

## London Borough of Hillingdon - Skills Matrix for Audit Committee Members (please score 1 to 4 as appropriate)

**Audit Committee Member Name:**

Skill/Knowledge/Experience:		Level of Experience Score (see guidance note on pg.2)	Comments:
Area:	Indicator:		
<b>Audit Committees</b>	An understanding of the purpose of an Audit Committee (AC) and the specific remit and responsibility of the AC at LBH.		
<b>Internal Audit</b>	An understanding of the role and responsibilities of Internal Audit in a local authority, including their statutory responsibilities and reporting requirements for assurance and consultancy work.		
<b>External Audit</b>	An understanding of the role and responsibilities of External Audit in a local authority, including appointment, reporting requirements, grant claims, value for money and statutory powers.		
<b>Risk Management</b>	An understanding of the purpose of Risk Management (RM) and its application within LBH including the RM process, policy and framework.		
<b>Corporate Governance</b>	An understanding of what Corporate Governance (CG) is and the AC's role in ensuring good CG. Also, an understanding of LBH's CG framework including the Contract Procedure Rules and the purpose of the Annual Governance Statement.		
<b>Anti-Fraud &amp; Anti-Corruption</b>	An understanding of anti-fraud and anti-corruption frameworks and the role and responsibilities of the Business Assurance Counter Fraud Team at LBH.		
<b>Financial Reporting (including Pensions)</b>	An understanding of the published statement of accounts (including pensions assets and liabilities) and the statutory financial reporting framework.		
<b>Please enter details of any other additional relevant areas of expertise not listed above:</b>			

### Guidance Note on Level of Experience - Skills Descriptors

Skill Level Score	Skill Level Description
1. No Experience	No knowledge or previous experience/ training.
2. Basic Understanding	A basic awareness of the skill gained from working experience (usually over 1 year) or appropriate training and development. Or where knowledge possessed is not current (more than 3 years out of date).
3. Well Informed	Practical training and experience (a minimum of 2 years, gained during the last 10 years) in the specified skill or application of knowledge.
4. Specialist Knowledge	Formal training, appropriate qualification (degree or professional qualification) and/or considerable practical experience (3 years or more, gained in the last 10 years) in the specified skill.