

**AUDIT AND RISK MANAGEMENT COMMITTEE
APPOINTMENT OF AN INDEPENDENT MEMBER**

Application Pack

AUDIT AND RISK MANAGEMENT COMMITTEE APPOINTMENT OF AN INDEPENDENT MEMBER

Thank you for your expression of interest in the appointment of an Independent Member to Wirral Council's Audit and Risk Management Committee.

This application pack includes;

- Background to Wirral Council
- The Council's Audit and Risk Management Committee
- Applicant Information; role description and role specification
- Wirral Council Member's Code of Conduct
- Application & Selection Process

Expectations of applicants

The successful applicant will need to be available to attend approximately 4 meetings of the Committee in any calendar year; and any associated training and development events. Applicants will need to be contactable throughout the year. The appointment will be made for 4 years.

Applicants must disclose to the Council any matter that might damage the reputation of the Council.

Previous experience of audit committees may be helpful, but is not essential.

Independent members should not be (or have been, within the last 5 years) an Elected Member or employee of Wirral Council. Members should not be (or have been, within the last 5 years) a Councillor with any other Local Authority (including town or parish councils).

Independents should not be affiliated with any political party, or have been affiliated, within the last 5 years.

The Council seeks to represent all of its residents and welcomes applications from the Wirral community.

The Independent Member is not a job vacancy; should you be appointed you will not be an employee of the Council. The successful applicant will receive specific training to enable them to undertake the role effectively.

Remuneration

It is expected that a small allowance per meeting will be provided.

WIRRAL COUNCIL

Background

Wirral Council is responsible for, amongst other things, maintaining the roads, providing transport services, commissioning school places and specialist support services for vulnerable children and their families, educating children, providing social care to elderly and vulnerable people and looking after waste and recycling.

Our elected members have a pivotal role in bringing about improvements to the quality of life of people living in the Borough. They do this by making decisions, delivering change, challenging and scrutinising proposed actions and taking up issues raised with them by their constituents.

THE AUDIT AND RISK MANAGEMENT COMMITTEE

The Audit and Risk Management Committee provides an independent and high-level focus on the audit, assurance and reporting arrangements that support good governance and financial standards at Wirral Council.

It provides an independent assurance to the Council of the adequacy of the risk management framework and the internal control environment, It provides independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes.

It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place. It promotes high standards of ethical behaviour by developing, maintaining and monitoring Codes of Conduct for Members of the Council.

The Audit and Risk Management Committee must be politically balanced; however, the success of the committee depends upon its ability to remain apolitical. It must always adopt a non-political approach to its meetings and discussions.

The co-option of an independent member will help to bring additional knowledge and expertise to the committee and also reinforce its political neutrality and independence.

The independent member will not be a voting Member of the Audit and Risk Management Committee and will have no voting rights on any matters considered by the Committee.

The detailed functions in respect of governance, risk and control; internal audit; external audit; financial reporting; accountability arrangements; related functions and standards arrangements can be found in the Council's Constitution, available on the Council's website.

INDEPENDENT MEMBER ROLE PROFILE

1. To promote and support the good governance of the Council and its affairs
2. To promote and support open and transparent government
3. To provide support and encouragement to new Councillors
4. To contribute to the development of appropriate Council policy related to the remit of the Committee.
5. To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural differences
 - Sustainability

INDEPENDENT MEMBER PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following:

1. A keen interest in the affairs of local government and of the role of councillors in the political management of a local authority.
2. Good advocacy skills; able to present relevant and well-reasoned arguments, and provide effective and constructive challenge.
3. Strong analytical capability, including the ability to interpret, absorb and understand information quickly, and the ability to question, probe and seek clarification about complex issues.
4. An ability to consider matters objectively and without regard to any personal political views, bias or pre-conceived views and act impartially and with integrity.
5. A strong connection with Wirral, either through residency, employment or business.
6. An understanding of financial matters as they affect a large local authority.
7. Good communication and interpersonal skills; a confident public speaker.
8. Ability and willingness to challenge ideas and contribute positively to policy development.
9. Understanding the role of officers, members and other agencies and ability to have constructive and challenging dialogue with other Members and Officers.
10. Respect for, and desire to work with different groups and individuals with a commitment to supporting continual improvement and development within the Council.
11. Practical experience in financial management/accountancy within the public or private sector.
12. Understanding and compliance with confidentiality requirements.
13. Demonstrating the following would be desirable:
 - Knowledge and understanding of meeting law, rules and conventions

- Understanding of delegated powers
- Understanding of strategic, policy and service contexts for decisions, focusing on material issues
- Knowledge of and commitment to the values of the Council
- An understanding of the roles and purpose of Internal and External Audit

CODE OF CONDUCT

Wirral Council adopted its Members Code of Conduct in May 2022.

Whilst operating as a member of the Audit and Risk Management Committee, the independent member should follow the same code of conduct as elected members.

For information, a copy of the current code can be found here.

<https://wirralintranet.moderngov.co.uk/documents/s50125865/Part%2051%20Members%20Code%20of%20Conduct.pdf>

APPLICATION PROCESS

Please make your application through the Council's online platform. You may also submit a CV should you wish.

Closing Date

The closing date for receipt of applications is Sunday 20th July 2025.

For queries or a further discussion please contact:

Mark P Niblock, Chief Internal Auditor

Email: markniblock@wirral.gov.uk

SELECTION PROCESS

Short listing for this appointment will be based upon an assessment of how applicants meet the criteria in the 'Person Specification' as evidenced by the application. It is suggested therefore that you include information on how you meet the criteria.

Shortlisted candidates will be invited to interview. The Interview Panel will be made up of senior members of the Council and the Chair of the Audit and Risk Management Committee.

The appointment is subject to confirmation by Chair/Committee at Full Council.

Referees

Please note that your 2 referees will be contacted without further notice to you, unless you indicate to the contrary.

Thank you for your interest in this role and good luck with your application.