



# Recruitment Pack Independent Member of the Audit and Governance Committee

## Would you like to do something worthwhile for Gloucester?

Do you feel you have the time and the skills to make a positive contribution to Gloucester City Council's Audit and Governance Committee?

Do you think you could bring an independent perspective to analyse the Council's arrangements for:-

- managing risk
- maintaining an effective control environment
- reporting on financial and other performance matters?

We are looking to appoint an independent member to the Audit and Governance Committee, ideally someone with financial/auditing experience, or practical experience of managing risk.

If this opportunity interests you, but you would like to discuss it further without committing yourself, please contact ☎ xxxxx or 💻 xxxxx

Alternatively, you can request an information pack and application form by email on xxxxxx

Closing date for applications is: xxxx

Interviews to be held on:- week commencing xxxx

## What are Gloucester City Council's challenges and opportunities?

<https://Gloucester City Council plan 2017 - 2020>

Over the life of the last Council Plan we have made significant progress and our achievements, have been made alongside challenging financial savings of over £3m. With a further £3m of efficiency savings required over the next three years it is more important than ever that we focus our resources on the key priorities that reflect the concerns and aspirations of our residents. We know that we cannot achieve our ambitions for the city without the support of our partners.

A continuing theme is our focus on regeneration, housing and cultural provision as key drivers for improving outcomes for our residents. Linked to this is our desire to make Gloucester a place where residents and visitors feel safe and the physical environment of the city is something that we can all be proud of. We want to enable our diverse communities to thrive, recognising and using their strengths. We are committed to ensuring that our key services meet the evolving needs of our residents, both in terms of access and delivery.

### **Our core values:-**

**Efficiency and value for money** – we will strive to provide great services that are affordable for all.

**Forward thinking with innovation** – we will adopt an entrepreneurial approach to find new and better ways to do things.

**Making residents lives better** – we will support our communities to use their own strengths and assets while providing universal services and supporting our most vulnerable residents.

**Passionate about the City** – our enthusiasm for, and pride in, Gloucester will be at the heart of everything we do.

**Working together to make it happen** – we will build strong and trusted relationships with communities and partner organisations to achieve the best outcomes for our residents.

## Role Purpose and Description

### Background Information

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 them to carry out their work.

The Audit and Governance Committee comprises eight Non-Executive Councillors. The role of the Audit and Governance Committee has evolved and they are central to the governance, internal control, compliance and risk aspects of the operation of a local authority. 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.

The work of the Audit and Governance Committee includes:-

- Annual Governance Statement
- Audit Committee Annual Report
- Statement of Accounts

Further details of the Committee's responsibilities are in the Audit and Governance Committee Terms of Reference Appendix 1. These form part of Gloucester City Council's Constitution.

Members of the Audit and Governance Committee receive training and are expected to keep up to date.

The independent member will be appointed through a process of public advertisement, application, interview and appointment.

The independent Member is co-opted to the Audit and Governance Committee on a non voting basis.

An annual allowance plus reasonable travel expenses is payable, currently £500 per year will be payable. It is for a fixed term of 3 years.

The Council has a commitment to equal opportunities and welcomes applicants from all sections of the community. Also we operate a no smoking policy.

The independent member, through their participation in the Audit and Governance Committee, will assist the City Council to discharge their powers and functions as set out in the Audit and Governance Committee Terms of Reference.

- To apply strategic thinking and materiality to reports presented and be able to review at an appropriate level.
- To ask questions that draw out relevant facts and explanations.
- To provide challenge.
- To seek understanding and enable solutions.
- To evaluate information on the basis of evidence presented without political bias.
- To weigh up differing views and be able to come to an evidence based conclusion.
- To ask difficult questions to get to the facts while maintaining positive relationships.

Members or officers of Gloucester City Council or anyone who has or is a relative or close friend of a member or officer of the Council is not eligible. More detail can be found in Appendix 2 – Disqualifications for Appointment.

## Person Specification

Requirements	Where identified*	Essential	Desirable
A broad range of experience, preferably in public, private, voluntary and charitable sector employment or service including self-employed, employed and voluntary positions.	A	✓	
Understanding of the wider local government environment and accountability structures.	A		✓
Strategic/financial management responsibilities.	A		✓
Qualification in accountancy, finance, risk management, business management or internal audit.	A		✓
Good understanding of corporate governance and risk management and the key elements of audit, best value and external scrutiny. The ability to formulate and evaluate solutions to the issues identified.	A		✓
Good understanding of the roles of internal and external audit.	I		✓
Ability to understand complex issues and make objective, evidence-based decisions.	I	✓	
Strong interpersonal and communication skills.	I	✓	
Willingness to participate in meetings and ask searching questions in order to challenge and hold to account Council Officers and the representatives of internal and external audit.	I	✓	
Attend and prepare for each meeting of the Audit and Governance Committee.	I	✓	
Ability/willingness to attend any relevant training or development activities associated with the role.	I	✓	
Independence of mind, objectivity and impartiality.	I	✓	

\* A is application form

I is interview



### A. The Relevant Authorities (Standards Committee) Regulations 2001.

- (i) if a person has within the period of five years immediately preceding the date of the appointment been a member or officer of Gloucester City Council
- (ii) if a person is a serving member or officer of any other Relevant Authority; and
- (iii) if a person is a relative or close friend of a member or officer of Gloucester City Council

relative” - means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons.

partner” - means a member of a couple who live together.

relevant authority” - includes a county council, a unitary council, a district council, a parish council.

### B. Summary of Sections 80 and 81 of the Local Government Act 1972.

- (i) A person shall be disqualified from being appointed if he/she: -
  - (a) holds any paid office or employment with the Authority;
  - (b) is a person who has been adjudged bankrupt or made a composition or arrangement with his/her creditors;
  - (c) 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 three months without the option of a fine;
  - (d) has been convicted of a corrupt or illegal practice under Part III of the Representation of the People Act 1983;
  - (e) is disqualified for membership for a specified period by Order of the Court because of his/her involvement in expenditure contrary to law; and
  - (f) is disqualified from membership for five years following an Auditor’s certificate that a loss or deficiency has been caused by his/her wilful misconduct while a member of a local authority.



- ii) The disqualification attaching to a person by reason of having been adjudged bankrupt ceases: -
  - (a) on his/her discharge from bankruptcy unless the bankruptcy order made against the person is previously annulled; and
  - (b) if the bankruptcy order is so annulled, on the date of the annulment.
- (iii) The disqualification attaching to a person by reason of his/her having made a composition or arrangement with his/her creditors ceases: -
  - (a) on the date on which payment is completed if he/she pays the debts in full; or
  - (b) in any other case, on the expiration of five years from the date on which the terms of the deed of composition or arrangement are fulfilled.