

## Candidate Brief

### **Chair of Audit and Risk Assurance Committee**

### **Advisory Member**

#### **Overview**

The Commission for Local Administration in England (CLAE) is the statutory governing body for the Local Government and Social Care Ombudsman (LGSCO) service in England. It has an annual budget of £11m, is sponsored by the Department for Communities and Local Government (CLG) and employs some 175 staff in three offices.

The Commission is currently comprised of two full members; the Local Government and Social Care Ombudsman and the Parliamentary Ombudsman both of whom are Crown appointments; three independent advisory members, one of whom is Chair of the CLAE Audit and Risk Assurance Committee and one of whom is Chair of the Remuneration Committee, and four executive members: the Chief Executive Officer (also the Accounting Officer), the Director of Investigation, the Director of Intake and Assessment and the Head of Policy and Communication. Main meetings are held quarterly with additional meetings as required.

The CLAE wishes to appoint an Advisory member who will Chair to its Audit and Risk Assurance Committee. The responsibilities of the Committee include the overview of financial stewardship and strategic risk management. The other members of the Committee are the Parliamentary Ombudsman and an advisory member to the Commission.

The Audit and Risk Assurance Committee is an advisory body.

Please see the Committee's terms of reference.

#### **The role of the Commission**

The core purpose of the Commission is to provide strategic leadership to ensure the LGSCO achieves its strategic objectives.

In fulfilling this role the Commission provides:

- Support to the Chair/Ombudsman and the Chief Executive Officer in the fulfilment of their roles in leading the organisation.

- Strategic leadership in assisting the executive team to prioritise resources and focus on key deliverables within the strategic plan.
- Insight and experience from the wider environment – to inform good practice and quality benchmarking from the wider operating environment.
- Constructive challenge and review to the executive team to assist them in delivering the strategic objectives of the organisation.
- Provide a framework for oversight and accountability in relation to the organisation's performance.

Meetings focus on strategic thinking and discussion; corporate planning and budgeting; and stewardship and accountability.

## Vacancy Description

**Accountable to:** The Chair of the Commission

**Location:** Meetings will be held in our Coventry office

### Role

- To provide leadership to the Audit and Risk Assurance Committee ensuring the effective performance of the Committee, in accordance with its Terms of Reference.
- To act as an advisory member of the Commission, offering external challenge, support, expertise and an objective perspective on the key matters of strategy, finance, risk management and resourcing.
- To contribute to the activity of the Remuneration Committee

### Specific Responsibilities

- To provide constructive challenge to the Chair, the Chief Executive Officer and the Executive Team.
- To provide support and advice to the Chief Executive Officer in their role of Accounting Officer
- To chair meetings of the Audit and Risk Assurance Committee.
- To attend meetings of the Commission and the Remuneration Committee.
- To develop familiarity with the operations of the organisation and an understanding of the issues likely to be presented to the Committees and the Commission

### Knowledge, skills and experience

- Applicants must have sufficient senior business experience to understand public sector accounting and audit standards.
- Experience of working at a strategic level in an organisation of scale
- Good all round business acumen with strong analytical skills
- Excellent communication skills. Ability to build effective partnerships and productive relationships with people within the Commission
- Confidence to challenge, influence and engage

- An understanding, in relation to a public sector body of:
  - Good corporate governance practice
  - The effective operation of internal and external audit
  - Pay and reward
  - An effective customer service operation
  - Ombudsman schemes
  - Risk and resource management and control
- Proven advisory/committee experience at a senior level
- Experience at Board level in a non-executive capacity in a public sector funded body
- Ability to chair meetings effectively

## Remuneration

£250 per day plus reasonable travel expenses

## Time commitment

A maximum of 18 days per year

## Term of appointment

The appointment will be for a two year term, extendable to a third year.

## Candidate Eligibility

Applicants must not be employed by or be an elected member of a local authority or an employee or board member of any other body within the jurisdiction of the LGSCO (this includes registered adult social care providers)

## How to apply

Suitably qualified candidates interested in serving on the Commission are asked to submit:

- A letter of interest and a comprehensive CV. The letter should address how you meet the requirements of the role.
- A completed Equality and Diversity Monitoring form
- A statement of potential conflicts of interest. If you, your spouse, dependants, business partner or associate have any business interest or other activities which are or could be perceived as a conflict of interest with the activities of the Commission or the Local Government and Social Care Ombudsman, you should declare that in your application.

Applications should be sent to [HR.recruitment@lgo.org.uk](mailto:HR.recruitment@lgo.org.uk)

**The closing date for applications is 0900 hrs on Monday 25 September 2017.**

Interviews will be held in our Coventry Office on Monday 9 October 2017.