

## Audit and Governance Committee

### Independent Member – Recruitment Pack

This information pack is for individuals that are interested in becoming a co-opted Independent Member of East Lindsey District Council's Audit and Governance Committee

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## Section 1- Welcome letter to potential applicants

Dear Applicant

Thank you for your interest in becoming a co-opted Independent Member of East Lindsey District Council's Audit and Governance Committee.

The committee is a key component of East Lindsey's corporate governance arrangements. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards. The Committee's Terms of Reference are included in Section 5 of this pack.

The Committee is looking for a committed individual to serve as a co-opted Independent Member from November 2023 for a four-year term.

In considering your application you should be aware that the typical commitment required from an Independent Member is expected to include preparation time and attendance at 5 committee meetings per annum as well as further ad hoc meetings and attendance at training and development sessions.

Committee meetings are held at East Lindsey District Council's Offices at the Hub, Horncastle and take place on Wednesday mornings, start time 10.15am. Independent Members are able to claim reasonable travel expenses. All Committee Members receive an induction and other appropriate training.

The closing date for applications is xxx. Applications should be submitted to xxx

Shortlisted candidates will be invited for interview on xxx

You will note that the application form asks for details of two referees. We will take up references for shortlisted candidates, prior to interview. If you would not wish us to contact your referees at that stage then please indicate this on your application.

The Council has a commitment to equal opportunities and welcomes applicants from all sections of the community.

If you wish to discuss any aspect in more detail please contact TBC or email TBC

## Section 2 - The Audit and Governance Committee and role of the Independent Member

The role of the Audit and Governance Committee is central to the governance, internal control, compliance and risk aspects of the operation of a local authority. The work of Committee includes:

- Approval of the Council's Financial Statements and Annual Governance Statement
- Consideration of internal and external audit reports
- Reviewing the effectiveness of risk management
- Monitoring delivery and reviewing of the Council's Treasury Management Strategy

Further details of the work of the Committee are available publicly on the Council's website. ([Committees, Meetings and Councillors - East Lindsey District Council \(e-lindsey.gov.uk\)](#))

The aim of the Independent Member is to bring a fresh and objective viewpoint to the work of the Audit and Governance Committee and support the Committee to carry out their work. Having an independent voice with the appropriate background knowledge and skills is advocated by the Chartered Institute of Public Finance and Accountancy (CIPFA) in their Audit Committee Guidance.

Specifically an Independent Member serves as a non-voting co-opted member of the Council's Audit and Governance Committee, with the following responsibilities:

1. To attend and participate in meetings of the Committee and training/development days.
2. To engage fully in collective consideration of the issues before the Audit and Governance Committee, taking into account a full range of relevant factors, including legislation and supporting regulations, professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Council's Officers and Auditors.
3. To participate fully in the discharge of all Audit and Governance Committee's functions, as set out in the Committee's terms of reference and the constitution.
4. To promote and champion the work of Internal and External Audit and the Committee.
5. To participate in periodic reviews of the overall effectiveness of the Committee, and of its terms of reference.
6. To promote high standards of conduct and integrity, complying with the Council's Member Code of Conduct at all times.

### Section 3 - Person Specification

Candidates should demonstrate in their application form how they meet the following competencies which are relevant to this role:

- Ability to be objective, independent and impartial when undertaking the role.
- Good understanding of the roles of:
  - internal/external audit,
  - risk management,
  - corporate and financial governance.
- High behavioural standards, demonstrating honesty and the highest level of integrity in their conduct.
- Experience of participating in a Committee or similar meetings.
- Experience of working at a management level within a complex commercial or public sector organisation, or equivalent experience.
- A basic understanding of the wider local government environment and accountability structures.
- Ability to understand complex issues and reach objective, evidence-based conclusions and decisions.
- Strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders.
- Strong communication and excellent interpersonal skills with the ability to challenge in a constructive manner.
- Ability to devote the necessary time to the role.
- A wish to serve the local community and uphold local democracy.

### **Section 4 - Eligibility for Appointment**

A person cannot be appointed as an Independent Member if any of the following criteria apply:

1. Are currently or have been (within the last five years) a councillor or an employee of East Lindsey District Council.
2. Are closely associated with anyone who is now, or has been in the last five years, a Councillor or employee of East Lindsey District Council.
3. Holds any political office, belongs to a political party; or is or has been politically active in the last five years.
4. Has any dealings with the Council, which could be seen to be prejudicial to a person's independence or represent a conflict of interest.
5. Are subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986.
6. Has, within five years before the day of his/her appointment, been convicted of any offence and had passed upon him/her a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine.
7. Has been convicted of a corrupt or illegal practice under Part III of the Representation of the People Act 1983.
8. Are disqualified from being or becoming a member due to sexual offences as defined in Section 81 (A) of the Local Government Act 1972.
9. Are disqualified from being or becoming a member following a conviction under Section 34 of the Localism Act 2011.

#### **Other requirements**

- You must disclose to the Council any matter in his/her background which, if it became public, might cause the council to reconsider the appointment.
- You should be committed to the term of appointment which is four years from the date of appointment.

