

Appointment of an Independent Governance Scrutiny Group Member (Independent Person)

Rushcliffe Borough Council has a strong track record of good corporate governance and robust financial management but remains keen to implement continuous improvement in these areas. To support this ongoing process, we are now seeking to recruit a proficient Independent Person to serve on the Council's Governance Scrutiny Group.

About Governance Scrutiny Group

The Governance Scrutiny Group is a key component of Rushcliffe Borough Council's corporate governance and ensures efficient and effective assurance arrangements are in place. It provides an independent and high-level focus on the internal and external audit, assurance, financial reporting arrangements and annual governance processes that underpin good governance and financial standards.

The purpose of this Group is to positively and proactively contribute to the ongoing success and good management providing an independent review of governance, risk management and internal control frameworks at Rushcliffe Borough Council. It oversees internal and external audit and the financial reporting and annual governance processes.

Currently the group is made up of 9 members of the Borough Council and is politically balanced.

Its role is:

- **Audit Reviews:** Ensure compliance with laws and best practices.
- **Governance Monitoring:** Oversee the Annual Governance Statement and consider effectiveness of internal controls
- **Financial Scrutiny:** Approve the Statement of Accounts.
- **Risk Management:** Review the Risk Management Framework annually and counter-fraud measures.
- **Going Concern Reports:** Confirm the Council's ongoing viability.
- **Regulation of Investigatory Powers Act (RIPA) Compliance:** Ensure adherence to RIPA.
- **Asset and Investment Management:** Review reports on resource use.
- **Constitution Monitoring:** Uphold and recommend changes to the Council's Constitution.

A full list can be found at [Council Constitution](#)

ROLE DESCRIPTION

Responsible to: The Chair of Governance Scrutiny Group

Liaison with: Monitoring Officer, S151 Officer, Members of the Council, officers, the Chair of the Governance Scrutiny Group and key stakeholders within the community.

Duties to include:

- 1) Assisting the group with scrutinising the Council's Statement of Accounts for its approval
- 2) Reviewing the Council's corporate governance arrangements
- 3) Receiving reports/presentations from the Council's internal audit manager, considering the main issues identified and monitoring management actions and approving the internal audit strategy
- 4) Receiving and considering the external auditor's opinion and reports and monitoring management action in response to any issues raised
- 5) Considering the effectiveness and adequacy of the Council's risk management arrangements, the control environment and associated whistleblowing, anti-fraud and anti-corruption arrangements.
- 6) Considering the adequacy of the action being taken on risk related issues identified by auditors and inspectors
- 7) Ensuring effective scrutiny of the Council's Capital and Investment Strategy and Policies and performance against them
- 8) Supporting the S151 officer in the annual audit planning process and approving the Annual Audit Plan
- 9) Review the Annual Governance Statement prior to approval and consider whether it accurately reflects the risk environment and supporting assurances, considering internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control
- 10) To have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including S151 Officer and the Monitoring Officer
- 11) To review any issue referred to it by the Chief Executive, a Director or any Council body.

SELECTION CRITERIA - SKILLS AND COMPETENCIES

Experience

- Experience of working in a medium/large organisation (preferably Local Government) 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.
- Experience of working in a regulatory environment, ideally with knowledge of financial, audit, risk management or legal and corporate governance.
- Previous board or committee experience is desirable

Qualifications

- Professional Accountancy, Audit or Risk Management qualification

Skills

- An ability to understand complex issues and reports and the importance of accountability and probity and commitment to Nolan's seven principles of public life
- Understanding of local government and roles of internal and external audit, and corporate governance arrangements
- An ability to analyse and question written and verbal reports on audit and risk management activities
- An ability to be objective, independent, and impartial.
- High ethical standards
- An understanding of the need for independence of audit from daily management responsibilities
- A good communicator with excellent leadership and interpersonal skills, objective and independent and able to challenge supportively
- An ability to demonstrate integrity and discretion
- Be able to maintain strictest confidentiality of sensitive information

- Digitally capable (or be willing to undertake any necessary training) to access information, reports, and communicate electronically.
- A commitment to adhere to Rushcliffe Borough Council's Code of Corporate Governance, conduct, values and Equality, Diversity and Inclusion policy.
- An ability to work as part of a diverse team

Knowledge

All members of Governance Scrutiny Group should have, or should acquire as soon as possible after appointment:

- An understanding of the objectives and key activities of the Council and current major initiatives and significant issues for the Council
- An understanding of the Council's structures and responsibilities, including key relationships with partners, businesses and organisations
- An understanding of the organisation's culture
- An understanding of any relevant legislation or other rules governing the organisation
- An understanding of corporate governance arrangements in place across the Council
- An understanding of the government environment generally
- An understanding of risk management

