

## **Appendix 1**

### **ROLE PROFILE – INDEPENDENT PERSON OF THE AUDIT & GOVERNANCE COMMITTEE –CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**

#### **Responsibilities**

1. Act as an independent member of the Audit & Governance Committee of the Cambridgeshire and Peterborough Combined Authority.
2. Assist the Committee in fulfilling its statutory duties to:
  - (a) review and scrutinise the authority's financial affairs,
  - (b) review and assess the authority's risk management, internal control and corporate governance arrangements,
  - (c) review and assess the economy, efficiency and effectiveness with which resources have been used in discharging the authority's functions, and
  - (d) make reports and recommendations to the combined authority in relation to reviews conducted under paragraphs (a), (b) and (c).
3. Assist the Committee in fulfilling its terms of reference once agreed.
4. Foster good working relationships and communication among all committee Members, between the committee and the Cambridgeshire and Peterborough Combined Authority, and the internal/external auditors.

#### **Duties**

1. Attend all formal meetings of the Committee, including any sub-committees for panels you are assigned to and any additional meetings, as required
2. Prepare for each meeting by reading the agenda papers and additional information to familiarise yourself with issues to be covered during the meeting. Prior to the meeting consider the questions you may wish to put to any attendees.
3. At the meetings you will need to listen carefully, ask questions in a way which is non judgemental, respect confidentiality and help to fulfil the role of the Committee
4. Attend training and development events as needed
5. Keep abreast of the key issues in relation to the responsibilities of the Combined Authority and matters within the terms of reference of the committee.
6. Contribute to achieving an open, accountable and transparent decision making process
7. Uphold the Cambridgeshire and Peterborough Combined Authority's constitution in respect of meetings of the Audit & Governance Committee.

#### **Person Specification**

Candidates will be assessed against the following knowledge/experience, competencies and personal qualities.

### ***Knowledge and Experience***

1. Knowledge and experience in matters of audit, risk management, and performance management, and corporate and financial governance and controls.
2. Held a decision making role in some previous (not necessarily management) employment.
3. Experience gained working in or within a large, or public sector, organisation or serving on a Committee or Board

### ***Competencies:***

4. **The ability to think strategically:** To have breadth of vision, to rise above detail, and to see problems and issues from a wider, forward-looking perspective and to make appropriate linkages
5. **The ability to make good judgements:** To take a balanced, open-minded and objective approach.
6. **The ability to challenge:** To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources
7. **The ability to be analytical:** To interpret and question complex written material, including financial and statistical information and other data such as performance measures and identify the salient points
8. **The ability to communicate effectively:** To be able to communicate effectively both verbally and in writing and to interact positively with other members of the Committee, the Combined Authority and the public

### ***Personal Qualities:***

9. **Team working:** The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others
10. **Self-confidence:** The skill to challenge accepted views constructively without becoming confrontational
11. **Enthusiasm and drive:** The ability to be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding (for example, on financial matters and statutory requirements)
12. **Respect for others:** The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference
13. **Integrity:** The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all

### **Other Requirements and Considerations:**

14. Candidates must be able to attend meetings at varying locations throughout the Cambridgeshire and Peterborough area
15. Candidates should have the time, energy and commitment to prepare for and attend regular meetings. We suggest that they would need to allocate around one day per month to devote to this role
16. Candidates should have a willingness to learn
17. Candidates must be eligible for the role (*see eligibility criteria below*)

### **Disqualifications**

You cannot be considered for appointment if you:

- (a) under 18 years of age
- (b) are a member, co-opted member or officer of the authority;
- (b) are a member, co-opted member or officer of a parish council for which the authority is the principal authority;
- (c) are a relative, or close friend, of a person within sub-paragraph (a) or (b); and
- (d) was at any time during the last 5 years
  - (i) a member, co-opted member or officer of the authority; or
  - (ii) a member, co-opted member or officer of a parish council for which the authority is the principal authority.