



## TUNBRIDGE WELLS BOROUGH COUNCIL

### AUDIT AND GOVERNANCE COMMITTEE

## INFORMATION FOR APPLICANTS TO THE ROLE OF INDEPENDENT MEMBER

### **Background:**

The Audit and Governance Committee comprises eight elected Councillors, five Independent Members (being someone who is not an elected Councillor or an Officer) and two Members of a Parish or Town Council wholly or mainly in the Council's area.

The Council is currently recruiting two new Independent Members to sit on the Audit and Governance Committee.

### **Functions of the Committee:**

The Audit and Governance Committee has a range of functions which may be broken down into the following four broad categories: audit activity, regulatory framework, accounts and governance.

Each of the four aforementioned categories comprises a number of specific duties; for a full list of the Committee's functions, please see the attached extract from Council's Constitution.

In short, the main responsibilities of the Committee are to review the effectiveness of the Council's governance arrangements, provide independent assurance of its risk management framework and internal controls as well as to provide advice, guidance and arrange training for Councillors on ethical standards issues and the Council's Code of Conduct.

The Committee has four scheduled meetings each year which are held at the Town Hall, Tunbridge Wells. Additional meetings and some Sub-Committee meetings may be convened if necessary.

### **Role of an Independent Member:**

As an Independent Member of the Audit and Governance Committee you will serve an important purpose on the Committee, bringing independent scrutiny and oversight to the Committee's deliberations. Your contribution will help to provide confidence, and thus credibility to the Committee's deliberations both amongst Councillors and also amongst the general public.

Neither the Independent Members nor the Parish/Town Council Members have voting rights.

### **Criteria for Eligibility:**

Independent Members must meet the following criteria:

1. Be either resident in the Borough of Tunbridge Wells, carry out the main part of their work in the Borough or have other recognisable ties to the area.
2. Agree to abide by the provisions of the Code of Conduct while serving on the Committee.
3. Be prepared to give up time for research, interviews and meetings.
4. Not hold significant office in support of a Political Party

5. Not currently be employed by Tunbridge Wells Borough Council or have been so employed within the past five years.
6. Not currently be an elected Councillor of Tunbridge Wells Borough Council or have been a Councillor or Member within the past five years.
7. Not be related to, or a close friend of, any Councillor or Member or Officer of Tunbridge Wells Borough Council.
8. Not have been convicted of an imprisonable offence.
9. Not have been adjudged bankrupt.
10. Not have a proven history of vexatious and frivolous complaints against Tunbridge Wells Borough Council.
11. Not be the holder of a significant office in an organisation being grant aided/supported by Tunbridge Wells Borough Council.
12. Applicants will also need to show that they have the skills and experience in one or more of the following: local government, governance, law, risk management, internal control assurance, accounting issues, regulation and compliance.

### **Selection Process**

A selection panel consisting of two Borough Councillors including the Chairman of the Audit and Governance Committee, the Council's S151 Officer and the Council's Monitoring Officer will interview applicants. The panel will make recommendation to the Council, which will make the final decision on an appointment.

### **Terms of Appointment**

The following terms will apply:

1. The period of appointment will be for a fixed period of four years, which may be renewable.
2. An allowance (currently £800 p.a.) plus the recovering of relevant and approved expenses incurred will be paid to Independent Members.

**Application forms should be submitted no later than Friday 28 March 2014 for the attention of:**

**Wendy Newton-May  
Democratic Services  
Tunbridge Wells Borough Council  
Town Hall  
Tunbridge Wells  
Kent  
TN1 1RS**

It is intended that interviews will take place on Wednesday 9 April in the afternoon.

### **Further Information**

If you wish to discuss your suitability for appointment please contact Paul Cummins (Monitoring Officer) on 01892 554 257.