

FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Thursday, 18 May 2017
Report Subject	Appointment of Lay Member to the Audit Committee
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Local Government (Wales) Measure 2011 requires that the County Council appoints lay members up to one third of the membership of the Audit Committee (with the minimum of one member). At its meeting on 14 February the Council decided to appoint the statutory minimum of one lay member.

The legislation required the Council to take into account any statutory guidance when appointing lay members, no guidance has been published on appointing lay members. The Measure also provides that actions taken by the Audit Committee are invalid if its membership does not comply with the legislation.

RECOMMENDATIONS

1	The name of the preferred candidate is Sally Ellis.
2	That the Council agrees to the appointment of Sally Ellis as lay member to the Audit Committee, serving a term of 5 years.

REPORT DETAILS

1.00	APPOINTMENT PROCESS
1.01	<p>The role of the lay member on the Audit Committee is similar to that of a councillor, insofar as the person will be required to have oversight of Council functions and processes and to give assurance that the internal control framework is operating properly. The role differs from that of a councillor in at least two important respects:</p> <ul style="list-style-type: none">• The lay member has no political affiliation;• The lay member can be recruited specifically because of potential valuable skills and/or experience within the field.
1.02	<p>Given the sometimes sensitive nature of reports considered by the Audit Committee, it is also essential that any lay person is able to exercise both discretion and diplomacy. The shortlisting and interview process was designed to ensure that any potentially successful candidate possessed all of these qualities.</p>
1.03	<p>Adverts were placed in the Daily Post on 9 March and the Council's website. Attached as Appendix A is an information note sent to those who expressed an interest. In total of 4 applications were received. Candidates were shortlisted by the Chief Officer (Governance), Corporate Finance Manager and Acting Internal Audit Manager using the following criteria:</p> <ul style="list-style-type: none">• Experience and/or understanding of audit, accounting practice and/or financial procedures• Knowledge and/or experience of local government• Perceived political and operational independence• Has not been a councillor or officer of Flintshire County Council• Has not been a councillor or officer of another council
1.04	<p>Council approved a panel to interview candidates consisting of the Chair of Audit, Leader, Chief Officer (Governance) and Corporate Finance Manager. The Chair of Audit was not available for the interviews and so the Vice-Chair of Council took his place. The interviews took place on 8 May and Sally Ellis is recommended for appointment. Attached at Appendix B is a pen portrait of Sally Ellis.</p>
2.00	RESOURCE IMPLICATIONS
2.01	<p>An attendance fee is payable for attendance at the Committee and there is sufficient budget to cover scheduled meetings and training.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None.

4.00	RISK MANAGEMENT
4.01	The recruitment process has been designed to maximise the chance of securing an appropriate candidate for the role.

5.00	APPENDICES
5.01	Appendix A – Information note given to candidates. Appendix B – Pen portrait of the successful candidate, Sally Ellis

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None Contact Officer: Gareth Owens, Chief Officer (Governance) Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	None.