

**MAIDSTONE BOROUGH COUNCIL**

**AUDIT COMMITTEE**

**7 JUNE 2010**

**REPORT OF DIRECTOR OF RESOURCES AND PARTNERSHIPS**

**Report prepared by Paul Riley**

**1. INDEPENDENT MEMBER OF AUDIT COMMITTEE**

1.1 Issue for Decision

1.1.1 To consider and refer to full Council the process for the appointment of a suitably qualified independent member of the Audit Committee.

1.2 Recommendation of the Director of Resources and Partnerships

1.2.1 That Audit Committee consider and approve the job description and person specification attached as **Appendix A**;

1.2.2 That Audit Committee refer to Council the proposals to identify and appoint a suitably qualified individual.

1.3 Reasons for Recommendation

1.3.1 At its meeting on 29 March 2010 the Committee considered a report on its role and terms of reference. Contained within this report was a proposal to appoint a non-voting independent member to the Committee.

1.3.2 Audit Committee referred these proposals to Standards Committee and on to Council for approval. Council on 19 May 2010 noted that Standards Committee had endorsed an appointment process that replicates the process used to appoint its independent members.

1.3.3 This endorsement does not impact upon Audit Committee's recommendation on the process. However Council may consider the endorsement further when it receives the Audit Committee's recommendation.

1.3.4 Attached to this report as **Appendix A** is a role description and person specification which has been developed from an Audit Commission and CIPFA, best practice guidance note. It is recommended that the

Committee consider, review and approve this document as the appropriate specification for the role.

1.3.5 The process of selection proposed would be as follows:

- a) Advertise in appropriate local media and forward details to all partner agencies for expressions of interest in the role;
- b) Supply the role description and person specification to all respondents, with a request to return a C. V. if they remain interested;
- c) Review C. V. 's and select candidates who meet the person specification;
- d) Select the appropriate candidate at a formal interview.

1.3.6 The advertisement and the interaction with interested candidates, supplying the role description and receiving C. V.s will be completed by officers.

1.3.7 The review of C. V. s will be strictly in accordance with best match to the person specification and will be carried out by the Chairman, a selected Committee member and the Director of Resources and Partnerships.

1.3.8 The interview and selection of the appropriate candidate will be by the full Committee or representative members of the Committee.

#### 1.4 Alternative Action and why not Recommended

1.4.1 Audit Committee could use the process endorsed by Standards Committee, although this may not ensure that a suitably qualified and experienced individual is selected.

1.4.2 Audit Committee could choose not to appoint an Independent Member. This would mean the loss, to the Committee, of valuable technical knowledge that a professionally qualified and experienced candidate could bring.

#### 1.5 Impact on Corporate Objectives

1.5.1 The independent member could enhance the effectiveness of the Committee as a provider of a high quality public service.

#### 1.6 Risk Management

1.6.1 The independent member could provide advice and opinion that is not accurate or appropriate. The person specification requires appropriate qualifications and considers experience of a relevant role as desirable.

1.7 Other Implications

1.7.1

- 1. Financial
- 2. Staffing
- 3. Legal
- 4. Equality Impact Needs Assessment
- 5. Environmental/Sustainable Development
- 6. Community Safety
- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management

X

1.7.2 The independent member may incur travel and other out of pocket expenses which will be reimbursed from the Member's facilities budgets.

1.8 Relevant Documents

1.8.1 Appendix A – Role Description and Person Specification

1.8.2 Background Documents

1.8.3

**IS THIS A KEY DECISION REPORT?**

Yes

No

If yes, when did it first appear in the Forward Plan?

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This is a Key Decision because: .....

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Wards/Parishes affected: .....

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