

## AUDIT COMMITTEE

<b>Date of Meeting</b>	Wednesday, 11 September 2019
<b>Report Subject</b>	Appointment of a Lay Member to the Audit Committee
<b>Report Author</b>	Chief Officer (Governance)
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

At its Annual Meeting Council decided to appoint an extra lay member to the Audit Committee. There were four applicants and following interview it is recommended that Allan Rainford be appointed.

### RECOMMENDATIONS

1	That the Committee recommends to Full Council that Allan Rainford be appointed to the Audit Committee until the end of December 2023.
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### REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE RECRUITMENT PROCESS</b>
1.01	At the Annual Meeting in May, Council decided to appoint, on the recommendation of the Committee itself, a second lay member to the Audit Committee. Adverts were accordingly placed in the local press and on line.
1.02	Four applications were received. Despite publishing the interview date in the application pack, one candidate was not available on the day of interview. The interview proceeded with the three available candidates.
1.03	As per the decision at the Annual Meeting, the Interview Panel consisted of the Chair of Council, the Cabinet Member for Finance, the Chair of the Audit Committee and two members of the Audit Committee (Cllrs Paul Johnson and Arnold Woolley). The Chief Officer Governance was also in attendance to support and advise.

1.04	Whilst all applicants were of a high quality, one applicant stood out by reason of his experience and interpersonal skills. The interview panel was unanimous in recommending his appointment. A pen portrait is attached at Appendix 1.
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
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2.01	The cost of placing the advert in the local press (as required by the legislation) was £5,167.
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<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
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3.01	None.
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<b>4.00</b>	<b>RISK MANAGEMENT</b>
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4.01	The application pack specified the essential characteristics required for the position of Lay Member. Each applicant's suitability was assessed using both the application form and a mix of pre-set interview questions (which were drafted to bring out each requirement) and follow up questions.
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4.02	The advert and application pack were published bilingually and applicants were asked whether they wished to be interviewed in Welsh.
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<b>5.00</b>	<b>APPENDICES</b>
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5.01	Appendix 1 – Pen Portrait of Allan Rainford
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<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
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6.01	<p>Application Pack and advert.</p> <p><b>Contact Officer:</b> Gareth Owens  <b>Telephone:</b> 01352 702344  <b>E-mail:</b> Gareth.legal@flintshire.gov.uk</p>
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<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
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7.01	<b>Lay Member</b> - a member of the Audit Committee selected following an open recruitment process, and appointed by reason of his/her skills and experience.
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