

Role description for Chair of the Audit Committee

Outline of role – areas for non-executive directors plus:

- Chairing the Audit Committee meetings and ensuring that meetings remain focussed on risk and controls
- Ensuring that all committee members understand the critical strategic risks to the company and that assessment of risk has been undertaken thoroughly
- Reporting to the Board on committee meetings and highlighting strategic risk areas
- Regularly liaising with the company's internal auditor and identifying proposed areas for inclusion in the internal audit programme
- Leading an annual self-assessment exercise on behalf of the Committee and the production of an annual report for submission to the Board and Shareholder (and attend Shareholder Committee meetings for this purpose)
- Convening private meetings of audit committee members with the company's internal auditor and external auditor on an annual basis

Skills and experience – those for non-executive directors plus:

- Relevant financial / audit / governance experience
 - Understanding of risk management
 - A good listener and disciplined speaker
 - Able to promote discussion and challenge
 - Able to summarise discussion
 - Meeting management skills
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Training – minimum required for non-executive directors plus the following training / resources:

- Introduction to Audit Committee
- Introduction to Company Financial Statements
- Understanding the External Audit and Reports
- Practical Risk Management Deep Dives and the Questions to Ask
- [Guidance on Audit Committees 2016 \(Financial Reporting Council\)](#)