



London Borough of Lambeth

INFORMATION PACK: INDEPENDENT MEMBER OF CORPORATE COMMITTEE

Role: **Independent Member of Lambeth Corporate Committee**

No of Roles: 1

Responsible to: **Lambeth Council's Monitoring Officer**

ROLE DESCRIPTION AND PERSON SPECIFICATION

Do you have an extensive audit and/or financial background and board-level experience in an executive/non-executive role? The Council is seeking an external co-opted member to join its Corporate Committee.

Your expertise will be vital in optimising the Committee's effectiveness and in enabling the Council to provide assurance on the important work it does on behalf of the Borough.

You should have experience of working on boards at a senior level as well as recent, relevant financial experience and ideally be a chartered accountant with a professional qualification, although this is not essential. Strong knowledge and a thorough understanding of audit, risk management and corporate governance is essential.

You will also need the ability to think and act strategically, influence others and consider the bigger picture as well as detail.

The Council

Lambeth is a borough of huge diversity, energy and possibility. We have long been home to radicals and reformers, entrepreneurs and innovators - people who work together to help change the lives of others and their own. For hundreds of years, we have welcomed new communities who have left a unique cultural imprint on our borough.

We all know that we are now living and working in a volatile and uncertain world, with increasing and changing challenges, budget cuts to services, an unstable economy and the threat of a changing climate. Local areas need to work in new ways, with strength and creativity to tackle these challenges.

Through Lambeth First - a partnership between the Council, the NHS, businesses, community groups and charities across the borough - we have brought together feedback from residents and identified four big ambitions and 20 goals to focus our work together over the next two years in our Borough Plan which is summarised in the diagram below.



The Role

The Council is seeking to appoint an Independent (co-opted) Member to join the Corporate Committee for a term of 4 years, who will complement the skills and expertise of the Committee and work to provide robust and constructive challenge.

The Council recognises the valuable input and different perspective independent co-opted Members bring into the Council's decision-making process. Some compulsory training will be provided as part of the meeting agendas.

A co-optee's role is to complement, rather than replace, the role of elected Members who remain accountable to the electorate and are ultimately responsible for decision making. The co-optee will be a non-voting member of the Committee. The Membership of the Committee, set out in the Constitution, is Five Councillors, plus up to two non-voting co-opted Members. The Members Allowances Scheme does not provide for an allowance for non-voting co-opted members on Corporate Committee.

The Corporate Committee

The purpose of the Committee is:

- to provide independent assurance on corporate governance arrangements; the adequacy of the risk management framework and the associated control environment; independent scrutiny of the authority's financial and non-financial performance to the extent that that it affects the authority's exposure to risk and weakens the control environment; and oversight of the financial reporting process;

The Committee's responsibilities are as follows:

- To approve the Council Tax base on behalf of the Council.
- To approve the Business Rates Tax base on behalf of the Council.
- To consider and subsequently approve the Council's statement of accounts and to consider any reports produced by the Chief Finance Officer in accordance with the duty to make arrangements for the proper administration of the Council's financial affairs, but not in respect of the formulation of a plan or strategy which is a function of the Cabinet (and subject to final approval by the Council) or detailed operational matters which are within the purview of the Cabinet.
- Subject to the Council's Scheme of Delegation, to consider all personnel-related issues which are not within the terms of reference of any other committee or otherwise reserved to Council including the appointment of an independent person to undertake investigations as required into allegations of misconduct against the Chief Executive, Monitoring Officer or Chief Finance Officer.
- Subject to the Council's Scheme of Delegation to officers, to discharge the Council's functions in relation to health and safety at work, to the extent that those functions are discharged otherwise than in the Council's capacity as employer.
- To consider any adverse report issued by the Local Government Ombudsman, which includes a finding that injustice has been caused to a person aggrieved in consequence of maladministration, together with the action to be taken by the Council in response (including any compensation payments made).
- To consider any adverse report issued by the Independent Housing Ombudsman, which includes a finding that injustice has been caused to a person aggrieved in consequence of maladministration, together with the action taken by the Council in response (including any compensation payments made).
- To exercise the functions, powers and duties of the Council as Trustee of Trusts. To exercise the functions, powers and duties of the Council as Trustee of all trusts for which the Council is corporate trustee except insofar as those functions have been delegated to Strategic Directors of the Council.
- To consider nominations for Freedom of the Borough and make recommendation to the Council.

