

## Governance and Audit Committees

### Independent Member – Recruitment Pack

This information pack is for individuals that are interested in becoming a co-opted Independent Member of a Governance and Audit Committee (also known as the Audit and Governance Committee) across the South & East Lincolnshire Councils Partnership.

<b>Contents:</b>	<b>Section</b>
Welcome letter to potential applicants	<b>1</b>
The Governance and Audit Committee and role of the Independent Member	<b>2</b>
Person specification	<b>3</b>
Eligibility criteria	<b>4</b>
Application Form	<b>5</b>

**Section 1-  
Welcome letter to potential applicants.**

Dear Applicant

Thank you for your interest in becoming a co-opted Independent Member of a Governance and Audit Committee within the South and East Lincolnshire Councils Partnership.

The Partnership comprises three sovereign local authority councils, South Holland District Council, Boston Borough Council and East Lindsey District Council, with respective bases at Spalding, Boston and Horncastle.

Each distinct sovereign council is currently looking for committed individuals to serve as co-opted Independent Members. You can apply to be an Independent Member at an individual council or across the partnership. You will be asked to select your preference(s) as part of the application process.

The Governance and Audit Committee is a key component of our corporate governance arrangements. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

In considering your application you should be aware that the typical commitment required from an Independent Member at each council is expected to include preparation time and attendance at 5 committee meetings per annum as well as further ad hoc meetings and attendance at training and development sessions.

Meetings are held at the respective Council offices in Spalding, Boston or Horncastle with a mixture of daytime and evening meetings. Independent Members can claim travel expenses and a fixed allowance is payable per position, currently £650.00 per authority. All Members receive an induction and appropriate training.

The closing date for applications is 23<sup>rd</sup> August 2024.

Shortlisted candidates will be invited for interview week commencing 2<sup>nd</sup> September 2024.

You will note that the application form asks for details of two referees. We will take up references for shortlisted candidates, prior to interview. If you do not wish us to contact your referees at that stage, please indicate on your application.

The Councils are committed to equal opportunities and welcomes applicants from all sections of the community.

If you wish to discuss any aspect in more detail, please contact:

Rhonda Booth, Democratic Services Manager, South Holland District Council  
[rbooth@sholland.gov.uk](mailto:rbooth@sholland.gov.uk) Telephone: 01775 764705

Amanda Dickinson, Democratic Services Team Leader, Boston Borough Council  
[amanda.dickinson@boston.gov.uk](mailto:amanda.dickinson@boston.gov.uk) Telephone: 01205 314591

Ann Good, Democratic Services Manager, East Lindsey District Council  
[ann.good@e-lindsey.gov.uk](mailto:ann.good@e-lindsey.gov.uk) Telephone: 01507 613420

## **Section 2 - The Governance and Audit Committee and role of the Independent Member**

The role of the Governance and Audit Committee is central to the governance, internal control, compliance, and risk aspects of the operation of a local authority. The work of the Committee includes:

- Approval of the Council's Financial Statements and Annual Governance Statement
- Consideration of internal and external audit reports
- Reviewing the effectiveness of risk management
- Monitoring delivery and reviewing of the Council's Treasury Management Strategy

Further details of the work of the Committee are available publicly on the Council's respective websites. Links are provided below:

[South Holland District Council Committee details](#)  
[Terms of reference](#)

[Boston Borough Council committee details](#)  
[Terms of reference](#)

[East Lindsey District Council committee details](#)  
[Terms of reference](#)

The aim of the Independent Member is to bring a fresh and objective viewpoint to the work of the Governance and Audit Committee and support the Committee to undertake their work. Having an independent voice with the appropriate background knowledge and skills is supported by the Chartered Institute of Public Finance and Accountancy (CIPFA) in their Audit Committee Guidance.

Specifically, an Independent Member serves as a non-voting co-opted member of the Council's Governance and Audit Committee, with the following responsibilities:

1. To attend and participate in meetings of the Committee and training/development days.
2. To engage fully in collective consideration of the issues before the Governance and Audit Committee, taking into account a full range of relevant factors, including legislation and supporting regulations, professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Council's Officers and Auditors.
3. To participate fully in the discharge of all Governance and Audit Committee's functions, as set out in the Committee's terms of reference and the constitution.

4. To promote and champion the work of Internal and External Audit and the Committee.
5. To participate in periodic reviews of the overall effectiveness of the Committee, and of its terms of reference.
6. To promote high standards of conduct and integrity, complying with the Council's Member Code of Conduct at all times.

