

For General Release

REPORT TO:	GENERAL PURPOSES & AUDIT COMMITTEE 9 December 2015
AGENDA ITEM:	11
SUBJECT:	Independent Non-voting Member Recruitment
LEAD OFFICER:	Julie Belvir Director of Legal & Democratic Services and Simon Maddocks, Head of Governance
CABINET MEMBER:	Councillor Simon Hall Cabinet Member for Finance and Treasury
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT: The report details a process for appointment of independent non-voting Members in respect of Audit functions for the General Purposes and Audit Committee	
FINANCIAL IMPACT There are no direct costs arising from the proposals within this report.	

1. RECOMMENDATION

- 1.1 That the Chair, on behalf of the Committee, be delegated authority to commence the appointment process of a non-voting independent member of the General Purposes and Audit Committee for the upcoming municipal year in accordance with the timetable set out in this report and the criteria set out in appendix 1

2. EXECUTIVE SUMMARY

- 2.1 This report summarises the process in relation to the appointment of an independent non-voting co-opted Member on the General Purposes and Audit Committee.

3. DETAIL

- 3.1. The Council Constitution provides for the General Purposes and Audit Committee to have two non-elected independent non-voting members on the Committee. These co-opted Members can provide the Committee with outside

knowledge, experience and skills that can inform the Audit work of the General Purposes and Audit Committee and supplement the role of Members.

- 3.2 There is currently a vacancy following the resignation of one of the post holders. The proposed timetable for the appointment of new independent non-voting co-opted Member for the Committee is as follows:

Advertisement	January 2016
Shortlisting & interviews	February 2016
Approval by Committee	March 2016
Approval at full Council and commencement of the role	May 2016

- 3.3 Delegation is sought for the Chair to commence recruitment by inviting applications for the vacant independent non-voting co-opted Member post for the General Purposes and Audit Committee in accordance with the process set out at Appendix 1 which was approved by this committee at its meeting in September 2014.

4. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 4.1 The proposals within the report do not have financial implications as the Scheme of Members Allowances does not contain provision for allowances to Co-opted Members.

(Approved by: Lisa Taylor, Head of Finance and Deputy S151 Officer)

5. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER

- 5.1 The Council Solicitor comments that the contents of this report comply with the legislative and constitutional requirements.

(Approved by: Julie Belvir, Borough Solicitor & Monitoring Officer)

6. HUMAN RESOURCES EQUALITIES, ENVIRONMENT AND CRIME AND DISORDER REDUCTION IMPACTS

- 6.1 There are no direct implications in these areas arising from this report.

CONTACT OFFICER: Simon Maddocks, Head of Governance

BACKGROUND DOCUMENTS: None

PROCESS FOR CO-OPTION OF NON-ELECTED INDEPENDENT NON-VOTING MEMBERS OF GENERAL PURPOSES AND AUDIT COMMITTEE

- 1.1 This process relates only to independent non-voting co-opted Members of General Purposes and Audit Committee (“the Committee”).
- 1.2 Council has agreed that the Committee shall have two independent non-voting co-opted members (“Co-opted Members”) in relation to the conduct of its Audit functions only.
- 1.3 The Co-opted Members may not be either officers or Members of the Council.
- 1.4 Anyone who lives, works (including voluntary work) and/or studies in Croydon is eligible to be a Co-opted Member on the Committee.
- 1.5 A vacancy may be advertised on the Council’s website or more widely if the Committee is of the view that to do so would be beneficial.
- 1.6 In approving an appointment, the Committee will be mindful of the potential for any ongoing or potential conflicts of interest between, for example, the Co-opted Members’ paid employment and the audit work of the Committee.
- 1.7 Co-opted Members will usually be appointed for a period of one year with their appointment to be coterminous with the municipal year but may also be appointed for a shorter period of time if necessary.
- 1.8 Co-opted Members may be disqualified during their term of office if they do not attend three consecutive meetings of the Committee to which they have been co-opted; or if they are elected as a Member of the Council or become a Council officer. It is the responsibility of the Co-opted Member to inform the Council if a circumstance arises which they believe disqualifies them from continuing their term of office. Co-opted Members may resign during their term of office.
- 1.9 Co-opted Members are required to comply with the Code of Conduct for Cooptees as adopted and amended from time to time by the Council. Failure to comply with the Code of Conduct for Co-optees may result in their appointment being terminated.
- 1.10 Co-opted Members will not receive an allowance or a salary.
- 1.11 Co-opted Members will:
 - Be expected to attend all meetings of the Committee to which they have been appointed and read the agenda papers
 - Bring an external perspective to the work of the Committee by utilising their knowledge and experience
 - Be expected to represent the whole community and not just one sector or viewpoint
 - Act independently of party politics and lobbying interests

- Be expected to treat other Committee Members, officers and external parties with respect
- Comply with the Committee procedure rules, rules of debate and the Code of Conduct for Co-optees
- Be required to recognise that they may encounter sensitive information and to act with discretion and keep any confidential information confidential.

September 2014