**Audit Committee**

**Independent Person of Audit Committee – Role Description**

1. 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 Authority’s Treasurer.
2. To participate fully in the discharge of all Audit Committee functions, as set out in the Committee’s terms of reference and the Authority’s 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 the periodic review of the overall effectiveness of the Audit Committee, and its terms of reference.
5. To ensure that the minutes of Audit Committee meetings accurately record decisions taken.

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

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| **Indicator** | **Essential/**  **Desirable** |
| Demonstrates up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management | **E** |
| Operates consistently and without bias. | **E** |
| Is an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones. | **E** |
| Contributes proactive, proportionate and independent thought. | **E** |
| Works sensitively with people inside and outside committee. | **E** |
| Listens to and balances advice/objectivity | **E** |
| Experience gained working in a large/public sector organisation | **D** |
| Serving on a committee. | **D** |

**Other Points:**

Must not be a serving local government officer or councillor.

Must have no personal, legal or contractual relationship with West Yorkshire Fire and Rescue Authority (including employees or members or former

staff), or any other relationship / activity which might represent a

conflict of interest.

Able and willing to devote the necessary time to the role.