**RUTLAND COUNTY COUNCIL**

**APPOINTMENT OF INDEPENDENT MEMBER FOR AUDIT AND RISK COMMITTEE**

Rutland Council is committed to the highest standards of corporate governance, and our Audit and Risk Committee is a key part of ensuring that we meet those standards. The Council is currently looking to appoint an independent co-opted member of the Committee, to become a part of its work in promoting excellence in governance, risk management, financial reporting and counter fraud.

Independent Members will be expected to actively participate in meetings of the Audit and Risk Committee and demonstrate independence, integrity, objectivity and impartiality in their decision-making. As part of this rewarding role, they will support the Council’s Audit and Risk Committee in providing independent assurance to the members of Rutland County Council, and its wider citizens and stakeholders.

Independent Members are non-voting members of the Committee, who assist in overseeing internal and external audit arrangements, reviewing and scrutinising statement of accounts, and reviewing and assessing the governance, risk management and control of the authority.

The terms of reference for the Audit and Risk Committee can be found in the Council’s Constitution which is published on our [website.](https://rutlandcounty.moderngov.co.uk/documents/s19017/Part%203%20-%20Scheme%20of%20Delegation%20-%20February%202025.pdf)

**About you**

The Audit and Risk Committee is seeking an independent member with a wide range of skills and experience. The ideal candidate would have a strong knowledge of one or more of financial management, governance and control, possibly with a background in audit or finance in public services or the not-for-profit sector.

The Independent Member will be appointed for a four-year period.

Successful candidates will be expected to attend approximately four Committee meetings per year, which take place at the council offices, plus any special meetings which get called for any urgent business. They will also need to commit sufficient time to read Committee papers in advance of these meetings, liaise with the Chair and to undertake occasional training alongside the other Committee members.

**Independence**

**A person can only be an independent person if that person:**

* is not a member, co-opted member or officer of the authority, or has been within the last 5 years;
* is not a member, co-opted member or officer of a parish council of which the authority is the principal authority, or has been within the last 5 years;
* is not a relative or close friend, of a person within (a) and (b) as detailed above;
* has submitted an application form in response to an advert for the position at the authority;
* in addition to be eligible for appointment, a person must be qualified to hold office as a Member of the Council. Accordingly, any person who is recommended for appointment will be required to confirm that he/she is not disqualified.

**The regulations say that a ‘relative’ means:**

1. the other person’s spouse or civil partner;
2. living with the other person as husband and wife or as if they were civil partners;
3. a grandparent of the other person;
4. a lineal descendant of a grandparent of the other person;
5. a parent, sibling or child of a person within paragraph (a) or (b);
6. the spouse or civil partner of a person within paragraph (c), (d) or (e), or
7. living with a person within paragraph (c), (d) or (e) as husband and wife or as if they were civil partners.

**Selection Criteria**

The ideal candidate for the position will:

1. Be willing and able to commit the necessary time to the role;
2. Have up to date skills, knowledge and experience within at least one of the fields covered within Audit and Risk Committee, i.e. internal audit, risk management, governance, accounting, anti-fraud and corruption;
3. Have good interpersonal skills, including good communication skills both written and oral and the ability to co-operate with others in a committee setting.
4. Have independence of mind, objectivity and impartiality.
5. Contribute proactive, proportionate, independent thought and listen to, and balance, advice;
6. Have a commitment to the general principles governing the conduct of Councillors generally and work to high behavioural standards, demonstrating honesty, probity and integrity;
7. Not be a serving local government officer or councillor;
8. Have no personal, legal or contractual relationship with Rutland County Council (including employees or Members or former staff employed within the last five years), or any other relationship / activity which might represent a conflict of interest or perceived conflict of interest.

**Desirable additional criteria are:**

1. A suitable professional or management qualification (in internal audit, risk management, governance, accounting or other relevant discipline)
2. An understanding of the complexity of issues surrounding audit, risk management, governance and finance in local government.
3. An understanding of the Council’s vision, priorities and objectives
4. An ability to understand complex situations and reports, as well as the statutory background to those reports, and ask appropriate questions of officers.
5. Have a broad range of experience, possibly in public, private, voluntary or charitable sector employment or service including self-employed, employed and voluntary positions.
6. Promotes the work of Audit and Risk Committee and areas falling under its terms of reference;
7. Have a connection with Rutland, e.g. resident, workplace, own a business etc.

**Remuneration**

Co-opted independent members do not receive an allowance but are entitled to claim for reasonable travelling and subsistence expenses in undertaking their role.