RUSHCLIFFE BOROUGH COUNCIL

GOVERNANCE SCRUTINY GROUP – INDEPENDENT MEMBER

PERSON SPECIFICATION

	Essential	Desirable
1. Relevant experience		
Practical experience in the financial, Regulatory and / or general management of businesses or public sector organisations	✓	
Experience in Local Government Environment.		✓
Audit Committee (or equivalent) experience.		✓
2. Qualifications		
Professional Accountancy, Audit or Risk Management qualification		✓
3. Equalities		
Knowledge of and commitment to Equality and Diversity	✓	
4. Personal skills, Knowledge and qualities		
Knowledge of how local government works	✓	
An understanding of the roles of internal and external audit		✓
Knowledge of corporate governance arrangements in other public or private sector organisations		✓
Knowledge of risk management		✓
Demonstrate objectivity and political independence	✓	

High ethical standards	✓	
Personal integrity	✓	
Ability to take an independent, unbiased and objective view	✓	
Demonstrates experience of and /or commitment to promoting and maintaining high standards of conduct	✓	
Ability to communicate effectively	✓	
An interest in financial matters	✓	
Ability to ask searching questions	✓	
Ability to examine evidence and complex documentation	✓	
Willing to work with other members of the committee, have regard to their views and reach consensus	✓	
Committed to maintaining confidentiality as appropriate	✓	
No formal political affiliations	✓	
Be able to attend meetings (generally in the evening) in West Bridgford approx. 4 times a year, as well as attend any appropriate training sessions.	✓	

Eligibility for Appointment

You must:

- Agree to abide by the provisions of the Council's Standing Orders and the Members Code of Conduct while serving on the group

You must not:

- Be a Councillor or Officer of the Council or have been so in the preceding five years prior to appointment
- Be related to, or a close friend of, any Councillor or Officer of Rushcliffe Borough Council
- Have been convicted of any offence; the Council has the right to undertake a DBS check for any independent group members
- Be an undischarged bankrupt
- Have significant business dealings with the Council
- Have a formal connection with any political group
- Have a proven history of vexatious and/or frivolous complaints against Rushcliffe Borough Council
- Be holder of a significant office in an organisation being grant aided/supported by Rushcliffe Borough Council

You should demonstrate in your application how you meet the above criteria as this will assist the short-listing process.

Means of assessment will be by application form and panel interview. The appointment of suitable candidates will be subject to the approval of Full Council.

Commitment

You will be expected to attend at least 3 of 4 meetings per year. Meetings usually take place in February, June, September and November. They are usually held at Rushcliffe Arena, Rugby Road, West Bridgford NG2 7YG and usually commence at 7pm although this can sometimes be as early as 6pm dependant on the items on the agenda. They last approximately 2 hours. Time will also be needed prior to each meeting for preparation.

Remuneration

An allowance of £800 per annum would be applied to the post. An allowance for reasonable travel expenses (where this is within the Borough or limited to the Borough's boundary) would also be reimbursed.

Appointments to the Committee will normally be for a period of up to 2 years, which may be extended for a further period of 1 year provided the person concerned still meets the criteria for membership of the Committee.

SELECTION OF INDEPENDENT CO-OPTED MEMBER

Applications will be assessed by evaluation of the application form and, for shortlisted candidates, by interview of a panel drawn from the Governance Scrutiny Group.

The appointment of suitable candidates will be subject to the approval of Full Council.

**APPLICATION FOR THE POSITION OF INDEPENDENT CO-OPTED MEMBER OF THE
AUDIT COMMITTEE**

1. <u>PERSONAL DETAILS</u>	
Name:	
Address:	
Postcode:	
National Insurance Number:	
Daytime Telephone Number:	
Mobile Number:	
Email Address:	

2. <u>YOUR QUALITIES</u>	
(Please explain as fully as possible why your experience, skills and interests make you the right person to be an Independent Co-opted member on the Audit Committee)	
3. <u>REFERENCES</u>	
(We may wish to seek references prior to appointment).	
REFEREE 1:	
Name:	
Address:	

Email:	
Telephone No:	
REFEREE 2:	
Name:	
Address:	
Email:	
Telephone No:	

I wish to apply to be the Independent Co-opted member on the Audit Committee.

In submitting this application, I declare that I have read and understood the requirements of the role.

Signed:	
Date:	

Please return this application form by 5pm on xxxxxxxx by email to: xxxxxxxxxx