

ISLE OF ANGLESEY COUNTY COUNCIL

COMMITTEE:	AUDIT AND GOVERNANCE COMMITTEE
DATE:	28 MARCH 2017
TITLE OF REPORT:	APPOINTMENT OF LAY MEMBERS
PURPOSE OF REPORT:	TO APPROVE THE APPOINTMENT PROCESS FOR LAY MEMBERS
REPORT BY:	MARC JONES – HEAD OF FUNCTION (RESOURCES) / SECTION 151 OFFICER
ACTION:	FOR DECISION

1. INTRODUCTION

- 1.1 At the meeting of the Audit & Governance Committee on 26 May 2016, the Committee resolved to seek the appointment of new lay members for the period May 2017 to May 2022.
- 1.2 The following report provides details of the proposed recruitment pack and requests the Committee to approve the pack and provide guidance on certain elements of the recruitment process.

2. ELIGIBILITY OF CANDIDATES

- 2.1 The requirement to appoint lay members to the Audit and Governance Committee is set out in the Local Government (Wales) Measure 2011 (“the Measure”). The Measure is supported by statutory guidance which provides more details on the eligibility criteria for candidates.

The following eligibility criteria would prevent any potential candidate from being considered as a lay member, if they:-

- Are currently a Councillor of the Isle of Anglesey County Council;
- Are currently an employee of the Isle of Anglesey County Council;
- Are the spouse or civil partner of a current Councillor of the Isle of Anglesey County Council;
- Are the spouse or civil partner of a current employee of the Isle of Anglesey County Council;
- Are currently a Councillor of any other County Council, a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Are currently an employee any other County Council, a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Are the spouse or civil partner of a current Councillor of any other County Council, a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Are the spouse or civil partner of a current Officer of any other County Council, a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Are currently a Community or Town Councillor;
- Are currently an employee of a Community or Town Council;
- Are the spouse or civil partner of a current Community or Town Councillor;

- Are the spouse or civil partner of a current employee of a Community or Town Council;
- Have any business connection with the Isle of Anglesey County Council;
- Have been, at any time, a Councillor of the Isle of Anglesey County Council;
- Have been, in the last 12 months, a Councillor on any County Council (except the Isle of Anglesey County Council) , a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Have been, at any time, an employee of the Isle of Anglesey County Council;
- Have been, in the last 12 months, an employee of any County Council (except the Isle of Anglesey County Council), a County Borough Council, a National Park Authority or a Fire and Rescue Authority.

2.2 The Statutory Guidance allows the Council some discretion to include additional qualifying criteria and, as in paragraph 2.1, any potential candidate which meets any of the additional criteria will not be considered as a lay member:-

- Be a relative (son/daughter, parent, brother/sister or other close relative) or have a close association with a person who is currently or was formerly a Councillor or employee of the Council;
- Be active in local or national politics;
- Have had any significant previous dealings with the Council which could compromise your impartiality;
- Have had any criminal convictions or be an un-discharged bankrupt.

3. NUMBER OF LAY MEMBERS

3.1 Section 82 of the Measure details the membership requirement of an Audit Committee and states that at least one member must be a lay member. This is the minimum requirement but, as Members are aware, the Committee currently includes two lay members.

3.2 Having two lay members is deemed to widen the skills and experience of the Committee members and it is recommended that the number of lay members continues to be two but the Committee are asked to consider this.

4. JOB DESCRIPTION AND PERSON SPECIFICATION

4.1 In order to assist the recruitment process, a job description and person specification for the lay member role has been drafted (see Appendix 1). The format is in line with the corporate format for all jobs within the Council.

4.2 Members are invited to comment on the proposed job description and person specification.

5. RECRUITMENT PROCESS AND TIMETABLE

5.1 This Committee is the final Audit & Governance Committee before the County Council elections in May 2017. The next Audit & Governance Committee is scheduled for the 28 June 2017 and it will be necessary to have the appropriate number of lay members appointed by that date.

5.2 The recruitment process, including the advertisement and selection process, will take approximately two months to complete and it is proposed that the advertisement is placed in the local newspapers at the first available opportunity following this Committee. Social Media and the Council's own website will also be used to advertise the role.

5.3 It is proposed that the deadline for applications is 12 May 2017. Following the receipt of applications, they will be shortlisted by a Panel of Officers (Chief Executive, Section 151 Officer and Head of Internal Audit & Risk).

5.4 Interviews would then take place in early to mid June with the Interview Panel being made up of the Chair and Vice Chair of the Audit & Governance Committee and the Section 151 Officer. The Chair and Vice Chair of the Committee will have been elected on 31 May 2017.

5.5 It should be noted that the Council have been approached by Cyngor Gwynedd requesting whether the Council wishes to undertake a joint recruitment process. Members are requested to consider whether they wish the Council to follow a joint recruitment process.