## Section 5 – The Audit and Governance Committee’s Terms of Reference

### Statement of purpose

The purpose of the Audit & Governance Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority’s financial and non-financial performance to the extent that it affects the Council’s exposure to risk and the control environment and to oversee the financial reporting process. The Council has nominated the Audit & Governance Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies and for overseeing the Council’s procedures for dealing with member code of conduct complaints and provision of the associated Hearing Panels to deal with functions set out in section 54 Local Government Act 2000 (as amended by Schedule 4 Localism Act 2011).

The Audit & Governance Committee consists of 9 members and must be politically balanced in accordance with sections 15-17 Local Government & Housing Act 1989 and either the Overview Committee or the Audit & Governance Committee must be chaired by a member of a different party to that of the ruling administration.

### Terms of Reference

1. To consider the adequacy and effectiveness of the Council’s risk management arrangements, the control environment, corporate governance and associated anti-fraud and corruption arrangements.
2. To monitor compliance with the Council’s Treasury Management Strategy and Statement and to receive quarterly updates from the Section 151 Officer on investment performance.
3. To seek assurances that appropriate action is being taken on risk-related issues identified by auditors and inspectors.
4. To assess whether the Council’s assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it.
5. To consider and if appropriate approve final accounts and financial statements of the Council.
6. To review the Internal Audit Strategy and Annual Plan and monitor performance, including benchmarking results.
7. To review summary Internal Audit reports and the main issues arising and seek assurances that action has been taken where necessary.

8. To consider the Council's arrangements for corporate governance and agree actions to ensure compliance with best practice.
9. To receive the annual report of the Head of Internal Audit or other appropriately qualified officer.
10. To consider the reports of external audit and inspection agencies and ensure they give value for money.
11. To suggest topics for review to internal and external audit.
12. To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
13. To review the financial statements, external auditors' opinion and reports to Councillors and monitor management action in response to issues raised by external audit.
14. To provide assurance on the internal controls and procedures in place within Public Sector Partnership Services Ltd. to safeguard the Council's resources and interests and ensure proper standards of corporate governance.
15. Promoting and maintaining high standards of conduct by Councillors and co-opted Members in accordance with Section 27 Localism Act 2011.
16. Assisting the Councillors and co-opted members to observe the Councillors' Code of Conduct.
17. Advising the Council on the adoption or revision of the Councillors' Code of Conduct.
18. Monitoring the operation of the Councillors Code of Conduct.
19. Granting exemptions for politically restricted posts.
20. Dealing with complaints about the conduct of District and Parish Councillors referred by the Monitoring Officer where a Local Hearing is required.
21. To monitor and review the operation of the Council's Constitution to ensure that the aims and principles are given full effect, taking account of advice from the Monitoring Officer.
22. To establish a working party comprising three elected Members drawn from different political parties from the Audit & Governance Committee together with the Chief Executive and the Monitoring Officer to keep the Constitution under review to ensure that the constitution is fit for purpose and to meet as required

and report any proposed changes to Audit & Governance Committee as (with a view to an appropriate report being made by the Audit & Governance Committee to the Council on any changes proposed).

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**Part 3 – Summary of Experience**

Please give a brief account of your experience including career, public and voluntary work together with the nature of your current or most recent occupation

**Part 4 – Relevant Expertise/Skills**

Please provide details of your knowledge or expertise which you believe would be particularly relevant to the role of Independent Member of the Audit and Governance Committee

**Part 5 – Attributes**

Why do you wish to be considered for membership of the Audit Committee and what particular attributes do you believe you would bring to the work of the Committee?

**Part 6 – References**

Please provide the names, addresses and contact telephone numbers of two persons whom we could approach for reference purposes:-

<b>Part 7 – Your eligibility</b>
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Please answer all questions by placing a tick in the appropriate box:

	Yes	No
Are you over 18?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been elected as a East Lindsey District Councillor within or been an Officer of the Council during the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
Are you employed or hold any paid office with the Authority or do you hold a politically restricted post within a Local Authority?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a close friend or relation of any East Lindsey District Councillor or Officer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in regular social or professional contact with any East Lindsey District Councillors?	<input type="checkbox"/>	<input type="checkbox"/>
Are you officially bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been sentenced within the last 5 years to a term of imprisonment (whether suspended or not) of three months or more without the option of a fine?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been or are you disqualified from being a Member of a Local Authority for any reason as set in Section 4 Eligibility for Appointment of the Recruitment Pack?	<input type="checkbox"/>	<input type="checkbox"/>
Have you any contractual relationship with the Council beyond that of any other citizen?	<input type="checkbox"/>	<input type="checkbox"/>
Are you owed money by, or do you owe money to, the Council?	<input type="checkbox"/>	<input type="checkbox"/>
Are you satisfied that a member of the public who was aware of any contact you have with the Council or councillors would have confidence in your independence?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 8 – Your declaration**

I certify that in submitting this application that to the best of my knowledge and belief the above details are correct

Signed

Date

**Please return the completed form marked 'Personal' to:**

[committeeadmin@e-lindsey.gov.uk](mailto:committeeadmin@e-lindsey.gov.uk)

or

Democratic Services  
East Lindsey District Council  
The Hub  
Mareham Road  
Horncastle  
Lincolnshire  
LN9 6PH

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