


REPORT TO AUDIT AND RISK ASSURANCE COMMITTEE

19 October 2017

Subject:	Appointment of an Independent Member to the Audit and Risk Assurance Committee
Director:	Executive Director – Resources – Darren Carter
Contribution towards Vision 2030:	
Contact Officer(s):	Peter Farrow Audit Services and Risk Management Manager peter_farrow@sandwell.gov.uk

DECISION RECOMMENDATIONS

That Audit and Risk Assurance Committee:

1. Review and approve the process to appoint an independent member on to the Audit and Risk Committee.

1 PURPOSE OF THE REPORT

- 1.1 For the Audit and Risk Assurance Committee to review and approve the process to appoint an independent member.

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2 **IMPLICATIONS FOR SANDWELL'S VISION**

- 2.1 The Audit and Risk Assurance Committee contributes to the achievement of Sandwell's vision by examining and reporting on the state of the council's governance, risk management and internal control environment.

3 **BACKGROUND AND MAIN CONSIDERATIONS**

- 3.1 At the Council meeting on 4 April 2017, as part of the 2017/18 Governance (Committee and Scrutiny Board Structure) review, it was agreed to appoint another Independent Member to the Audit and Risk Assurance Committee. This report sets out the process to be taken in order to undertake this.
- 3.2 It is proposed to use the following role description:

Aims of Role

To attend and participate in meetings of the council's Audit and Risk Assurance Committee (without voting rights).

To assist Members of the Committee in providing independent assurance on the adequacy of the council's risk management framework and associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and overseeing the council's financial reporting process.

Skills Required

To have recent and relevant financial experience

A broad understanding of the risk, control and corporate governance issues facing local authorities.

High ethical standards.

Good communication skills.

Ability to participate in public meetings.

Ability to analyse complex information, to question, probe and seek clarification, and come to an independent and unbiased view.

Ability to represent the council to other bodies and organisations.

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Appropriate training will be made available.

Time Commitment

Approximately 4-6 evening meetings per year lasting about two hours plus preparation time and occasional training sessions.

Remuneration

This is a voluntary position. Travelling and subsistence allowances are payable at the appropriate rate.

Special Conditions

You cannot apply, if you have been a Member or employee of the council at any time during the last 5 years.

You cannot apply, if you are a relative or close friend of a Member or employee of the council.

The successful applicant will be required to:

- sign an undertaking to comply with the council’s Code of Conduct for Members;
- disclose active membership of any political party at local, regional or national level;
- disclose the existence of any contract with the council;
- disclose whether he/she is a party to any outstanding complaint or grievance against the council.

Canvassing will disqualify your application.

3.3 It is proposed to follow the below timeline:

Week commencing 6 November 2017	Vacancy advertised through the most appropriate routes
24 November	Deadline for applications
Week commencing 27 November	Shortlisting
Week commencing 11 December	Interviews and selection
16 January 2018	Appointment approved by Council

3.4 It is proposed that the following Member and officers will take part in the selection and interview process:

- Chair of the Audit and Risk Committee
- Director – Monitoring Officer
- Head of Audit

4 THE CURRENT POSITION

4.1 The report does not require a decision and therefore, no position analysis is necessary.

5 CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)

5.1 The process to appoint an independent member on to the Audit and Risk Committee has been reported to the respective Directors.

6 ALTERNATIVE OPTIONS

6.1 The report does not require a decision and therefore, alternative options do not need to be considered.

7 STRATEGIC RESOURCE IMPLICATIONS

7.1 There are no direct financial and resource implications arising from this report.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

8.1 The Audit and Risk Assurance Committee operates to an approved terms of reference, based upon a model from the Chartered Institute of Public Finance and Accountancy.

9 EQUALITY IMPACT ASSESSMENT

9.1 It was not necessary to undertake an Equality Impact Assessment.

10 DATA PROTECTION IMPACT ASSESSMENT

10.1 It was not necessary to undertake a Data Protection Impact Assessment.

11 CRIME AND DISORDER AND RISK ASSESSMENT

11.1 There are no direct crime and disorder and risk implications arising from this report.

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12 SUSTAINABILITY OF PROPOSALS

12.1 There are no direct sustainability issues arising from this report.

13 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

13.1 There are no direct health and wellbeing implications from this report.

14 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

14.1 There is no direct impact on any council managed property or land from this report.

15 CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

The purpose of the report is for the Audit and Risk Assurance Committee to review and approve the process to appoint an independent member on to the committee. As such, no decision is required.

16 BACKGROUND PAPERS

16.1 None

17 APPENDICES:

None.

Darren Carter
Executive Director – Resources