



Council
28 July 2014

Subject: Appointment of Independent Member to the Governance and Audit Committee

Report by:

Monitoring Officer

Contact Officer:

Alan Robinson
Head of Central Services and Monitoring Officer
Alan.robinson@west-lindsey.gov.uk
01427 676509

Purpose / Summary:

To appoint an Independent Member to serve on the Governance and Audit Committee.

RECOMMENDATION(S):

1) That the person named in paragraph 3 be appointed to serve on the Governance and Audit Committee with immediate effect and up to the Annual Meeting of Council in May 2015.

IMPLICATIONS

Legal: None related to this report.

Financial : There will be a payment of £38.18 for the first four hours of attendance and a second payment for attendance in excess of four hours. This can be met from the existing budget for payment to Members.

Staffing : None related to this report.

Equality and Diversity including Human Rights :
*NB: A full impact assessment **HAS TO BE** attached if the report relates to any new or revised policy or revision to service delivery/introduction of new services.*

Risk Assessment : N/A

Climate Related Risks and Opportunities : None related to this report.

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1. Introduction

- 1.1 At the Annual Meeting of the Council in May 2010 it was agreed to appoint an Independent Member from outside of the Authority to serve on the Audit Committee.
- 1.2 An appointment was made in 2010 and subsequently extended until 2012. It was necessary therefore to re-advertise the post to appoint an independent member on the Governance and Audit Committee from 2012 onwards.
- 1.3 During this interview process both candidates proved eminently suitable, so it was agreed that they both be appointed, as the Council's Constitution states "the committee will include **at least one** independent member". These appointments were approved by Annual Council in May 2012 for the period up to Annual Council in May 2015.
- 1.4 Following the resignation of Mr Wallace in February 2014, the Governance and Audit Committee's views were sought as to whether the vacancy should be filled, with the general consensus being that the Council should re-recruit.
- 1.5 The Council website was used to advertise the post and 3 people expressed an interest. One application was submitted. Copies of the advertisement, job description and person specification are attached at Appendix A.
- 1.6 Shortlisting took place and the candidate was deemed to meet the person specification and thus was invited for interview.

2. Interviews

- 2.1 The interview was held on 16 June 2014 and the Panel consisted of Councillor Giles McNeill (Chairman of the Governance and Audit Committee) and the Monitoring Officer.
- 2.2 At interview, the candidate proved eminently suitable.
- 2.3 It is proposed that the appointment in this instance be up until Annual Council May 2015 to bring it in line with other appointments.

3. Recommended for Appointment

- 3.1 It is **RECOMMENDED** that the person named below be appointed to serve as an Independent Member on the Governance and Audit Committee until the Annual Meeting of Council in May 2015.

- **Mr Peter Walton**

West Lindsey District Council

WANT TO DO SOMETHING WORTHWHILE FOR YOUR LOCAL COMMUNITY?

WOULD YOU LIKE TO BE AN INDEPENDENT MEMBER OF WEST LINDSEY'S GOVERNANCE AND AUDIT COMMITTEE?

West Lindsey District Council is looking for an independent person who would like to be considered for membership of the Governance and Audit Committee. The Council is looking for someone who has knowledge of local government finance and who could demonstrate an ability to establish good working relationships with Councillors and managers.

The Council needs someone who is resident or working in the District, who is objective and politically independent, with the ability to analyse information, to join the Panel.

In return you can look forward to doing something interesting and worthwhile for the local community. You will be paid an allowance of £38.18 per meeting plus travelling expenses (currently under review).

If this opportunity interests you but you would like to discuss it further without committing yourself, please telephone Alan Robinson, Head of Revenues Benefits and Central Services, on 01427 676509. Alternatively, you can just request an information pack and application details by calling 01427 676594 / 676595, or by email on committeeadmin@west-lindsey.gov.uk

Closing Date: Friday, 23 May 2014

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

JOB DESCRIPTION

Governance & Audit Committee – Independent Person

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.

Skills

- Able to understand complex issues and the importance of accountability and probity in public life.
- Able to analyse and assess evidence and come to a rational conclusion.
- Able to reconcile the ideal with reality and practicality.
- Able to demonstrate objectivity.
- Able to demonstrate integrity and discretion.
- Able to make decisions.
- Must possess effective interpersonal skills.

Knowledge

Some knowledge of local government would be useful.

Knowledge of corporate governance arrangements in either public or private sectors would be beneficial.

Knowledge of risk management.

Commitment

This post will take up about seven evenings per annum for meetings plus preparation time.

Other

- You must not be a Councillor or Officer of the Council or have been so in the preceding five years prior to the appointment.

- You must have no criminal convictions.
- You must not be an undischarged bankrupt.
- You should have no significant business dealings with the Council.
- You should have no connection with any political group.

Payment

This public office does not command a salary, however a modest allowance will be paid together with reimbursement for travelling and subsistence expenses.

PERSON SPECIFICATION

Requirement	Essential	Desirable
1. Educational	<p>Appropriate financial training and experience</p> <p>Knowledge of internal control and audit standards</p>	Demonstrate continued updating of professional skills
2. Work Experience	<p>Able to demonstrate the ability to work closely with politicians</p> <p>Experience of the internal control function in a large, multi-disciplinary organisation</p> <p>Operated within a formal risk management framework</p> <p>Worked for 10 years at a senior level</p>	Previously chaired an audit committee or similar
3. Abilities, Intelligence & Special Aptitudes	<p>Influencing and consensus building</p> <p>Listening skills</p>	Knowledge of local government finance
4. Adjustment & Social Skills	<p>Ability to establish good working relationships with Councillors and managers</p> <p>Ability to manage and present information orally to groups in politically sensitive environments</p> <p>Able to demonstrate strong leadership</p> <p>Assertive in pursuing the correct course of action</p> <p>Able to work effectively with colleagues who may have different</p>	<p>Diplomacy and tact</p> <p>Live in or have connections with the County</p>

	levels of experience and understanding	
5. Motivation	Enthusiastic, not easily deterred and able to convey enthusiasm to others Committed to excellent public services	
6. Equal Opportunities	Understanding and commitment to promoting equality of opportunity in service delivery with an understanding of the issues underpinning these values	