



Governance & Audit Committee Independent (Lay) Members

Information for Candidates

APPOINTMENT OF AN INDEPENDENT MEMBERS TO THE GOVERNANCE AND AUDIT COMMITTEE FOR DENBIGHSHIRE COUNTY COUNCIL

We are looking to appoint an Independent Member to the Council's Governance and Audit Committee who will be responsible for providing an independent and high-level focus on the adequacy of governance, risk and control arrangements within the Council. Its role in ensuring there is sufficient assurance over governance, risk and control gives greater confidence to the Council that those arrangements are effective.

Applicants will be required to demonstrate independence, integrity and impartiality in discharging the work of the committee and possess the following qualities and skills: -

- Analytical skills including the ability to understand and weigh up evidence
- Ability and confidence to challenge and hold to account Council Officers and representatives of Internal and External Audit;
- Ability to assess issues relating to arrangements for risk management, governance and control, and identify and evaluate solutions;
- Strategic awareness and an ability to make clear and reasoned decisions;
- Work to high standard of behaviour, demonstrating honesty and integrity and discretion;
- Respect for others and an understanding of diverse issues
- Empathy with the Welsh Language and Culture
- Experience of attending and contributing to meetings

A detailed knowledge of local government is not necessary although potential candidates would require a good understanding of the environment within which Denbighshire County Council operates.

A person cannot be an independent member if they:

- Are a member or an officer of Denbighshire County Council or any other local authority,
- Have been at any time in the period of twelve months ending with the date of appointment, a member or an officer of any local authority, and
- Are a spouse or civil partner of a member or an officer of any local authority.
- Have been disqualified under Section 80 of the Local Government Act 1972 or any other enactment

Independent Member Payments

You will receive between £105 to £268 per day depending on your role and the Governance and Audit Committee meets up to 7 times per year in Denbighshire.

All applications will be judged on their merit and the need to achieve a balance of skills, qualities and expertise on the Committee.

The closing date for applications is the 5th September 2025. The appointment will be subject to an interview with an Advisory Panel 25th September 2025. The Advisory Panel will make a recommendation to Full Council on the 11th November 2025 who will make the final decision on the appointment.

For an informal discussion regarding the role please contact Gary Williams, Monitoring Officer on gary.williams@denbighshire.gov.uk or 01824 712562.

Applications forms are available from Amy Foster on amy.foster@denbighshire.gov.uk or by telephone on 01824 712607.

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

About the role

The composition and proceedings of the Committee will be in accordance with Local Government (Wales Measure 2011), as amended by the Local Government & Elections Act 2021 and any subsequent legislation.

The role includes attending and participating in meetings of the Council's Governance & Audit Committee and assisting the Council to discharge its powers and functions as set out in the remit and Terms of Reference, of the Committee.

The Governance & Audit Committee advises the Council and Cabinet, and their respective Committees and Officers, on matters regarding good governance, financial oversight, risk management, complaints procedures and internal control in the delivery of the Council's services and functions. The Committee is responsible for ensuring the Council's systems of governance and internal control are effective and that the Council's Internal Audit services operates in accordance with agreed procedures.

The functions of the Committee are set out in the Terms of Reference, and include:

- Reviews, scrutinises and issues reports and recommendations in relation to the Council's financial affairs;
- Reviews, scrutinises and issues reports and recommendations on the appropriateness of the Council's risk management, internal control and corporate governance arrangements; and
- Oversees the authority's audit arrangements and reviews its financial statements.

In addition, the Council can confer other functions on the Governance & Audit Committee, which it deems suitable for it. The Governance & Audit Committee can decide how it wants to carry out its functions, but it must have regard to statutory guidance issued by the Welsh Government. It also has regard to the CIPFA Audit Committees Practical Guidance for Local Authorities and Police (2022 Edition).

It should be noted that lay members have voting rights on recommendations, but not policy.

