

SLOUGH BOROUGH COUNCIL

AUDIT AND CORPORATE GOVERNANCE COMMITTEE

APPOINTMENT OF INDEPENDENT CO-OPTED MEMBER

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APPOINTMENT OF INDEPENDENT CO-OPTED MEMBER TO THE AUDIT AND CORPORATE GOVERNANCE COMMITTEE

The provisions of the Localism Act 2011 include a statutory duty for the Council to promote and maintain high standards of conduct by its Members and Co-opted Members. Within the framework set out in the Act, the Council has made a number of arrangements to enable it to carry this out:

- a Code of Conduct for Members
- a complaints process
- arrangements for the investigation and determination of complaints
- an Audit and Corporate Governance Committee
- an Independent Person with whom to consult

The Council is seeking to appoint two individuals to serve as Independent Co-Opted Members on the Audit and Corporate Governance Committee.

THE ROLE OF THE INDEPENDENT CO-OPTED MEMBER

You will be one of four independent co-opted Members on the Audit and Corporate Governance Committee. The Committee's role includes promoting high standards of conduct by Members, to provide independent assurance of the adequacy of the risk management framework and the associated control environment and scrutinize the authority's financial performance. As an Independent Co-Opted Member you will be required to sign an undertaking to abide by the Council's Code of Conduct for Members and complete a Register of Interests form. More important is that the Independent Members are people in whom the general public can have confidence as being completely impartial and persons of integrity.

RESTRICTIONS ON APPOINTMENT

There are some restrictions as to who may be appointed as an Independent Co-Opted Member. An Independent Co-Opted Member must not have been an elected Member, co-opted Member or officer of the Council (or of any of the Parishes within it), or a relative or close friend of such a Member or officer, during the previous five years.

DESIRABLE QUALITIES

The role of an Independent Co-Opted Member calls for someone who can demonstrate high standards of corporate governance and provide scrutiny of the Council's financial processes. In addition, individuals will need to be available for consultation on matters of conduct, often of a complex or sensitive nature, and deal with matters on a confidential basis. The Independent Co-Opted Member will need to consider with impartiality and objectivity patterns of behaviour which have been the subject of complaint, against the background of the Council's Code of Conduct.

TIME COMMITMENT

The estimated time commitment required to undertake the role will vary. Attendance at Committee meetings (normally held in the evening) is required with four meetings scheduled for the municipal year. Co-Opted Members will also be required to attend any training associated with enabling them to carry out their role in an effective manner.

Co-Opted Members may also be selected to serve on the Standards Determination Sub-Committee on an ad hoc basis to determine complaints after an investigation and give detailed consideration to revisions to the Code of Conduct, as necessary, for recommendation to the Committee.

TERM OF OFFICE

These are voluntary positions. The term of appointment for the successful applicants will be for a four year period, commencing on 18 May 2017 until the Council's Annual meeting in May 2021.

ALLOWANCE

An allowance of £516 per annum is payable to the Independent Co-Opted Member. Travel Expenses would also be payable for attendance at any Committee meetings/training required.

TO APPLY

If you are interested in applying, you will need to complete the application form included with this job pack. The closing date for applications is **31st March 2017**. Suitable applicants will be selected for interview with the Council's political Group Leaders, with interviews to be held week commencing 24th April 2017.

If you would like to discuss this position on an informal basis please contact Shabana Kauser, Senior Democratic Services Officer on 01753 787503.

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INDEPENDENT CO-OPTED MEMBER – JOB DESCRIPTION

Main Purpose of Job

To undertake the role of the Independent Co-Opted Member and assist the Council generally in discharging its duty to promote and maintain high standards of conduct by Members and to ensure that there is an effective independent challenge to the Authority's financial performance.

Responsible to: The Borough Council

Main Contacts

- Elected and Co-opted Members of Slough Borough Council and of Parish Councils in Slough
- Slough Borough Council officers, principally the Monitoring Officer
- Key stakeholders in the community, members of the public

Main Accountabilities

1. To assist the Council in promoting high standards of conduct by elected, appointed and co-opted members, and in particular to uphold the adopted Code of Conduct and the seven principles of public life, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To be available to attend any meetings of the relevant Committee or Sub-Committee to consider and make a decision on an investigated allegation.
3. To provide independent assurance of the adequacy of the risk management framework and the associated control environment.
4. To contribute to achieving an open, accountable and transparent decision making process in relation to audit and corporate governance matters.
5. To develop a sound understanding of the Council's ethical framework and the operation of it.
6. To participate in training events to develop skills, knowledge and experience for Independent Co-Opted Members.

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INDEPENDENT CO-OPTED MEMBER – PERSON SPECIFICATION

| No. | Item | Essential/ Desirable |
|-----|---|-------------------------|
| 1. | Must be a person in whose impartiality and integrity the public can have confidence. | E |
| 2. | Must have a demonstrable commitment to upholding high standards of conduct and an awareness of the importance of ethical behaviour. | E |
| 3. | Able to understand and comply with confidentiality requirements. | E |
| 4. | Able to exercise sound judgement and must be able to consider and analyse complex issues in a fair and objective manner. | E |
| 5. | Must be a good listener and an effective communicator, with the ability to express their ideas and point of view clearly. | E |
| 6. | Available to attend evening meetings and participate in necessary training as required. | E |
| 7. | Must not have been an elected member, co-opted member or officer of Slough Borough Council (or any of the parishes within it) at any time since 1 st May 2012. | E |
| 8. | Must not be a relative or close friend of a member or officer of the Council. | E |
| 9. | Must not be a member of a political party or have a public profile in relation to political activities. | E |
| 10. | Must not be employed by the Council, have a contractual relationship with it, or be otherwise connected to any organisation in receipt of grant aid from the Council. | E |
| 11. | Knowledge/experience of standards in public life /public service and/or awareness of the political process. | D |
| 12. | Knowledge and understanding of quasi-judicial or complaints processes. | D |