

Annex A



Draft Recruitment Pack

Independent Member of Cotswold District Council's Audit Committee

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Advertisement

Vacancy for Independent Member of the Audit Committee

The Council is looking for two local people, unaffiliated to the Council's political groups and with no connection with the Council, to sit on our Audit Committee. The Audit Committee provides challenge and assurance on the Council's control environment, mainly focusing on risk and financial issues, to support the Council in ensuring that it is well managed and able to deliver its priorities.

The Committee meets between four and six times a year (usually a Thursday afternoon at 5pm). You will sit with elected councillors and bring an informed and independent perspective to the Committee.

This is a role which carries public responsibility. You'll have the chance to make a meaningful and positive contribute to the residents of the district. You should be a person with experience of working in an organisation at a senior level or have other experience which would give similar experiences. Financial management experience (accountancy, audit or management of a large budget) would be advantageous.

You will be appointed for a four year term and the position may be extended for a further 6 months to align to the municipal cycle.

In order to be eligible to apply for the position, applicants must not:

- Be a councillor or officer of the Council or have been so in the preceding five years prior to appointment
- Be related to, or a close friend of, any councillor or officer of Cotswold District Council.
- Have been convicted of any offence.
- Be an undischarged bankrupt
- Have significant business dealings with the Council
- Have a formal connection with any political group
- Have a proven history of vexatious and/or frivolous complaints against Cotswold District Council
- Be in arrears with council tax, business rates or have other outstanding debts owing to the Council

You will not be the holder of a significant office in an organisation being grant aided/supported by Cotswold District Council. If you are interested in becoming an Independent Member of the Audit Committee, please apply by completing the application form.

We welcome candidates from diverse backgrounds and experiences.

There is an annual allowance of £1000 for the role. You can also view an information pack about the role.

The closing date for applications is xxx (date)

For more information or an informal discussion, please contact Angela Claridge, Director of Governance and Monitoring Officer or David Stanley, Deputy Chief Executive and Section 151 Officer by email on angela.claridge@cotswold.gov.uk or david.stanley@cotswold.gov.uk

Personal Specification

Qualifications and Experience

You will be a person who has experience of working in a medium / large organisation at a senior level or other experience which would give similar benefits.

Financial management experience (accountancy, audit or management of a large budget) would be advantageous.

A local connection is desirable but not essential (for example, reside in the District, carry out the main part of your work in the Borough or have other recognisable ties to the area.)

Skills

You will have:

- an ability to understand complex issues and the importance of accountability and probity in public life
- an ability to analyse and question written and verbal reports on audit and risk management activities
- an understanding of the need for independence of audit from daily management responsibilities
- an ability to demonstrate integrity and discretion
- effective interpersonal skills
- be able to maintain strictest confidentiality of sensitive information

Knowledge

All members of the Audit Committee should have, or should acquire as soon as possible after appointment:

- An understanding of the priorities, objectives and key activities of the Council and current major initiative and significant issues for the Council
- An understanding of the Council's structures and responsibilities, including key relationships with partners, businesses and organisations
- An understanding of the organisation's culture
- An understanding of any relevant legislation or other rules governing the organisation
- An understanding of corporate governance arrangements in place across the Council
- An understanding of the governance environment generally
- An understanding of risk management

Other

You must agree to abide by the provisions of the Code of Conduct while serving on the Committee.

You must not:

- Be a councillor or officer of the Council or have been so in the preceding five years prior to appointment
- Be related to, or a close friend of, any councillor or officer of Cotswold District Council.
- Have been convicted of any offence. The Council has the right to DBS check any independent committee members.
- Be an undischarged bankrupt
- Have significant business dealings with the Council
- Have a formal connection with any political group
- Have a proven history of vexatious and/or frivolous complaints against Cotswold District
- Be the holder of a significant office in an organisation being grant aided/supported by Cotswold District Council

Functions, Powers & Responsibilities

Of the Audit Committee

Membership: 7 councillors reflecting political balance and two independent members.