It is anticipated that the initial period of the appointment would be for 2 full terms of the Council (a fixed term basis), with potential for extension, as required. The estimated time commitment required to undertake the role can vary, and flexibility is essential. On average, this would likely involve attendance at 5-7 daytime meetings of between one - three hours per year, plus associated preparatory reading, training and development.

The role will also include liaison with: Monitoring Officer, Head of Finance & Audit, Chief Internal Auditor, Chairman and members of the Governance & Audit Committee, other Officers and Councillors of the Council as required.

For further information about the work of the Governance & Audit Committee see Denbighshire's website:

<https://moderngov.denbighshire.gov.uk/mgCommitteeDetails.aspx?ID=130&LLL=0>.

Role Description

Member of Governance & Audit Committee

Accountabilities

- To Full Council
- To the Chair of the Committee

Role Purpose and Activity

Participating in meetings of the committee and making decisions

- To demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements.
- To have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including the Chief Financial Officer and Head of Internal Audit (or equivalent)
- To Comply with the authority's Code of Conduct
- To work according to the Terms of Reference for the Committee
- To contribute to the development of the forward work programme for the Committee.
- To promote the role of the committee within the authority
- To report as required to Council
- To respond to any recommendations made by the Auditor General for Wales
- To participate in any training and development required for the role

Contributing to the work of the Committee in its role in:

Reviewing and scrutinising the authority's financial affairs

- Make reports and recommendations in relation to the authority's financial affairs
- Oversee the authority's internal and external audit arrangements
- Work with internal and external auditors
- Review the financial statements prepared by the authority and approve them when powers are delegated including making relevant reports and recommendations.

Contributing to the effective performance of the authority

- Review the draft report of the authority's annual self-assessment and make recommendations for changes to the conclusions or actions that the authority intends to take
- Make recommendations in response to the draft report of the authority's Panel Assessment (commissioned once per term from May 2022)
- Review and assess the authority's ability to handle complaints effectively.
- Make reports and recommendations in relation to the authority's ability to handle complaints effectively.

Reviewing and assessing the Governance, Risk Management and Control of the authority

- Review and assess the risk management, internal control, and corporate governance arrangements of the authority
- Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
- Review and assess the financial risks associated with corporate governance, and be satisfied that the authority's assurance statements, including the annual governance statement, reflects the risk environment and any activities required to improve it

Values

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

Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the role effectively. It will be used in the short- listing and interview process.

Essential Criteria:

- Available to attend and undertake appropriate preparation for each meeting of the Governance & Audit Committee;
- A good understanding of the environment within which Denbighshire County Council operates (including knowing the principles and practices of risk management, corporate and financial governance and controls, continuous improvement and external scrutiny);
- Able to assess issues relating to arrangements for risk management, governance and control, and identify and evaluate solutions;
- Assist in providing independent assurance to the Council in relation to its internal control environment;
- Analytical skills including the ability to weigh/sort complex evidence and documentation and reach rational, independent and unbiased conclusions, incorporating appropriate advice;
- Strategic awareness and an ability to make clear and reasoned decisions;
- Work to high standard of behaviour, demonstrating honesty and integrity in conduct and discretion;
- Experience in decision making;
- Ability to be objective, independent and impartial;
- Able to work effectively with Elected Members and Council Officers in a formal Committee environment;
- Able to consider and comment on reports from Council officers, the external auditor and other inspection agencies, identify any significant issues arising and ensuring appropriate actions are taken for improvement;
- Ability and confidence to challenge and hold to account Council Officers and representatives of Internal and External Audit;
- A high level of inter-personal skills, including an ability to work as part of a team, participating in meetings and chair meetings if necessary;
- Possess good communication skills (both written and oral), excellent leadership and interpersonal skills, able to both empower and challenge supportively;
- A knowledge of and commitment to Equality and Diversity;

- An understanding of the importance of Welsh Language and Culture;
- Able to demonstrate political independence;
- Digitally aware, with good IT skills and the ability to access reports, information and communication electronically (or be willing to undertake any necessary training); and attend any digitally remote meetings; and
- Willing to attend meetings at the Council's offices or remotely as required

