



LONDON BOROUGH OF BRENT

Audit Committee

Independent Member

Position description

1. To assist and advise members on matters being considered by the committee, including audit, risk management and governance.
2. To contribute to the future development of the Audit Committee.
3. To contribute to or develop training for members of the Audit Committee.
4. To deal with other matters for which the Committee is responsible for as indicated in its terms of reference.
5. To carry out the duties of the position at all times with regard to the Council's Equal Opportunities and Customer Care policies and to observe confidentiality at all times.

Person specification

To be appointed a person must:

1. Be able to devote sufficient time to the role throughout the committee cycle, including attending meetings out of office hours.
2. Possess tact and good interpersonal skills.
3. Be familiar with the council's equal opportunities policy and have a commitment to the objectives of that policy, including a commitment to treat people equally.
4. Be able to evaluate reports concerning the council's internal control, risk management and governance arrangements with analytical skill so as to be able to advise other members of the committee and question council officers appropriately.
5. Have knowledge of local government and an understanding of the role of internal and external audit.
6. Maintain confidentiality when required to do so.
7. Have no previous contact with the authority or its members or officers that could be seen to prejudice their independence.

8. Not be or have been a member or officer of this authority for at least 5 years. Nor be a relative or close friend of a member or officer of the authority. Nor must you be a member or employee of any other "relevant authority" (defined as a local authority and some other agencies eg. London Fire and Emergency Planning Authority (see attached list as Appendix A))
9. Not hold nor be pursuing any current political office and be seen as being impartial
10. Not have a criminal record.

It would be desirable for the appointed person to have:

11. Experience of dealing with local authorities or a similar public sector or voluntary organisation;
12. Experience of considering and evaluating information or evidence;
13. Experience of chairing meetings;
14. An understanding and interest in governance, audit or risk issues;
15. A knowledge of the borough of Brent.