- The functions of the Council under the Rush Common Act 1806, and the determination of applications for consent under the Rush Common Act 1806 other than applications for which no objections have been received that the Assistant Director, Planning and Development considers should be approved.
- To consider and approve the naming of local streets and buildings in all cases where there are unresolved objections.
- To make an order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption (under Section 13(2) of the Criminal Justice and Police Act 2001)
- Subject to the Council's Scheme of Delegation to officers, to discharge the Council's functions in relation to elections.
- Any issue which in the professional opinion of the Chief Executive, or Strategic Directors should be referred to the Committee.
- Any matter which has been referred by the Council or from another committee for determination.
- The setting up of sub-committees and panels and the setting of their terms of reference.
- All other matters which are non-Cabinet functions and which are not otherwise reserved to Council are not within the terms of reference of any other committee and which are not delegated.

Specific Audit Functions

- To oversee and/or discharge on behalf of the Council the requirements of the updated Accounts and Audit Regulations 2011, which require the Council to 'undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control'.
- To review the internal audit and counter fraud strategy and to consider whether it meets recommended best practices and to champion good internal control, governance and counter fraud practice to the wider organisation.
- To review the annual counter fraud plan of activity and resources, seeking assurance that it is in line with the strategy and risk profile.
- To consider the Head of Internal Audit and Counter Fraud's annual report and opinion, and a summary of internal audit and counter fraud activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- To consider summaries of specific reports of internal audit, investigations and external audit reports, in particular those with an "inadequate" audit assurance assessment.

- To consider reports dealing with the management and performance of the providers of internal audit services.
- To consider a report from the internal audit on agreed recommendations not implemented within a reasonable timescale.
- To consider the external auditor's annual letter (in conjunction with the Cabinet), related reports and such other reports as may be agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure that it provides value for money.
- Following such liaison with Public Sector Appointments as necessary, to approve the appointment of the Council's external auditor.
- To consider and receive reports from the Section 151 Officer as appropriate and to commission such work from both internal and external audit as may be required.
- To monitor the effective development and operation of risk management and corporate governance in the Council.
- To monitor Council policies on 'Raising Concerns at Work'/Whistle-blowing', the counter fraud and corruption strategy and the Council's complaints process.
- To consider and approve the Council's Annual Governance Statement, including the review of the effectiveness of the assurance framework and, in particular, internal audit.
- To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice and with the Council's own and other published standards and protocols.
- To review the draft annual statement of accounts for the Council and the Pensions Fund. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts, and then to formally approve the audited annual statement of accounts.
- To approve, for submission to Council, an annual report of the activities of the Committee in discharging its various audit functions.
- Pursuant to its audit and counter fraud responsibilities, to maintain an overview of the Council's compliance with the requirements of the Regulation of Investigatory Powers Act 2000 and the Bribery Act 2010.

Key Accountabilities

Working with officers to undertake the following:

- To encourage and promote good governance within the council, particularly in relation to internal control
- To challenge the council's internal control framework to ensure that it is fit for purpose
- To ensure that the work of internal and external audit is complementary so that resources are used effectively
- To review the council's accounts and follow up any control issues raised concerning them
- To ensure that there is effective and adequate internal audit, counter fraud and risk management provision
- To provide independent assurance that the recommendations made by internal and external audit have been acted upon

Skills and Experience

Members of the Corporate Committee should be familiar with:

- Governance – an understanding of good governance and an understanding of the requirements of legislation as it applies to Public Services
- Risk management
- Internal control assurance
- The organisations core activities
- Accounting issues
- Regulation and compliance

The successful candidate will need to be available to attend and participate in the meetings of the Corporate Committee (and any relevant training sessions for the Committee) which are held in the evening, normally on 5 or 6 occasions per year.

PLEASE NOTE: Candidates for the role will make an application for the position, and the selection of the appointee will be approved by Corporate Committee. Recent past Members of the Council or recent former Council employees will be ineligible to serve in this capacity. Close friends or relatives of any Member or officer will be ineligible as will employees of any organisation of which the Council is a client.

How to Apply

Please submit a CV and Covering letter setting out how you meet the skills and experience required for this role.

If you would like further details about the role, please contact Christian Scade (Democratic Services) via telephone: 0207 926 0045 or via email at: cscade@lambeth.gov.uk.

The closing date for the receipt of completed application forms is 5pm on Friday 3rd September 2021.

Lambeth Council is committed to Equal Opportunities and welcomes applications from all sections of the community.