experience (all or some of the following)**

- Financial management (accountancy, audit or management of a large budget)
- Performance and risk management in a changing environment
- Contract management
- Operating in a political environment