

## CHELTENHAM BOROUGH COUNCIL

**DRAFT APPLICATION FOR THE POSITION OF  
CO-OPTED MEMBER ON THE AUDIT COMMITTEE**

Individuals who wish to be considered for the appointment as an Independent Member of the Audit Committee for Cheltenham Borough Council are requested to provide the following information to support their application. All information provided will only be used for the purposes of selecting one or more co-opted independent member(s). Please feel free to use a separate continuation page if you wish to expand upon your answer to any question outlined below.

**1. PERSONAL DETAILS:**

Name:

Address:

Postcode:

Contact Details:

Daytime Telephone Number:

Mobile:

Email address:

**2. QUALIFICATIONS**

(Please give details of any of your qualifications which you think are relevant to the position of Independent Member)

**3. SUMMARY OF EXPERIENCE**

(Please give a brief account of your experience including career, public and voluntary work together with the nature of your current or most recent occupation).

**4. RELEVANT EXPERIENCE/SKILLS**

(Please outline briefly any knowledge or expertise which you believe would be particularly relevant to your role as co-optee of the Audit Committee having regard to the selection criteria for the position).

**5. Why do you wish to be considered for the position of co-optee of the Audit Committee and what particular attributes do you believe you would bring to the work of the role?**

**6. Please provide any additional information you may wish to give in support of your application.**

**7. References will be taken up for all applicants who are invited for interview.**

1. Name

Address:

Tel No:

2. Name

Address:

Tel No:

I wish to apply to be a co-opted member of the Audit Committee for Cheltenham Borough Council.

In submitting this application, I declare that I;

- (i) Am not an Officer or Member of Cheltenham Borough Council;
- (ii) Do not have any criminal convictions;
- (iii) Am not an undischarged bankrupt;
- (iv) Do not have any significant business dealings with Cheltenham Borough Council

**Signed:**

**Date:**

Please return this application form **by date tbc** to:

Title tbc  
Name tbc  
Cheltenham Borough Council  
Municipal Offices  
The Promenade  
Cheltenham  
Gloucestershire  
GL50 9SA

Interviews are likely to be held during the w/c date xxx. Please advise of any times that you are not available during that period.

**NOTE: ELIGIBILITY FOR APPOINTMENT**

1. A person is not an independent member if the person is currently
  - (i) a Member, Co-opted Member or Officer of Cheltenham Borough Council;

**PERSONS WHO ARE NOT ELIGIBLE TO BE INDEPENDENT MEMBERS AS A RESULT OF ANY OF THE ABOVE NEED NOT APPLY.**

## DRAFT ADVERT

The Audit Committee of Cheltenham Borough Council has been operating since March 2007, and is a key component of the corporate governance arrangements for the Authority. The Audit Committee provides a source of assurance on the Council's arrangements for managing risk, maintaining an effective control environment, and reporting on financial and non-financial performance.

The Audit Committee comprises of 7 elected Councillors and is supported by the Director of Resources, as the Lead Officer.

The Council now wishes to appoint up to 3 'Independent Persons'. Independent Members will help increase public confidence and bring a wider perspective from outside the Council, as well as skills knowledge and experience.

Appointments are for a period of 4 years, subject to annual review.

You must be able to consider complex information and act impartially at all times. Financial awareness is essential, as is a broad understanding of financial, risk and control, and corporate governance issues facing local authorities generally and the Council specifically.

You will need to demonstrate an independent mind, analytical skills, possess tact and good interpersonal skills.

Applications cannot be considered from anyone who –

- Is currently an Officer or Member with Cheltenham Borough Council
- Has any criminal convictions
- Is an undischarged bankrupt
- Has any significant business dealings with the Council

No salary is payable, but the Council will reimburse reasonable travelling, childcare/care allowance, etc. for attending meetings. Meetings are held at the Municipal Offices, Cheltenham, usually at 6pm, four times per annum.

The work will provide a real opportunity to make an active contribution to governance standards in public life. If you feel you have the experience and personal qualities to undertake this role, please complete the application form and return it to –

Name  
Address  
Telephone number  
Email address

If you would like to discuss the position further, please contact xx on xx.

Cheltenham Borough Council is an equal opportunity employer and welcomes applicants from all sections of the community.

\*This draft is based on adverts used by Cheltenham Borough Council in the past and other authorities in relation to the appointment of independent members of the Audit Committee. It is for the committee to decide what it wants to include.

**DRAFT JOB DESCRIPTION**

**Position:** Independent Member/Co-optee

**Accountable to:** Audit Committee

To actively participate in the work of the Audit Committee which is responsible for –

1. Reviewing the internal and external reports and assessments in respect of corporate governance.
2. Considering the Head of Internal Audit's annual report and opinion and annual internal audit plan and the level of assurance it gives over the council's corporate governance arrangements.
3. Monitoring the operational Internal Audit plan and the audit planning process; ensuring that internal audit work is planned with due regard to risk, materially and supports the council's corporate aims and priorities.
4. Consulting with the Audit Commission on the appointment of the council's external auditor.
5. Consideration and review of the external audit annual report to those charged with governance (ISA 260) and all associated reports and other documents.
6. Review all matters relating to external audit, including audit and inspection planning, action points and reports.
7. Monitoring and review of actions required arising out of external and internal audit recommendations.
8. Ensuring effective liaison between external and internal audit and any other inspection agency.
9. Reviewing and signing approval of the audited annual statement of accounts and annual governance statement, including the statement of the system of internal financial control by 30<sup>th</sup> September of each year following the financial year end.

(N.B.) Co-opted members will be a non-voting member of the committee and would be eligible for election as chair or vice-chairman, but not both.

**DRAFT PERSON SPECIFICATION**

As well as being of good character, co-opted members of the Audit Committee must meet the minimum criteria set out in the essential column below;

ESSENTIAL	DESIRABLE
Not currently an employee or Councillor with Cheltenham Borough Council	Not currently an employee or Councillor with any other local authority and not previously an employee or Councillor with Cheltenham Borough Council. Not currently an employee with the Council's principle partner organisations.
Ability to remain independent in thinking and consider matters without political views	
Ability to analyse information, ask pertinent questions, reach rational conclusions and maintain confidentiality	Experience of dealing with Local Government or a similar public sector or voluntary organisation
Broad understanding of financial, risk and control, and corporate governance issues facing local authorities generally and the Council specifically	
Financial awareness and an understanding of governance	
Be committed to the term of office and able to attend the meetings of the Audit Committee on a regular basis (of which there are 4 per annum)	

\*This draft is based on the person specifications used by other authorities in relation to the appointment of independent members of the Audit Committee and it is for the committee to decide what it wants to include.