

Audit and Standards Committee Independent Member

Job Description and Person Specification

Location:	Civic Centre, Poulton-le-Fylde
Job Purpose:	
<p>Good governance is all about ensuring the Council is doing the right things, in the right way, for the right people, in a timely, inclusive, open, transparent, honest and accountable manner. Our Audit and Standards Committee is a key component of the Council's governance framework and adds value by supporting improvement across the organisation and our partners. The Committee is also responsible for upholding and encouraging the highest moral standards of Elected Members. The committee ensures that an effective process is in place to handle a variety of issues, including those involving Councillors' conduct.</p> <p>It's terms of reference can be found in the Council's Constitution which is published on our website.</p> <p>The Council understands the value and benefits independent members bring, which include the following:</p> <ul style="list-style-type: none">• Reinforcing the political neutrality and independence of the committee.• The injection of external views and approach to discussions.• Their additional knowledge and expertise within areas of responsibility.• Maintaining continuity of committee membership where membership is affected by the electoral cycle. <p>As an independent member you will play an important role in enhancing the skills, experience and knowledge of the Audit and Standards Committee and supporting it to continue as a cornerstone of our governance and assurance framework.</p>	

Independence:
<p>A person can only be an independent member if that person:</p> <ol style="list-style-type: none">a) Is not a member, co-opted member or officer of the authority, or has been within the last 5 years;b) Is not a member, co-opted member or officer of a parish council of which the authority is the principal authority, or has been within the last 5 years;

- c) Is not a relative or close friend, of a person within (a) and (b);
- d) Has submitted an application form in response to an advert for the position at the authority;
- e) Has had their appointment approved by a majority of the members of the authority.

The regulations say that a 'relative' means:

- a) the other person's spouse or civil partner;
- b) living with the other person as husband and wife or as if they were civil partners;
- c) a grandparent of the other person;
- d) a lineal descendant of a grandparent of the other person;
- e) a parent, sibling or child of a person within paragraph (a) or (b);
- f) the spouse or civil partner of a person within paragraph (c), (d) or (e), or
- g) living with a person within paragraph (c), (d) or (e) as husband and wife or as if they were civil partners.

Selection Criteria:

The ideal independent member will:

- Be willing and able to commit the necessary time to the role;
- Have up to date skills, knowledge and experience within at least one of the fields covered within the Audit and Standards Committee, i.e. internal audit, risk management, governance, accounting, anti-fraud and corruption, Information Governance or Cyber Security;
- Have good interpersonal skills, including good communication skills both written and oral and the ability to co-operate with others in a committee setting.
- Have independence of mind, objectivity and impartiality.
- Contribute proactive, proportionate, independent thought and listen to, and balance, advice;
- Have a commitment to the general principles governing the conduct of Councillors generally and work to high behavioural standards, demonstrating honesty, probity and integrity;
- Not be a serving local government officer or councillor;
- Have no personal, legal or contractual relationship with Wyre Council (including employees or Members or former staff), or any other relationship / activity which might represent a conflict of interest or perceived conflict of interest.
- The council operates a strict non-smoking policy.
- You will be required to provide your own means of transport. Reasonable expenses will be covered and mileage will be paid at a rate of 52.2p per mile.
- Attendance at evening meetings will be required.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
A suitable professional or management qualification (in internal audit, risk management, accounting, governance, information governance, cyber or other relevant discipline)	Essential	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
A working knowledge of general or financial management of large public or private sector organisations	Essential	Application/Interview
A general knowledge of systems of internal control, risk management, good governance, data protection, cyber-security and anti-fraud and corruption	Essential	Application/Interview
An understanding of the complexity of issues surrounding audit, risk management, governance, standards and finance in local government	Desirable	Application/Interview
An understanding of the Council's vision, priorities and objectives	Desirable	Application/Interview
Good interpersonal skills, including good communication skills both written and oral and the ability to co-operate with others in a committee setting	Essential	Application/Interview
The ability to be objective, independent and impartial	Essential	Application/Interview
High standard of personal integrity and a commitment to the values and standards of public life	Essential	Application/Interview
An ability to understand complex situations and reports, as well as the statutory background to those reports, and ask appropriate questions of officers	Desirable	Application/Interview
Experience of participation in Committee or Board meetings	Desirable	Application/Interview

Digitally capable (or willing to undertake necessary training) to access information, reports and communicate electronically	Essential	Application/Interview
Understand and comply with confidentiality requirements	Essential	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
To formally agree to observe the Local Code of Conduct for Elected Members including completing a Declaration of Financial Interest and Other Interests. This register is available to be viewed by members of the public on request	Essential	Application/Interview
Will not have been an officer, co-opted member or an elected member of the council within five years of the date of his/her written application	Essential	Application/Interview
Will not be a relative or close friend of an officer, co-opted member or an elected member of the authority or any relevant authority e.g. Parish Council	Essential	Application/Interview
Must not be disqualified from standing for election as a councillor, i.e. been adjudged bankrupt or been sentenced to a term of imprisonment for a period of not less than three months in the past five years	Essential	Application/Interview
Will not be an active member of any political party or have a public profile in relation to political activities	Essential	Application/Interview
Must not currently have and must not enter into any contractual relations with the council under which he/she will gain personally	Essential	Application/Interview
Able to attend programmed meetings and ad hoc meetings if required	Essential	Application/Interview
Will have disclosed to the council any matter in his/her background which, if not became public, might cause the council to reconsider the appointment	Essential	Application/Interview

Have a connection with the Borough, e.g. resident, workplace, own a business etc	Essential	Application/Interview
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Prepared by: Joanne Billington

Date: June 2023

Post Holder Signature:

Date: