



Audit Committee Report

Report of: Director of Legal and Governance

Date: 9 July 2013

Subject: Independent Member Recruitment

Author of Report: Dave Ross

Summary:

To outline the recruitment process for filling a vacancy that will arise for a co-opted non-voting independent member on the Committee.

Recommendations:

That the Committee:

- (a) approves the process and timetable set out in the report for the filling of the vacancy for a non-voting co-opted independent member of the Committee from January 2014 to May 2017; and
 - (b) recommends to Council that that the maximum term for the appointment of the co-opted members of the Audit Committee is increased to five years to allow for flexibility in the recruitment process.
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Background Papers:

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
Yes Cleared by: Allan Rainford
Legal Implications
NO Cleared by:
Equality of Opportunity Implications
NO Cleared by:
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
NO
Area(s) affected
NONE
Relevant Cabinet Portfolio Leader
NOT APPLICABLE
Relevant Scrutiny Committee if decision called in
NOT APPLICABLE
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
NO

INDEPENDENT MEMBER RECRUITMENT

1. Purpose of Report

- 1.1 This report outlines the process for filling a vacancy that will arise at the end of the year for a non-voting co-opted independent member of the Committee.

2. Background

- 2.1 The Council Meeting on 5 May 2010 approved the appointment to the Committee of 2 non-voting co-opted members with financial, business, voluntary or community sector experience for a minimum of 2 years and maximum of 4 years.
- 2.2 The Committee was given delegated authority to agree the recruitment and selection process for the co-opted members. Beryl Seaman and Rick Plews were appointed in May 2011 for 4 years. Beryl Seaman has recently indicated that she will be standing down at the end of this year.

3. Recruitment Process

- 3.1 Discussions have been held with Chair and Deputy Chair and Officers in Internal Audit on filling the vacancy and a process and timetable is set out below:-

Early September 2013	-	Post to be advertised as widely as possible, including on the Council's website, Sheffield Star/Telegraph, Voluntary Action Sheffield, Chamber of Commerce, Hospital Trusts, CIPFA, PWC, Grant Thornton, local legal firms, Housing Associations and other public Audit Committees e.g. College, the Universities and Probation Service.
End September	-	Closing date
Early October	-	Shortlisting (Chair and Deputy Chair and Finance Officers)
Mid October	-	Interviews (Chair and Deputy Chair and Finance Officers)
6 November	-	Appointment confirmed at Council
November/ December	-	Induction and Training. Attend November/December Audit Committee meetings as observer.
9 January 2014	-	Attend first Audit Committee meeting

- 3.2 Currently both the co-opted members have 4 year terms to May 2015. Rather than both terms ending at the same time it proposed that, to ensure a degree of continuity, the terms should end in 2015 and 2017. On this occasion, the appointment would be from January 2014 to May 2017.
- 3.3 Also to allow flexibility in filling any future vacancies, it is recommended that the maximum term of the appointments is increased to five years but that a four year term would be the norm. This would be of assistance where a member retired during their last year.
4. **Financial Implications**
- 4.1 There will be a small cost to advertising in the local media and this will be met from within existing budgets.
5. **Recommendation**
- 5.1 That the Committee:
- (a) approves the process and timetable set out in the report for the filling of the vacancy for a non-voting co-opted independent member of the Committee from January 2014 to May 2017; and
 - (b) recommends to Council that that the maximum term for the appointment of the co-opted members of the Audit Committee is increased to five years to allow for flexibility in the recruitment process.

Director of Legal and Governance