

INDEPENDENT AUDIT AND RESOURCES COMMITTEE MEMBERS

Role Description for Independent Co-opted Member

About the Audit and Resources Committee

The Audit and Resources Committee is a key component of an authority's governance framework. Their purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. The Committee's role in ensuring that there is sufficient assurance over governance risk and control gives greater confidence to all those charged with governance that those arrangements are effective and that public funds are used efficiently and effectively.

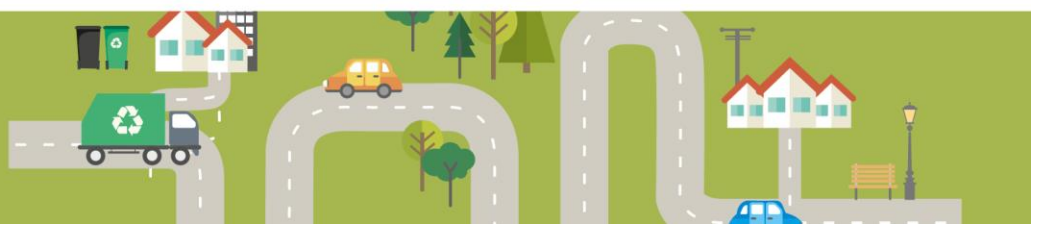
Role Purpose

Alongside Councillors, as the Independent Co-Opted Member of the Audit and Resources Committee the role is to:

1. Engage fully in collective consideration of the issues before the Audit and Resources Committee, taking into account a full range of relevant factors, including legislation and supporting regulation (e.g. the Accounts & Audit Regulations 2015), professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Council's Section 151 Officer (Chief Financial Officer), Monitoring Officer and Chief Internal Auditor.
2. Participate fully in the discharge of all Audit and Resources Committee roles and functions, as set out in the Audit and Resources Committee's terms of reference and the [Constitution](#) (article 9).
3. Promote the concept of proportionate, effective risk management and internal control throughout the organisation; and to champion the work of Internal Audit, External Audit and risk management.
4. Participate in periodic review of the overall effectiveness of the Audit Committee, and of its terms of reference.
5. Ensure that the minutes of Audit Committee meetings accurately record decisions taken.

The Independent Co-opted Member of Audit and Resources Committee will:

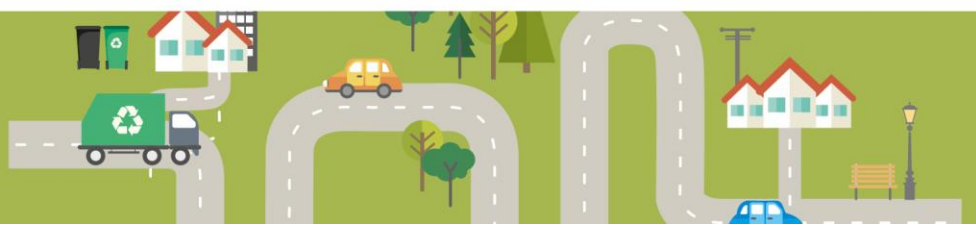
1. Demonstrate up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management.
2. Operate consistently and without bias.
3. Be an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones.
4. Contribute proactive, proportionate and independent thought, and also collaboration with officers to temper the opinions of Committee members.
5. Work sensitively with people inside and outside committee.
6. Listen to and balance advice.
7. Fully participate in debate but is not a voting member of the Committee.



INDEPENDENT AUDIT AND RESOURCES COMMITTEE MEMBERS

Person Specification for Independent Co-opted Member of Audit and Resources Committee

Experience	
Knowledge / experience in matters of an audit nature	Essential
Knowledge/experience of risk management, performance management and financial governance	Essential
Working to high behavioural standards, demonstrating honesty, probity and the highest level of integrity in conduct	Essential
Experience working in a large, or public sector organisation	Desirable
Serving on a Committee	Desirable
Skills	
Good advocacy skills – able to present relevant and well-reasoned arguments and provide effective and constructive challenge	Essential
Ability to effectively analyse and interpret complex issues arising from written and verbal reports on finance, audit, risk management and governance matters	Essential
Good communication and interpersonal skills	Essential
Ability to maintain confidentiality of sensitive information	Essential
Ability to demonstrate integrity and discretion	Essential
Ability to work in a group	Essential
Knowledge	
Good understanding of the importance of accountability and probity in public life	Essential
Knowledge of Eastleigh Borough Council, its strategic priorities and objectives and its communities	Desirable
Knowledge of the complex issues surrounding audit and risk management in local government	Desirable
Understanding of Committee Procedures	Desirable
Other	
Have local connections and live or work in the Borough of Eastleigh or its surrounding areas or have other recognisable ties to the area	Essential
Through preparation for meeting through careful consideration of all agenda, report and documents	Essential
Questioning Cabinet Members and Senior Officers on issues arising from Committee papers with due regard to the role of the Committee	Essential
Adopting and demonstrating political neutral perspective in questions asked and the general contribution to the work of the Committee	Essential
Committing to attend and constructively participate in meetings	Essential
Committing to personal development in the role and attending training sessions in accordance with agreed development	Essential
Adopting the highest levels of personal integrity, openness and honesty	Essential



