

SLOUGH BOROUGH COUNCIL

AUDIT AND CORPORATE GOVERNANCE COMMITTEE

APPOINTMENT OF CO-OPTED MEMBER

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APPOINTMENT OF 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 three individuals to serve as Co-Opted Members on the Audit and Corporate Governance Committee.

THE ROLE OF THE CO-OPTED MEMBER

You will be one of four Co-Opted Members on the Audit and Corporate Governance Committee. The Committee's role includes providing independent assurance of the adequacy of the risk management framework and the associated control environment and scrutinize the authority's financial performance. As a 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 Co-Opted 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 a Co-Opted Member. A 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 a Co-Opted Member calls for someone who can demonstrate high standards of corporate governance and provide scrutiny of the Council's financial processes. Individuals may be party to information of a confidential nature. The Co-Opted Member will need to consider with impartiality all information presented and examine the reporting arrangements that underpin good governance and financial standards.

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 to six 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.

TERM OF OFFICE

These are voluntary positions. The term of appointment for the successful applicants will be for a four year period, commencing from September 2025 until the Council's Annual meeting in May 2029.

ALLOWANCE

An allowance of £621 per annum is payable to the Co-Opted Person. 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 Friday 25th July 2025. Suitable applicants will be selected for interview with the Council's political Group Leaders.

SLOUGH BOROUGH COUNCIL
CO-OPTED MEMBER – JOB DESCRIPTION

Role Profile Audit and Corporate Governance Committee

The Audit and Corporate Governance Committee is a key component of SBC's corporate governance framework. The Committee reports to full Council and its purpose is to provide those charged with governance independent assurance of the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and governance processes. The Committee also approves the annual statutory statement of accounts and associated documents on behalf of full Council. It plays a key role in overseeing internal and external audit.

We are looking to recruit a person who has both a desire to serve the local community, has knowledge of local government finance and who can demonstrate an ability to establish good working relationships with councillors and managers.

The co-opted member will support the Council's Audit and Governance Committee in its role of providing assurance to the elected members of SBC, its citizens and stakeholders.

The Committee assists the Council by:

- Supporting good governance, strong financial management and effective internal and external audit
- Providing independent assurance on the adequacy of the internal control and governance arrangements within the Council
- Recommending the adoption of the Council's annual governance statement
- Reviewing and approving the financial statements

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, including the Monitoring Officer
- Key stakeholders in the community, members of the public

Job Purpose

As part of the Audit and Governance Committee your role will be:

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 an independent source of support for the committee providing independent challenge and scrutiny of the reports presented to it
3. To assist the Committee with scrutinising the annual Statement of Accounts prior to their approval
4. To review the Council's corporate governance arrangements
5. To receive reports and presentations from the Council's internal auditors, considering the main issues identified and monitoring management actions in response
6. To receive and consider the external auditor's annual letter and relevant reports
7. To consider the effectiveness and adequacy of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements
8. To consider the adequacy of the action being taken by management on risk related issues identified by auditors and inspectors

Qualifications and Experience

The co-opted member should be able to demonstrate their independence from the Council, and should:

1. Hold a professional or management qualification, for example in accountancy, internal audit, risk management or law; or
2. Have relevant direct and recent experience of managing or working in a similar service area gained working in or with a large or public sector organisation; ideally with experience of serving on a committee or board.

Knowledge

The co-opted member should have knowledge of the following areas:

- 1 Local Government including
 - Major functions
 - Challenges
 - Governance structures and processes; and
 - Respective roles of members, officers and external parties

- 2 The role and purpose of audit committees
- 3 Corporate governance including:-
 - The seven principles of the CIPFA/Solace Framework;
 - and the requirements of the Annual Governance Statement
- 4 Financial Management including:-
 - Principles of good financial management;
 - The financial statements the Council must produce
- 5 Internal audit including: -
 - The key principles of Public Sector Internal Audit Standards (PSIAS) and the Local Government Application Note (LGAN)
- 6 External audit including: -
 - The role and functions of the external auditor
 - The key reports and assurances that the external auditor provides; and
- 7 Risk Management including: -
 - The principles of risk management
 - The principles of good fraud risk management practice;
 - The main areas of fraud and corruption risk for local authorities

Skills and Qualities

We are looking for people who have:

- A high level of integrity and inspire public confidence
- Ability to be objective, independent and impartial
- Knowledge and understanding of local government finances, risk management, corporate governance, and the roles of internal and external audit
- Good analytical skills and the ability to scrutinise financial information and processes and to challenge appropriately
- Good communication skills and the ability to contribute to discussions and ask questions • The ability to work effectively within a team and build good relations with others in a committee setting
- A respect for confidentiality
- The ability to deal with issues of a sensitive nature in a diplomatic manner

- Knowledge/experience of local government or some other aspects of the public sector and/or of large, complex organisations at a senior level
- An awareness of the issues currently facing local government.

Eligibility for Appointment

In order to apply, you must have a local connection and/or live or carry out the main part of your work within the county of Berkshire. You shall be required to abide by the Members Code of Conduct during the term of your employment.

Disqualification

Section 104 of the Local Government Act 1972 prohibits the Council appointing any person who is disqualified from being a member of the authority by virtue of section 80 of the same act. In addition, the Council has also added further disqualification criteria.

You will not be appointed as a co-opted member if you:

- Are a member or co-opted member or officer of the Council or a parish/town council in the Council's area
- Are a relative, or close friend of such a person
- Have been a member or co-opted member or officer of the Council or a parish/town council in the Council's area in the previous 5 years
- Have been convicted of any offence that has resulted in a sentence of imprisonment of 3 months or more
- Are an undischarged bankrupt
- Have significant business dealings with the Council