

Report to the Council

Committee: Audit and Governance Committee
Selection Panel

Date: 10 May 2007

Chairman: Councillor C Whitbread

Item: 11

1. AUDIT AND GOVERNANCE COMMITTEE - VACANCY FOR AN CO-OPTED MEMBER

Recommending:

- (1) That Mr N J Purkis be appointed to one of the two seats for co-opted members of the Audit and Governance Committee with effect from 18 May 2007; and
 - (2) That arrangements be made for Mr Purkis to receive appropriate training before he takes up his appointment.
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- 1.1 We were appointed at the Council meeting on 20 February 2007 to secure the recruitment of two independent persons to serve as co-optees on the new Audit and Governance Committee.
- 1.2 We were authorised to agree a shortlist of applicants for interview for this vacancy, interview persons shortlisted and make recommendations to the Council on an appointment.
- 1.3 One application was received. The candidate met the selection criteria prescribed by the Council and was invited to interview.
- 1.4 The interview was held on 10 May 2007.
- 1.5 Set questions asked of the applicant on a range of topics including personal qualities, knowledge of Council Services, knowledge of internal audit procedures, analysis of work systems, performance data, knowledge of interpreting financial data. Questions by the applicant were also invited.
- 1.6 After the interview had been held, we carried out an assessment based on the key criteria set which we had agreed as part of the recruitment pack. These criteria were as follows:
 - (a) demonstrates knowledge of core activities of a District Council;
 - (b) demonstrates understanding of governance issues and risk management;
 - (c) demonstrates ability to analyze systems or information, ask questions and make important decisions;

- (d) demonstrates an understanding of performance management and value for money;
 - (e) demonstrates some knowledge of financial accounting.
- 1.7 We were assisted by the Head of Finance, the Chief Internal Auditor and Head of Research and Democratic Services who attended to answer factual questions, but were not involved in our decision.
- 1.8 After careful review of the candidate, we are recommending that Mr N J Purkis should be appointed a co-opted member of the Committee. We consider that, although there was only one applicant, the Council was fortunate to attract the interest of such a strong candidate. We consider that he met all the selection criteria listed above. We therefore recommend that Mr Purkis be appointed.
- 1.8 Suitable training will be available for Mr Purkis if the Council adopts our recommendation.
- 1.9 The second co-optee place on the Committee will be subject to another recruitment exercise, carried out by the Committee itself after its first meeting. The Council is asked to bear in mind that the Audit & Governance Committee is only quorate if at least one of the two co-opted members is present at any meeting. Thus, with the appointment of Mr Purkis, the first scheduled meeting of the Committee will be able to agree the Statutory Statement of Accounts at its first meeting in June 2007.

Members of the Selection Panel:

Councillors C Whitbread (Chairman), Mrs P Brooks, Mrs A Grigg and Mrs P Smith.

Note:

Councillor Whitbread chaired the Panel in the absence of Councillor Mrs Collins. Councillor Mrs P Brooks was the Liberal Democrat Group's substitute for Councillor Mrs J H Whitehouse. Councillor Mrs A Grigg was substitute for Councillor Mrs Collins on behalf of the Conservative Group.

Background Papers:

Applicants pack (including assessment criteria) and other correspondence.