INDEPENDENT AUDIT AND RESOURCES COMMITTEE MEMBERS

In order to be eligible for the position, applicants **must not**:

- Be Councillor or an employee or a consultant to the Authority or have been so in the preceding five years prior to appointment;
- Be related to, or a close friend, of any councillor or officer of the Council;
- Have personal, legal or contractual relationship with Eastleigh Borough Council (including employees or Councillors or former staff), or any other relationship/activity which might represent a conflict of interest;
- Have been convicted of any offence attracting a sentence of imprisonment (whether suspended or not) for not less than a period of three months without the option of a fine. The Council has the right to DBS check any independent co-opted members;
- Be an undischarged bankrupt;
- Have a formal connection with any political group or advocacy/pressure group; and
- Have Council Tax, Business Rates arrears or other debts owing to the Council.

There is an annual retainer £600 per year (payable monthly) and an allowance payable of £100 per meeting attended, together with reasonable travel and subsistence costs in line with the rates payable to staff.

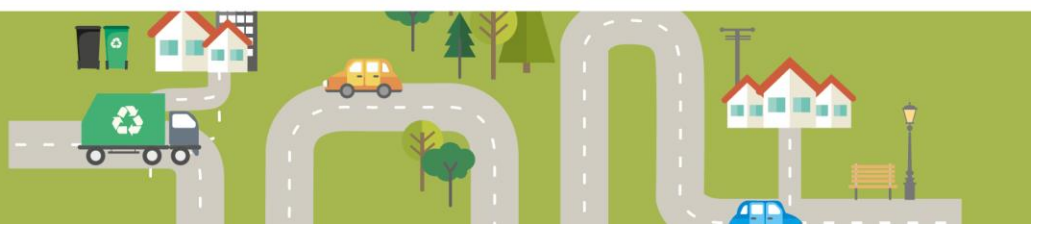
The Independent Co-opted Member will be expected to attend at least 75% of meetings. There are approximately nine meetings per year although additional meetings may be called as necessary. The meetings take place either virtually or in person at Eastleigh House, Upper Market Street, Eastleigh SO50 9YN. The meetings usually start at 6.15pm and last approximately two hours depending on the business to be discussed.

Application and Selection Process

Please submit your application form (below) to Laura Johnston, Democratic Services Manager:

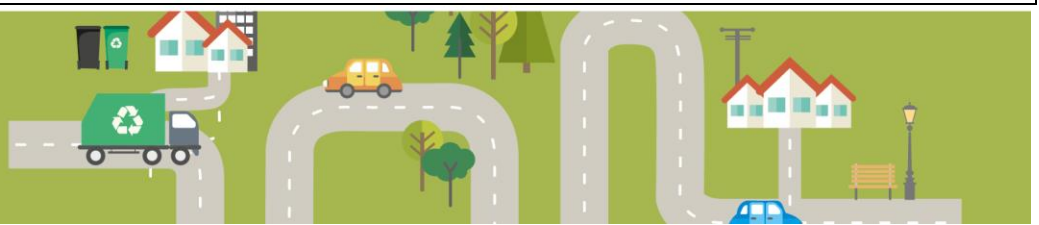
- **Email:** laura.johnston@eastleigh.gov.uk
- **By post:** Laura Johnston, Democratic Services Manager, Eastleigh Borough Council, Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN

The **closing date** for applications is 19 January 2024 at 5pm



**APPLICATION FOR APPOINTMENT AS AN INDEPENDENT MEMBER
OF THE AUDIT AND GOVERNANCE COMMITTEE**

1 PERSONAL DETAILS
TITLE:
FULL NAME:
HOME ADDRESS:
CONTACT TELEPHONE NO:
EMAIL:
2 Have you ever been a Councillor, co-opted member or officer of Eastleigh Borough Council or a Councillor, co-opted member or officer of a parish or town council which falls within Eastleigh?
YES/NO
<i>If your answer to this question is yes, please give the date on which you ceased to be a Member or employee.</i>



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3 Are you related to, or a close friend of, a member or employee of Eastleigh Borough Council?