Desirable Criteria:

- Audit Committee experience, or experience gained working in or with a large, or public sector, organisation, or serving on a Committee or Board;
- A degree/further education/professional qualification in a relevant field of study, such as accountancy, finance, risk management, business management, internal audit or law;
- Financial, risk management, performance management and audit experience, such as practical experience in the financial and/or general management of business or public sector organisations;
- Experience of partnership working, collaboration and improvement and performance in context of local government;
- Knowledge /skills/ experience in audit or risk management, or other technical specialty pertinent to the Council's activities, including a good understanding of the roles, and the difference between Internal and External Audit;
- Experience in the local government environment and a knowledge of the challenges facing Denbighshire County Council and wider public services, including understanding of its communities, major functions, its vision and priorities;
- Ability to understand complex issues and the importance of accountability and probity in public life;
- Understanding of the need for independence of audit from daily management responsibilities;
- Understanding of the complexity of issues surrounding audit, finance and risk management in local government;
- Awareness of the risks of fraud and the controls to limit fraud;
- Understanding of Committee procedures;
- Experience of chairing a Committee meeting;
- Ability to converse through the medium of Welsh; and
- Able to demonstrable interest in local issues.

Applicants cannot apply if they:

- Are a member or an officer of any local authority,
- Have been at any time in the period of twelve months ending with the date of appointment been a member or an officer of any local authority, and
- Are a spouse or civil partner of a member or an officer of any local authority.
- Have been disqualified under Section 80 of the Local Government Act 1972 or any other enactment

Applicants are advised that all lay members are subject to the provisions of the Council's Code of Conduct for Members. Before being able to take office, the successful applicants will be required to sign an undertaking that they will comply with the Council's Code of Conduct for Members (available on the Council's website).

Applicants must also be aware that canvassing will disqualify their application.

Applicants are further advised that they will be required to disclose any conflicts or potential conflicts of interest with the Council, such as business or personal connections with the Council, and declarations regarding hospitality/gifts, to the Council's Monitoring Officer, as per the obligations on Members of the Council and in line with the Council's Code of Conduct for Members. If Applicants are unsure whether a conflict or potential conflict exists, or a declaration should be made, they must disclose this to the Monitoring Officer. Any questions regarding declarations/conflicts of interest or hospitality can be made to the Monitoring Officer.

Application Process

If you wish to proceed with your application, please complete and return the attached application form and equal opportunities form to amy.foster@denbighshire.gov.uk.

For an informal discussion regarding the role please contact Gary Williams, Monitoring Officer on gary.williams@denbighshire.gov.uk or 01824 712562.

The closing date for applications is the 5th September 2025.

The appointment will be subject to an interview with an Advisory Panel 25th September 2025.

The Advisory Panel will make a recommendation to Full Council on the 11th November 2025 who will make the final decision on the appointment.

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards

We welcome applications from all parts of our diverse communities including young people, women, people with disabilities, ethnic minorities and other underrepresented groups.

We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

Denbighshire County Council will process the personal data using its official authority and only use it for the purpose of recruitment onto and membership of the Standards Committee. The information will only be shared with those officers and Members involved in the recruitment process (noting that the final appointment will be made by way of publicly accessible report to the whole County Council). If you are successful, we will retain your application form for the term of your service on the Standards Committee. If you are unsuccessful your application form will be securely destroyed at the end of the recruitment process. Further information on your rights and how to complain if you are unhappy with how your personal data has been handled can be found on the Council's website.

<https://www.denbighshire.gov.uk/en/privacy/privacy.aspx#>



Thank you for your interest

Denbighshire County Council

Website :

www.denbighshire.gov.uk

Instagram :

@CyngorSDd_DenbighshireCC

Facebook : Denbighshire

County Council

Twitter : @DenbighshireCC

Head Office : County Hall, Wynnstay Road, Ruthin, LL15 1YN