- (a) consider the Assistant Director of the Internal Audit Service annual report and a summary of the internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements, including an opinion on the overall adequacy and effectiveness of the Council's internal control environment;
- (b) consider summaries of specific internal audit reports, quarterly;
- (c) consider an annual report on the performance of the internal audit service and review the effectiveness of the service in accordance with the Accounts and Audit Regulations;
- (d) consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale;
- (e) consider the external auditor's annual letter, relevant reports, and the report of those charged with governance;
- (f) consider specific reports as agreed with the external auditor;
- (g) comment on the scope and depth of external audit work and to ensure it gives value for money;
- (h) monitor the effective development and operation of risk management and corporate governance;
- (i) consider summaries of specific risk management reports, quarterly;
- (j) monitor Council policies on whistleblowing, the counter fraud and anti-corruption policy and the Council's complaints process;
- (k) oversee the production of the authority's 'Annual Governance Statement' and recommend its adoption;
- (l) consider the Council's arrangements for corporate governance and recommend the necessary action to ensure compliance with best practice;
- (m) consider the Council's compliance with its own published standards and controls;
- (n) review and approve the annual statement of accounts - including to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council;
- (o) consider the external auditor's report on issues arising from the audit of the accounts;
- (p) commission work from internal and external audit;
- (q) review any issues referred to it by the Council's statutory officers or any Council body;
- (r) to require the Chief Executive or other officer to attend and be questioned on audit, risk management and corporate governance matters relating to their roles and responsibilities;
- (s) to call expert witnesses from outside the Council to give advice on matters under review or discussion.

- (t) to discharge powers under section 101 of the Local Government Act 1972 acting as a Sub-Committee of the Council for Statement of Auditing Standards (610) purposes.
- (u) to approve the Internal Audit Plan, receive reports on progress and as a consequence approve any material changes to the plan.

The Audit Committee also has a role in relation to Conduct/Standards Matters.

(a) To formulate and keep under review a code of conduct to promote high ethical standards amongst Officers and to do anything that is calculated to promote and maintain high standards of conduct by Officers.

(b) To promote maintain and assist the achievement of high standards of conduct by Members in accordance with the Council's Code of Conduct for Members.

- To monitor the operation of the Code of Conduct for Members
- To advise the Council on any amendment or revision of the Code
- To secure adequate and appropriate training of Members on the Code of Conduct for Members.
- To give general guidance and advice to Members on Members' interests and keep under review the Register of Members' Interests maintained by the Monitoring Officer.
- To give general guidance and advice to Members and employees on gifts and hospitality.

(c) To conduct hearings following any formal investigation into an allegation that a Member of the Council has failed or may have failed to comply with the Council's Code of Conduct for Members; and assist the Monitoring Officer to determine, in consultation with an independent person, if this is the case and whether, in the case of a breach, any of the following sanctions should be imposed:

- Censure;
- Report to Council;
- Recommend actions to the Leader of the Council;
- Recommend actions to Group Leader;
- Removal from Outside Bodies;
- Withdrawal of facilities, such as Council email/website/internet access;
- Exclusion for the Council offices or other premises with the exception of meeting rooms as necessary for attending Council, Committees or Sub- Committees and/or nominating a single point of contact;
- Requesting the Member to undertake actions deemed appropriate e.g. training, issue of an apology.

(d) To set up when necessary an interview panel comprising representatives of each political group, and a non-aligned member (if there are any), to shortlist and interview candidates for the role of Independent Person; and to recommend successful candidates to the Council to be chosen by a majority of Councillors

Recruitment Process

- Application submission deadline **[date]**
- Applications will be considered and a shortlist of candidates for interview will be produced.
- Interviews will take place. This may involve other assessments, tests or activities.
- Recommendation for appointments presented to Full Council for decision

Application form

COTSWOLD DISTRICT COUNCIL

APPLICATION FOR THE POST OF INDEPENDENT MEMBER

Personal Details

Name:

Address:

Home Telephone:

Work Telephone:

Mobile:

Email:

Please read the **Person Specification** before completing this form.

Are you currently, or have you been at any time in the past five years, a member of Cotswold District Council or any other local authority?

Yes/No

If yes, please state which Council and give dates.

Are you a paid-up member of a political party?

Yes/No

If yes, please give details.

Are you currently, or have you been at any time in the past five years, employed by Cotswold District Council or any other local authority?

Yes/No

If yes, please state which Council and give dates.

Are you the subject of a Bankruptcy Restrictions Order or Interim Order?

Yes/No

Do you have any convictions that remain unspent?

Yes/No

If yes, please enclose details.

Have you ever been convicted or disqualified for any corrupt electoral practices?

Yes/No

If yes, please enclose details.

Are you a relative or close friend of a Councillor or employee of Cotswold District Council?

Yes/No

If yes, please give details.

QUALIFICATIONS AND WORK EXPERIENCE

Please provide brief details of any professional or academic qualifications, any work experience and/or any roles relevant to the role of an independent member?

SKILLS, KNOWLEDGE, ABILITIES AND PERSONAL QUALITIES

Please briefly explain how you feel you fulfil the role profile for this post.

Please give the names and addresses of two referees

1.

2.

I confirm that the information given in this application is correct.

Signed :

Date:

Please return this form to xxx (insert contact details)