

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Thursday, 20 January 2022
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and selection arrangements for the 3 Lay Member positions on the Governance and Audit Committee.
Purpose of Report:	To ask the Committee to identify and confirm (following interview) suitable candidates for appointment of the 3 Lay Member positions on the Governance and Audit Committee.
Report Owner:	R Thomas, Managing Director
Responsible Officer:	M. Thomas, Head of Regional Internal Audit Service
Elected Member and Officer Consultation:	No Elected Member consultation is required for this report. Democratic Services Legal Services
Policy Framework:	Responsibility for the appointment of the Lay Members rests with the Senior Management Appointment Committee.
Executive Summary:	<ul style="list-style-type: none"> • This report sets out the final interview schedule for the 3 Lay Member positions on the Governance and Audit Committee, which becomes effective post the Council's Annual Meeting in May 2022. • Members are asked to identify and confirm (following interview) 3 suitable candidates for appointment. • A separate Part II report has been provided containing details of the shortlisted applicants at the Final Interview Stage including the Application forms.

Recommendations

1. To conduct interviews on the 20th January, 2022 in relation to the 3 Lay Member positions on the Governance and Audit Committee (positions to become effective post the Annual Meeting in May 2022), and to make a final determination regarding the appointment of 3 suitable candidates.
2. To delegate residual appointment details, as appropriate, to the Head of Regional Internal Audit Service, if suitable applicants are confirmed by Members.

Reasons for Recommendations

1. To ensure appointments to the 3 Lay Member positions is conducted in accordance with the requirements of the Council's Constitution.
2. To ensure that all Council functions are met within this area.

1. Background

- 1.1 The Local Government and Elections (Wales) Act (the Act) was passed by the Senedd on 18th November 2020, precisely a year after it was introduced in 2019 and received Royal Assent on 20th January 2021.
- 1.2 The link to the Act can be found here <https://www.legislation.gov.uk/asc/2021/1/contents/enacted>
- 1.3 Sections 116,117 & 118 refers to membership and meeting proceedings of Governance and Audit Committee. Section 116 requires that one third of the Committees membership must be made up from lay persons appointed by the Council. In addition, there is a requirement for the member appointed as the Chair to be a Lay Member.
- 1.4 At the Council meeting held on 20th September 2021 (Minute No.361 relates to), it was agreed that membership of the Governance and Audit Committee be comprised of 6 Elected Members and 3 Lay Members to take effect from the Annual Meeting May 2022. The Committee cannot lawfully meet post May 2022 unless one third of its membership are Lay Members.
- 1.5 The Senior Management Appointment Committee met on 17th December 2021 and approved the arrangements to fill the 3 vacant positions. This included the interviewing of the 5 applicants.

2. Key Issues for Consideration

- 2.1 During October 2021, the Council advertised for the 3 Lay Member positions.
- 2.2 5 applications were received by the 1st November 2021 closing date, and the Head of Service, having reviewed the applications and assessed them against the advertised criteria, recommended that all 5 be invited for interview.
- 2.3 This was agreed by the Senior Management Appointment Committee at its meeting held on 17th December, 2021.
- 2.4 At the final interview stage, it is suggested that Members of this Committee interview the short listed applicants and that Members then determine if any candidates are suitable for the 3 vacant positions (to become effective post the Annual Meeting in May 2022).
- 2.5 Applicants have been asked to prepare a short presentation at the beginning of their interview. Thereafter Members will ask a series of questions to determine the suitability of the candidate.
- 2.6 Interviews will be conducted under "Part II" provisions of Access to Information legislation.
- 2.7 Assessment forms will be provided at the Final Interview for Members to complete as part of the assessment.
- 2.8 Members are asked to delegate residual appointment details, as appropriate, to the Head of Regional Internal Audit Service if suitable applicants are confirmed by Members.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1 These appointments will be on an initial 5-year basis, to last until the next set of Local Government Elections in 2027, with there being an option to extend the appointments for a further five years.
- 3.2 These roles will form an important element of the Council's Financial, Governance and Performance Management regimes and will look at how the Council is delivering in meeting its Well-Being and Financial objectives.

4. Resources and Legal Considerations

Financial

- 4.1 Appointment to the above post will be on terms and conditions as outlined by legislation. In accordance with the Independent Remuneration Panel for Wales (

IRPW) recommendations Lay Members are g entitled to claim allowances for their time for attendance at and preparations for Committee meetings, attending any relevant training events and can claim subsistence expenses. The allocation of allowance payment to be determined by the Head of Democratic Services prior to the meetings and training up to a maximum of 10 full days per year per committee.

Employment

4.2 There are no employment issues.

Legal (Including Equalities)

4.3 This recruitment process is compliant with Local Government, Employment and Equalities legislation and the Local Government and Elections (Wales) Act 2021.

4.4 The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

5. Background Papers