

Harlow Council Recruitment Pack for the Appointment of an Independent Member of the Audit and Standards Committee

Background

Harlow District Council is seeking to appoint an Independent member to its Audit and Standards Committee. The Audit and Standards 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 on the [Council's website](#) and successful candidates will join the ten Councillors who sit on the Committee, and have full voting rights. Committee meetings are held at the Civic offices in the evening. Approximately four meetings are held each year, typically lasting up to two hours. In addition, there will be a requirement to attend occasional training sessions and prepare for meetings.

Applications should be made in writing to the Chair of the Audit and Standards Committee and candidates will be interviewed by a panel made up of Committee members. A representative of the Senior Management Board and the Internal Audit Manager will also be attendance.

Duties and responsibilities

1. To attend meetings of the Audit and Standards Committee and any sub-committees or other forum as and when required.
2. To participate fully in the discharge of the Audit and Standards Committee functions, as set out in the Committee's terms of reference.
3. To actively promote good governance within Harlow District Council
4. To participate in training and development events to promote awareness of the role and remit of the Audit and Standards 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 Harlow District Council or have been so in the preceding five years prior to appointment.
- Must not be closely associated with anyone who is now a member/employee of Harlow District Council.
- Must have no unspent criminal convictions (Rehabilitation of Offenders Act applies).
- Must not be undischarged bankrupt.
- Should have no significant business dealings with Harlow District Council, which could be seen to be prejudicial to a person's independence or represent a conflict of interests.
- Should have no connection with any political group or be engaged in any party political activity.

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

Remuneration

£510 per annum subject to annual approval by full Council

Appendix 1 Person Specification

Criteria	Essential/Desirable
Have a local connection to the town of Harlow 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 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