

North London Waste Authority

Information Pack for Independent Member of the Audit Committee

This pack provides information for candidates regarding the appointment of an Independent Member of the Audit Committee of the North London Waste Authority, including information on how to apply.

The Waste Authority is composed of fourteen Councillors, two from each of the seven London Boroughs the Authority serves.

The recruitment is being managed by Camden Council, from whom all Authority staff are employed.

Please note that applications need to be received no later than Monday 21st August 2023

Interviews are scheduled to take place during w/c 11th September 2023

Audit Committee Composition

The Audit Committee is composed of seven councillors and one independent, non-voting member (to be appointed).

Terms of Reference of the Audit Committee

To consider and approve the audited accounts to enable the publication of those accounts each year to meet statutory deadlines.

About Us

At NLWA we are committed to innovation and careful planning to ensure we manage waste resources effectively and sustainably and our aim is to preserve the resources and the environment today and for future generations.

Our financial management is good, and we are keen to continue to improve this even further. To support this ongoing improvement, we are seeking to recruit a proficient independent member to serve on NLWA's Audit Committee.

The Committee plays a pivotal role in ensuring public confidence in the Council's audit and corporate governance arrangements. Specifically, the Committee is responsible for considering a wide range of matters relating to internal and external audit activity and other wider corporate governance activities.

We are looking for individuals who share our values and are keen to contribute to our journey of continuous improvement towards delivering better outcomes for our residents.

As an independent member, you would be expected to attend meetings of the Audit Committee (approximately two a year, plus additional meetings) in a non-voting capacity, and be able to provide external challenge, support and advice. Anyone wishing to put themselves forward for this role should be able to demonstrate high standards of corporate governance at all times, including understanding the role played by the Audit Committee. You will have some knowledge of local government or other public bodies.

Persons who wish to be considered must not be current or former councillors or officers of Camden Council and/or the Authority, or a close friend or relative of such a person.

An annual allowance of £1,110 is available to the successful candidate.

This is a fixed-term contract.

For further information about the North London Waste Authority, please visit our website [Home \(nlwa.gov.uk\)](https://nlwa.gov.uk)

How to apply

Please contact our retained consultant Haben Solomon (Director, Public Sector, Hammond Clarke) on hs@hc-exec.co.uk / 07458 142 721 if you'd like further information or an informal discussion about the role.

Role Description

The role

To be an independent, non-voting member of the Audit Committee, providing external challenge, support and advice.

Accountability

To the Authority through the Chair of the Audit Committee.

Responsibility

- To receive and consider reports to the Audit Committee both outside and inside of committee.
- To work with Authority officers as appropriate to acquire a clear understanding of financial issues impacting the Authority
- To ensure the Chair of the Audit Committee, the Managing Director and the Corporate Director of Resources are aware of the significance of issues raised in those reports.
- To obtain and maintain an appropriate understanding of the Authority which is vital to the Audit Committee considerations.
- To provide support and direction to the Audit Committee members.
- To demonstrate high standards of corporate governance at all times, including understanding the role played by the Audit Committee.

Person Specification

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> Financial, Accounting or Audit qualification 		✓
Knowledge and skills <ul style="list-style-type: none"> A good communicator Inquisitive, open minded and non-judgmental Ability to analyse information and question effectively Assertiveness Understanding of the committee's main functions and principles of good corporate and financial governance 	✓ ✓ ✓ ✓	
Experience <ul style="list-style-type: none"> Experience of attending boards, committees and corporate governance generally Interest in public service and local government A demonstrable interest in local issues 	✓ ✓	✓
Competencies <ul style="list-style-type: none"> A person in whose impartiality and integrity the public can have confidence Ability and willingness to maintain confidentiality Able to make a significant contribution to the work of the committee 	✓ ✓ ✓	
Other requirements <ul style="list-style-type: none"> Has not been a Councillor or employee of Camden Council and/or the Authority in the past five years Is not related to or close friend of a Camden Councillor or employee and/or the Authority Councillor/employee Is not an active member of any political party or has a public profile in relation to political activities Must formally agree to observe the Code of Conduct for members and complete a Register of Interests form on appointment Must be able to attend committee meetings as programmed Must be committed to a two-year term of office 	✓ ✓ ✓ ✓ ✓ ✓	

Terms and Conditions of Appointment

The appointment is for two years.

The duties include in-person attendance at the Audit Committee meetings, which meet twice per municipal year, and there may be additional meetings. You will also be required to allocate time to read papers in preparation of the meeting. There may be additional duties, such as attending training courses or attendance at other meetings as appropriate.

An allowance will be paid for undertaking the role, which is currently £1,110 per annum. This is paid in monthly instalments. All payments will be processed by the council's payroll department and will be subject to tax and national insurance deductions.

As an independent member, you will also be required to sign an undertaking to abide by a Code of Conduct for Members, which sets out standards of behaviour expected from all members. Additionally, you will be required to complete a Register of Interests form, which sets out any personal interests that affect the wellbeing or financial position of you or people that you have a close association with.

This is to ensure fellow members; officers of the council and the public know which of your interests might give rise to a conflict of interest. You will also be required to proactively declare any potential conflicts that may arise in your role. For example, if a conflict of interest arises out of business on the committee's agenda or from a change in your personal circumstances, you must declare that interest before the committee meeting.

Recruitment Process

Candidates will be required to submit a CV and Supporting Statement to demonstrate their suitability for the role.

Shortlisted candidates will be invited for an interview which will take place shortly after the closing date.

The interviews will be conducted by a panel comprising the Chair of the Audit Committee or other approved member, Financial Adviser, Managing Director & Director of Corporate Services.

Equal Opportunities

The Authority is committed to diversity. We encourage applications from all sections of our diverse community and welcome applications from candidates from a BME background.

Data Protection

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Camden Council and in connection with any subsequent employment or placement, unless otherwise indicated. The personal data will be initially controlled by or on behalf of Camden Council and will be retained in line with [our privacy policy](#) and then destroyed as per the retention schedule.

Further information

For more information about the Authority and its functions, visit www.nlwa.gov.uk

How to apply

Should you have any queries about any aspect of the role or should you wish to apply, please contact our retained consultant Haben Solomon (Director, Public Sector, Hammond Clarke) on hs@hc-exec.co.uk / 07458 142721

Closing dates for applications: Monday 21st August 2023

Interviews to be held: Week Commencing 11th September 2023