

## Appendix 2

# Tamworth Borough Council

## Recruitment Pack for the Appointment of Independent Members (Up to 2 vacancies) to the Audit and Governance Committee

### Background

Tamworth Borough Council is seeking to appoint up to two Independent Members to its Audit and Governance Committee. The Audit and Governance Committee role is two-fold:

**Audit** – The Committee oversees the Council's internal audit and risk functions; receives and approves external audit reports; scrutinises and approves the Annual Statement of Accounts; makes reports and recommendations to the Cabinet, Committees and the Council as a whole on the adequacy of its corporate governance and risk management arrangements and the associated control environment.

**Standards** - The Committee deals with a range of matters including issues concerning Councillors' conduct, providing advice and guidance to the Council, the Cabinet and individual Councillors and advising on the application and review of the Constitution.

The Committee's Terms of Reference can be found below within Appendix 2 of this document. Committee meetings are currently held at Tamworth Town Hall, in the evening. Approximately four to six meetings are held each year, typically lasting up to two hours. In addition, there will be a requirement to attend occasional training sessions as well as prepare for meetings.

Applications should be made in writing to the Audit Manager and candidates will be interviewed by a panel made up of Committee members including the Audit and Governance Committee Chair. A representative of the Executive Leadership Team and the Audit Manager will also be in attendance.

### Duties and responsibilities

1. To attend meetings of the Audit and Governance Committee and any sub-committees or other forum as and when required.
2. To participate fully in the discharge of the Audit and Governance Committee functions, as set out in the Committee's terms of reference.
3. To actively promote good governance within Tamworth Borough Council
4. To participate in training and development events to promote awareness of the role and remit of the Audit and Governance Committee.

### Role requirements

Appendix 1 sets out the person specification for the role.

### Eligibility/Special conditions

To be eligible to apply for either role you:

- Must not be a member or officer at Tamworth Borough Council or have been so in the preceding five years prior to appointment.

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- Must not be closely associated with anyone who is now a member/employee of Tamworth Borough Council.
- Must have no unspent criminal convictions (Rehabilitation of Offenders Act applies). The Council has the right to DBS check any independent committee members.
- Must not be undischarged bankrupt.
- Should have no significant business dealings, including significant business dealings (contractual arrangements) with Tamworth Borough Council, which could be seen to be prejudicial to a person's independence or represent a conflict of interests during the previous 3 years, prior to application.
- Should have no connection with any political group or be engaged in any party-political activity.
- Must not have a proven history of vexatious and/or frivolous complaints against the Council.
- Must not be the holder of a significant office in an organisations being grant aided/supported by the Council.

Applicants must also be prepared to publicly declare and register any interest they have on the same basis as members of Tamworth Borough Council and observe the requirements of the Council's Constitution in performance of their duties in their capacity as an Independent Member.

### Remuneration

These posts are unremunerated but reasonable expenses associated with the role will be reimbursed in line with Member's subsistence, travelling and carer's allowances as per part of the Council's constitution.

### Term of office

The Term of Office for an independent member of the Audit and Governance Committee is three years. After their first term has expired, they can be appointed again through the agreement of the Council for a second term; however, if they wished to serve further terms after this then their further appointment has to be subject to a competitive selection process.

### Application process

Applications should be made in writing, completing an A4 statement outlining how you meet the criteria outlined in the Person Specification (Appendix 1) and a copy of your CV to Andrew Wood, Audit Manager at [Andrew-wood@tamworth.gov.uk](mailto:Andrew-wood@tamworth.gov.uk)

**The closing date for applications is 5pm 30<sup>th</sup> September 2022.**

For general enquires about the position, or specific information about the Audit and Governance Committee, please contact Andrew Wood, Audit Manager on 07480 704379 or [andrew-wood@tamworth.gov.uk](mailto:andrew-wood@tamworth.gov.uk)

Members from BAME communities and disabled people are currently under-represented on the Committee so applications from members of these groups are particularly welcome, although all applications will be considered on merit.