### **Section 3 – Person Specification**

Candidates should demonstrate in their application form how they meet the following competencies which are relevant to this role:

- Ability to be objective, independent, and impartial when undertaking the role.
- Good understanding of the roles of:
  - internal/external audit,
  - risk management,
  - corporate and financial governance.
- High behavioural standards, demonstrating honesty and the highest level of integrity in their conduct.
- Experience of participating in a committee or similar meetings.
- Experience of working at a management level within a complex commercial or public sector organisation, or equivalent experience.
- A basic understanding of the wider local government environment and accountability structures.
- Ability to understand complex issues and reach objective, evidence-based conclusions, and decisions.
- Strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders.
- Strong communication and excellent interpersonal skills with the ability to challenge in a constructive manner.
- Ability to devote the necessary time to the role.
- A wish to serve the local community and uphold local democracy.

## **Section 4 – Eligibility for Appointment**

A person cannot be appointed as an Independent Member if any of the following criteria apply:

1. Are currently or have been (within the last five years) a councillor or an employee of any Council relating to the application being made.
2. Are closely associated with anyone who is now, or has been in the last five years, a Councillor or employee of any Council relating to the application being made.
3. Holds any political office, belongs to a political party; or is or has been politically active in the last five years.
4. Has any dealings with any Council, which could be seen to be prejudicial to a person's independence or represent a conflict of interest.
5. Are subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986.
6. Has, within five years before the day of his/her appointment, been convicted of any offence and had passed upon him/her a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine.
7. Has been convicted of a corrupt or illegal practice under Part III of the Representation of the People Act 1983.
8. Are disqualified from being or becoming a member due to sexual offences as defined in Section 81 (A) of the Local Government Act 1972.
9. Are disqualified from being or becoming a member following a conviction under Section 34 of the Localism Act 2011.

### **Other requirements**

- You must disclose in your application any matter in your background which, if it became public, might cause the council to reconsider the appointment.
- You should be committed to the term of appointment which is four years from the date of appointment.





**Part 3 – Summary of Experience**

Please give a brief account of your experience including career, public and voluntary work together with the nature of your current or most recent occupation

**Part 4 – Relevant Expertise/Skills**

Please provide details of your knowledge or expertise which you believe would be particularly relevant to the role of Independent Member of the Governance and Audit Committee

**Part 5 – Attributes**

Why do you wish to be considered for membership of the Governance and Audit Committee and what particular attributes do you believe you would bring to the work of the Committee?

**Part 6 – References**

Please provide the names, nature of relationship, addresses and contact telephone numbers of two persons for reference purposes: -

**Part 7 – Location of the position(s) you are applying for:**

Please let us know the listed authority you are applying for. *Please tick all that apply:*

	✓
<b>South Holland District Council</b> <i>Spalding</i>	
<b>Boston Borough Council</b> <i>Boston</i>	
<b>East Lindsey District Council</b> <i>Horncastle</i>	

	YES - ✓	NO - X
Where multiple boxes have been ticked, please indicate whether you would be happy to be <b><u>appointed to more than one position.</u></b>		

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Please answer all questions by deleting as appropriate:

Are you over 18? **Yes/No**

Have you been elected as a Councillor at one of the listed authorities or been an Officer of the Council during the last 5 years? **Yes/No**

Are you employed or hold any paid office with the Authority, or do you hold a politically restricted post within a Local Authority? **Yes/No**

Are you a close friend or relation of any Councillor or officer at the listed authorities? **Yes/No**

Are you in regular social or professional contact with any Councillors elected to the listed authorities? **Yes/No**

Are you officially bankrupt? **Yes/No**

Have you been sentenced within the last 5 years to a term of imprisonment (whether suspended or not) of three months or more without the option of a fine? **Yes/No**

Have you been or are you disqualified from being a Member of a Local Authority for any reason as set in Section 4 Eligibility for Appointment of the Recruitment Pack? **Yes/No**

Have you any contractual relationship with any of the Councils listed beyond that of any other citizen? **Yes/No**

Are you owed money by, or do you owe money to, any of the Councils listed? **Yes/No**

Are you satisfied that a member of the public who was aware of any contact you have with the Council, or councillors would have confidence in your independence? **Yes/No**

**Part 8 – Your declaration**

I certify that in submitting this application that to the best of my knowledge and belief the above details are correct.

Signed

Date

**Please return the completed form marked 'Personal' to:**

**Karen Dickinson, Executive Assistant Governance:**  
[karen.dickinson@e-lindsey.gov.uk](mailto:karen.dickinson@e-lindsey.gov.uk)