



Please reply to:

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Date:	27 June 2025

Notice of meeting

Appointments and Appeals Committee

Date: Monday, 7 July 2025

Time: 10.45 am

Place: Council Chamber, Knowle Green

To the members of the Appointments and Appeals Committee

Councillors:

J.R. Boughtflower

S.M. Doran

S.A. Dunn

Substitute Members: Councillors S.N. Beatty, M.J. Lee and L. E. Nichols

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

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1. Election of a Chair

To elect a Chair of the Panel for this meeting.

2. Interviews for Independent Member of the Audit Committee

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Personal Specification

Qualifications and Experience

As an essential requirement for this role you will be able to demonstrate professional qualifications in finance, accounting or audit.

You will have experience of working in a medium / large organisation at a senior level or other experience which would give similar benefits.

You will be inquisitive and open minded and you will have a good understanding of the Audit Committee's core functions and the principles of financial governance.

Skills

You will have:

- an ability to understand complex issues and the importance of accountability and probity in public life
- an ability to analyse and question written and verbal reports on audit and risk management activities
- an understanding of the need for independence of audit from daily management responsibilities
- an ability to demonstrate integrity and discretion
- effective interpersonal skills
- be able to maintain strictest confidentiality of sensitive information

Knowledge

All members of the Audit Committee should have, or should acquire as soon as possible after appointment:

- An understanding of the priorities, objectives and key activities of the Council and current major initiative and significant issues for the Council

- An understanding of the Council's structures and responsibilities, including key relationships with partners, businesses and organisations
- An understanding of the organisation's culture
- An understanding of any relevant legislation or other rules governing the organisation
- An understanding of corporate governance arrangements in place across the Council
- An understanding of the governance environment generally
- An understanding of risk management
- Strong knowledge and experience of local authority statutory accounting and audit regulations
- Strong knowledge and experience of housing and commercial property management

Other

You must:

- Have local connections, and either reside in the Borough, carry out the main part of your work in the Borough or have other recognisable ties to the area.
- Agree to abide by the provisions of the Code of Conduct while serving on the Committee
- Be available for daytime meetings on occasion.

You must not:

- Be a councillor or officer of Spelthorne Borough Council or have been so in the preceding five years prior to appointment
- Be related to, or a close friend of, any councillor or officer of Spelthorne Borough Council.
- Have been convicted of any offence. Spelthorne Borough Council has the right to DBS check any independent committee members.
- Be an undischarged bankrupt
- Have significant business dealings with Spelthorne Borough Council
- Have a formal connection with any political group
- Have a proven history of vexatious and/or frivolous complaints against Spelthorne Borough Council
- Be the holder of a significant office in an organisation being grant aided/supported by Spelthorne Borough Council

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Terms of Reference of the Audit Committee

Audit Committee

(7 councillors reflecting political balance and two independent members)

To provide independent assurance of 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 it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process:

- To approve (but not direct) the internal audit's strategy plan and performance.
- To review summary internal audit reports and the main issues arising and to seek assurance that action has been taken where necessary.
- To consider the reports of external audit and inspection agencies.
- To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud, bribery and anti-corruption arrangements.
- Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- To be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and to take actions required to improve it.
- To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- To review the financial statements, external auditors' opinion and reports to councillors, and monitor management action in response to the issues raised by external audit.

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