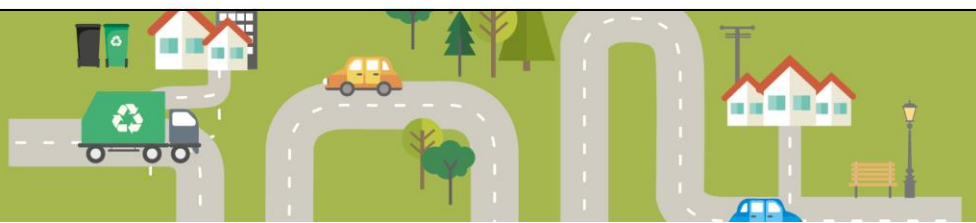
YES/NO

If your answer to this question is yes, please give details below

4 Are you, or have you been a member of a political party?

YES/NO

If the answer to this question is yes, please give details below



INDEPENDENT AUDIT AND RESOURCES COMMITTEE MEMBERS

5 Please indicate whether there is any matter concerning your own conduct which, if it were generally known, might affect public confidence in your ability to contribute to the work of the Audit and Resources Committee.

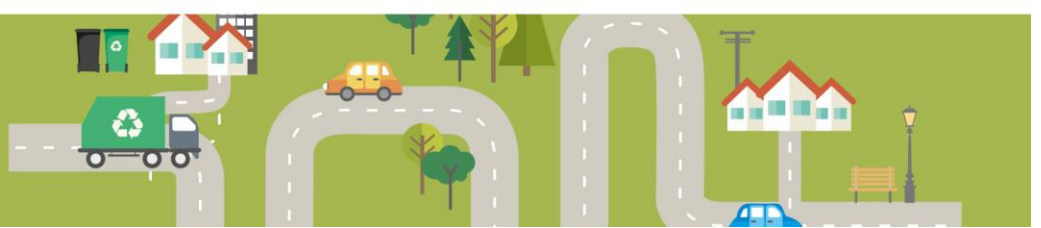
YES/NO

If your answer to this question is yes, please give details below.

6 Please confirm that you are able to meet the attendance requirements of the role i.e. attending early evening meetings in person at the designated Council venue or via Microsoft Teams.

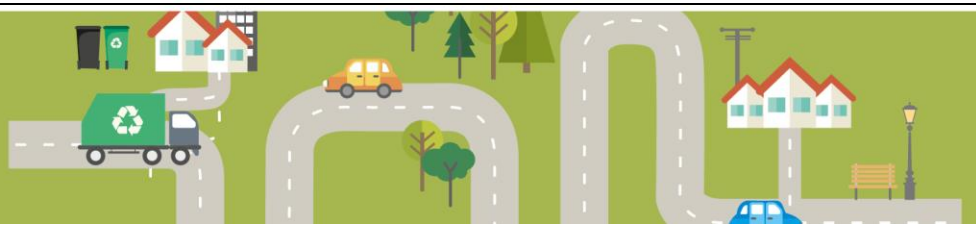
YES/NO

7 Please say why you wish to be considered for the post of Independent Member and what you could offer the Council. Give brief details of your experience (e.g. employment / business / professional /voluntary/ public service) and qualifications, and any other matter which you consider relevant to your suitability for appointment.



INDEPENDENT AUDIT AND RESOURCES COMMITTEE MEMBERS

Please also explain how you meet the person specification outlined in this application pack.



INDEPENDENT AUDIT AND RESOURCES COMMITTEE MEMBERS

Empty space for listing Independent Audit and Resources Committee Members.



INDEPENDENT AUDIT AND RESOURCES COMMITTEE MEMBERS

References: Please give the name, address, and telephone number of two referees who are not related to you and are not members of a town or parish council within Eastleigh and who are able to comment on your suitability for appointment. (Your referees will be contacted without further notice to you unless you indicate to the contrary).

Referee 1

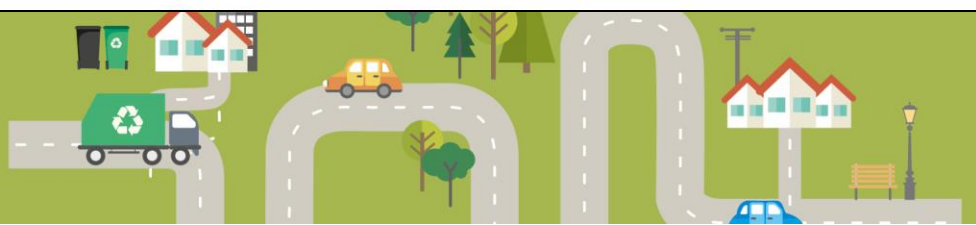
Name:

Address

Contact
Number:

Referee2

Name:



INDEPENDENT AUDIT AND RESOURCES COMMITTEE MEMBERS

Address	
Contact Number:	
Data Protection Act Information from this form will be processed in accordance with the Data Protection Act 2018. In signing it you agree to this data being held and processed and if appointed to the position you also agree to further personal information, including sensitive data (e.g. bank details) being held and processed by Eastleigh Borough Council in accordance with the Act.	
DECLARATION	
I wish to be considered for appointment as an Independent Member of the Audit and Resources Committee and confirm that, if appointed, I will undertake to observe the code of conduct for councillors and co-opted members of Eastleigh Borough Council, as adopted by the Council. The information which I have given is true and complete to the best of my knowledge and belief.	
NAME	
DATE	