6. RECOMMENDATIONS

6.1 Members are asked to approve the additional qualification criteria as set out in paragraph 2.2.

6.2 Members are asked to confirm that the number of lay members continues as two.

6.3 Members are invited to provide comments on the draft job description and person specification as per Appendix 1.

6.4 Members are asked to confirm the proposed recruitment process and timetable as set out in paragraph 5.

ISLE OF ANGLESEY COUNTY COUNCIL

AUDIT AND GOVERNANCE COMMITTEE

JOB DESCRIPTION – LAY MEMBER

OVERALL JOB PURPOSE

The Isle of Anglesey County Council is committed to ensuring and demonstrating good governance. The Audit and Governance Committee forms a key part of the governance of the Council and its operation is based on the Chartered Institute of Public Finance and Accountancy's Practical Guidance for Local Authorities and the Local Government Measure (Wales) 2011.

The role of the Lay Member of the Committee is to assist the Audit and Governance Committee to effectively discharge its role by providing an independent view, advice and scrutiny on matters relating to the Council's arrangements for audit, risk management, governance and control.

To undertake this role, the lay member must be committed to the values of the Council and the following values in public office:-

- Selflessness
- Honesty
- Integrity and Propriety
- Duty to uphold the law
- Stewardship
- Objectivity in decision making
- Quality and Respect
- Openness
- Accountability
- Leadership

PRINCIPAL ACCOUNTABILITIES / KEY TASKS

1. To attend and actively participate in meetings of the Council's Audit and Governance Committee.
2. To provide an independent view and challenge to the matters considered by the Committee, having due regard to professional advice given to Members of the Committee.
3. To promote and support good governance and risk management by the Council.

PERSON SPECIFICATION

1. Education and Training

1.1. Essential

1.1.1. None

1.2. Desirable

1.2.1. Professional qualification in accountancy, audit business management or risk management.

1.2.2. Relevant degree.

2. Knowledge and Experience

2.1. Essential

2.1.1. Experience of working in, or with, large, complex organisations.

2.1.2. A financial, audit, legal or management background.

2.2. Desirable

2.2.1. Experience of working in, or with, public sector organisations, preferably local government.

2.2.2. Experience of being a member of an Audit Committee in a similar organisation.

2.2.3. A good understanding of governance, risk management and control.

2.2.4. Knowledge of the Isle of Anglesey and the opportunities and challenges it faces.

2.2.5. Knowledge of the purpose and role of an Audit and Governance Committee.

3. Skills and Abilities

3.1. Essential

3.1.1. The ability to analyse complex information, question, probe and seek clarification so as to come to an independent and unbiased view.

3.1.2. High level of inter-personal skills and the ability to work effectively with Elected Members and Council Officers in a formal Committee environment.

3.1.3. The ability to challenge Council Officers and Auditors.

3.1.4. The ability to listen and to consider and respect the views of other contributors.

3.2. Desirable

3.2.1. Ability to communicate bilingually in both Welsh and English.

QUALIFYING CRITERIA

In order to be eligible to undertake the role you should not be:-

- Currently a Councillor of the Isle of Anglesey County Council;
- Currently an employee of the Isle of Anglesey County Council;
- The spouse or civil partner of a current Councillor of the Isle of Anglesey County Council;
- The spouse or civil partner of a current employee of the Isle of Anglesey County Council;
- Currently be a Councillor of any other County Council, a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Currently be an employee any other County Council, a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Be the spouse or civil partner of a current Councillor of any other County Council, a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Be the spouse or civil partner of a current Officer of any other County Council, a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Currently be a Community or Town Councillor;
- Currently be an employee of a Community or Town Council;
- Be the spouse or civil partner of a current Community or Town Councillor;
- Be the spouse or civil partner of a current employee of a Community or Town Council;
- Have any business connection with the Isle of Anglesey County Council;
- Have been, at any time, a Councillor of the Isle of Anglesey County Council;
- Have been, in the last 12 months, a Councillor on any County Council (except the Isle of Anglesey County Council), a County Borough Council, a National Park Authority or a Fire and Rescue Authority;
- Have been, at any time, an employee of the Isle of Anglesey County Council;
- Have been, in the last 12 months, an employee of any County Council (except the Isle of Anglesey County Council), a County Borough Council, a National Park Authority or a Fire and Rescue Authority;

The following criteria may also prevent you from becoming a member of the Audit and Governance Committee:-

- Be a relative (son/daughter, parent, brother/sister or other close relative) or have a close association with a person who is currently or was formerly a Councillor or employee of the Council;
- Be active in local or national politics;
- Have had any significant previous dealings with the Council which compromise your impartiality;
- Have had any criminal convictions or be an un-discharged bankrupt.

REMUNERATION

A lay member of the Audit & Governance Committee is paid a fee which is set by the Independent Remuneration Panel for Wales. The current fee for 2016/17 is as follows:-

£99 for attendance at a meeting up to 4 hours
£198 for attendance at a meeting over 4 hours

Mileage allowance will also be paid for attending meetings - £0.45 per mile (up to 10,000 miles in any financial year), £0.25 per mile thereafter.