**Means of assessment**

Application form and by interview.

If you are interested in becoming an Independent Member of the Audit and Risk Committee, we would be delighted to hear from you.

Please apply by completing the application form, outlining why you are interested in this opportunity and how your skills and experience relate to the role to. The form should be emailed to [democraticservices@rutland.gov.uk](mailto:democraticservices@rutland.gov.uk) and marked for the attention of Tom Delaney, Democratic Services Manager. The closing date for applications is Friday 29th August 2025.

Selection of candidates will be strictly in accordance with the selection criteria and desirable additional criteria outlined in this pack and will be based on the information contained in your application only, as supported by references. It is suggested therefore that you include information on how you meet the criteria.

Your application will be acknowledged, and you will be advised as to whether you have been selected for interview or not in due course.

Please note that interviews for the role will be held on w/c 8th September 2025 at Rutland County Council, Catmose House, Oakham, LE15 6HP

**APPLICATION FOR APPOINTMENT AS AN INDEPENDENT MEMBER**

**OF THE AUDIT AND RISK COMMITTEE**

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| **1 PERSONAL DETAILS** |
| TITLE: |
| FULL NAME: |
| HOME ADDRESS: |
|  |
| CONTACT TELEPHONE NO: |
| EMAIL: |
| **2 Have you ever been a Councillor, co-opted member or officer of Rutland County Council or a Councillor, co-opted member or officer of a parish or town council which falls within Rutland County Council?** |
| YES/NO |
| *If your answer to this question is yes, please give the date on which you ceased to be a*  *Member or employee.* |
| **3 Are you related to, or a close friend of, a member or employee of Rutland County Council?** |
| YES/NO |
| *If your answer to this question is yes, please give details below* |
| **4 Are you or have you ever been a Councillor or officer of any other local authority?** |
| YES/NO |
| *If your answer to this question is yes, please give details below.* |
| ***5 Qualification***  *Tick all of the following criteria that apply to you* |
| *I will be qualified by virtue of being either a British citizen, a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that:*  *I am registered as a local government*  *elector for the area of the*  *\*Rutland named*  *above*  *have during the whole of the preceding*  *12 months occupied as owner or tenant land*  *or other premises in the area named above*  *my principal or only place of work during*  *the preceding 12 months has been in the*  *\*Rutland named*  *Above*  *I have during the whole of the preceding*  *12 months resided in the \*Rutland* |
| **6 Are you, or have you been a member of a political party?** |
| YES/NO |
| *If the answer to this question is yes, please give details below* |
| **7 Please indicate whether there is any matter concerning your own conduct which, if it were generally known, might affect public confidence in your ability to contribute to the work of the Audit and Risk Committee.** |
| YES/NO |
| *If your answer to this question is yes, please give details below.* |
| **8 Please confirm that you are able to meet the attendance requirements of the role i.e. attending evening meetings in person, usually Catmose House, Catmos Street, Oakham, LE15 6HP.** |
| YES/NO |

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| **8 Please say why you wish to be considered for the post of Independent Member and what you could offer the Council. Give details of your experience (e.g. employment / business / professional /voluntary/ public service) and qualifications, and any other matter which you consider relevant to your suitability for appointment.**  **Please also explain how you meet the person specification outlined in this application pack.** |

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| **References: Please give the name, address, and telephone number of two referees who are not related to you and are not members of a town or parish council within Rutland and who are able to comment on your suitability for appointment. (Your referees will be contacted without further notice to you unless you indicate to the contrary).** | |
| **Referee 1** | |
| Name: |  |
| Address |  |
| Contact Email / Number: |  |
| **Referee 2** | |
| Name: |  |
| Address |  |
| Contact Email / Number |  |
| **Data Protection Act**  Information from this form will be processed in accordance with the Data Protection Act 2018. In signing it you agree to this data being held and processed and if appointed to the position you also agree to further personal information, including sensitive data (e.g. bank details) being held and processed by Charnwood Borough Council in accordance with the Act**.** | |
| **DECLARATION** | |
| I wish to be considered for appointment as an Independent Member of the Audit and Risk Committee and confirm that, if appointed, I will undertake to observe the code of conduct for councillors and co-opted members of Rutland County Council, as adopted by the Council.  The information which I have given is true and complete to the best of my knowledge and belief. | |
| NAME |  |
| DATE |  |

**Please return the completed application form to:**

[democraticservices@rutland.gov.uk](mailto:democraticservices@rutland.gov.uk) and marked for the attention of Tom Delaney, Democratic Services Manager.