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### Appendix 1 Person Specification

<b>Criteria</b>	<b>Essential/Desirable</b>
Have a local connection to Tamworth but be able to demonstrate independence from the Council	Essential
A broad range of experience, preferably in a medium/large organisation in any sector at a senior level or other experience which would provide similar benefits	Desirable
A good understanding of governance, risk management and control	Essential
Integrity, objectivity, discretion and the ability to make decisions in line with the Nolan principles	Essential
Ability to analyse complex information, question probe and seek clarification so to come to an independent and unbiased view	Essential
Understanding of the political environment that local authorities operate within	Desirable
Effective interpersonal skills, including good communication skills, the ability to cooperate with others in a committee and demonstrate tact and diplomacy in handling sensitive matters	Essential
For the Audit aspect of the role – knowledge/experience in finance, risk management, performance management or audit and/or general management of businesses or public sector organisations.	Desirable
For the Member Standards aspect of the role - an interest, experience or knowledge of public sector governance issues. Experience of handling misconduct or disciplinary issues (gained in the context of employment, a professional body or the voluntary sector), Understanding of the current policy agenda for local services.	Desirable

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### Appendix 2 Audit & Governance Committee Terms of Reference

#### Audit & Governance Committee

The Council will establish an Audit & Governance Committee.

#### Composition

**(a) Membership.**

The Audit & Governance Committee will be composed of at least seven councillors who are not members of the Executive or the Chair of any Scrutiny Committee.

**(b) Independent members.**

The Committee may co-opt up to two independent (non-elected) non-voting persons as and when it deems appropriate, for a period or periods it may determine.

**(c) Chairing the Committee.**

The Chair and Vice-Chair will be appointed in accordance with Council Procedure Rules.

#### Role and Function

The Audit & Governance Committee will have the following roles and functions:

**(a) Audit Activity**

- (i) Receive, but not direct, internal audit's strategy and audit plan;
- (ii) Consider reports dealing with the management and performance of Internal Audit;
- (iii) Consider the Head of Audit and Governance's annual report and opinion, and the level of assurance Internal Audit can give over the Council's corporate governance arrangements;
- (iv) Consider periodic reports from Internal Audit on the main issues arising from their work and "high priority" recommendations not implemented within a reasonable timescale, and seek assurance that action has been taken where necessary;
- (v) Consider the final external audit Annual Audit and Inspection letter and any other relevant reports to "those charged with governance".
- (vi) Consider on an annual basis the Local Authority Trading Company's Code of Practice and Governance Statement.

**(b) Regulatory Framework**

- (i) Maintain an overview of the Council's Constitution, including Contract Procedure Rules, Financial Regulations and Codes of Conduct;
- (ii) Consider the internal control environment and the level of assurance that may be given as to its effectiveness, to include the review of the Statement on Internal Control and the recommendation to the Council of its adoption;
- (iii) Satisfy itself that the authority's assurance statements, including the Statement on Internal Control, properly reflect the risk environment and any actions required to improve it;

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(iv) Monitor the effectiveness of the authority's risk management arrangements, including the actions taken to manage risks and to receive regular reports on risk management;

(v) Monitor the effective development and operation of the corporate governance framework in the Council and to recommend to the Executive or the Council, as appropriate, the actions necessary to ensure compliance with best practice;

(vi) Monitor the effectiveness of the Council's policies and arrangements for anti-fraud and corruption and whistleblowing, complaints handling, RIPA and Ombudsman investigations.

### (c) Accounts

Approve the annual statement of accounts, external auditor's opinion and reports to members and monitor management action in response to the issues raised by external audit.

### (d) Reports to Council

The Chair of the Audit & Governance Committee will provide an annual report of the Committee's activities to Council.

### (e) Delegated Powers

The Committee is empowered to deal with the functions detailed above.

### (f) Standards of Conduct

This Committee, in the form of a sub Committee, shall exercise all the functions of the Council relating to the Members' Codes of Conduct as provided in the Localism Act 2011 except for those functions which under Chapter 7 of the Localism Act 2011 may only be exercised by the full Council.

Where a complaint is made alleging a breach of the Code, the matter will be considered by a Sub-committee of the Audit & Governance Committee. The Sub-committee will consider the complaint in accordance with the procedure set down in the Council's Arrangements for Making Complaints Against a Councillor for an Alleged Breach of the Code of Conduct.

The Sub-committee shall be made of three members of the Audit & Governance Committee and shall include representation from each political group (where practicable).

The Independent Person(s) appointed by full Council shall attend meetings of the Sub-committee and the Sub-committee shall have regards to the views of the Independent Person(s).

The Monitoring Officer will report to the Audit & Governance Committee regarding an investigation of a complaint if the investigation has not concluded within 6 months of the date of the complaint, and the Audit & Governance Committee may review the investigation of such a complaint, following consideration of the Monitoring Officer's report.

The Council's Arrangements for Making Complaints Against a Councillor for an Alleged Breach of the Code of Conduct is appended.

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