COUNCIL

31 MARCH 2026

REPORT OF CORPORATE DIRECTOR (FINANCE & IT)

A.5 INDEPENDENT PERSON RECRUITMENT (AUDIT COMMITTEE)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To approve the recommendations from the Interview Selection Panel (Audit Committee meeting 25 June 2025 minute no. 6) to appoint Mrs Sue Gallone as the Council's Independent Person to the Audit Committee for a term of two years. The recommended appointment is to be for the period expiring 31 March 2028.

EXECUTIVE SUMMARY
Audit Committees are a fundamental pillar of good corporate governance of which the composition is a key factor in achieving the characteristics of a good Audit Committee. The appointment of Independent Person(s) to Audit Committees initially stemmed from recommendations emerging from the Redmond Review, which was a national independent review into oversight of local audit and the transparency of local authority financial reporting undertaken by Sir Tony Redmond. The outcome of this review has remained a cornerstone of various improvement plans and revised arrangements considered and introduced by the Government. In terms of the latest review, the Government propose to mandate audit committees within Local Authorities, including the provision for one independent member on those committees. Notwithstanding the above, CIPFA issued their own guidance which states: *"The audit committees of local authorities should include co-opted independent members in accordance with the appropriate legislation. Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise".* Audit Committee members need an underlying independent, sceptical mindset and a willingness to provide robust challenge. The introduction of independent members is seen as beneficial to the Audit Committee in many ways, including: • Ensuring a mix of skills and experience across a range of functions and activities • Providing an external view can often bring a new approach to committee discussions • Reinforce/support the political neutrality and independence of the Committee within the Council • Helps maintain continuity of committee membership where membership is affected by the electoral cycle Overlaying the above with the CIPFA guidance mentioned previously, general aptitude also needs to be considered alongside relevant knowledge, skills and experience. The appointment needs to take account of the overall knowledge and expertise of the existing members of the

Committee. Based on the most recent review the Council is looking for someone who can demonstrate a good understanding in the following areas:

- Financial stewardship/value for money
- Risk management/business continuity

The Audit Committee has delegated authority to make decisions on behalf of the Council in a number of areas as highlighted within its terms of reference – it is not proposed to provide the independent member with voting rights. This will remain subject to ongoing review to ensure that the arrangements remain appropriate and effective.

Members' Interview Selection Panel

On 5 February 2026, a Panel consisting of Councillors Sudra, Steady and Fairley, together with the Council's Section 151 Officer and the Corporate Governance, Performance and Procurement Manager interviewed a candidate who was identified via an associated application process. The Panel asked the candidate a number of questions, evaluated the responses and upon scoring felt that the candidate would bring a high quality and particular range of skills and experience to the role. As a result of the interview conducted by the Interview Panel as delegated by the Audit Committee, recommends to full Council the appointment as set out below.

RECOMMENDATION(S)

It is recommended that:

a) **Council endorses the recommendation of the Audit Committee and appoints to the role of Independent Person to the Audit Committee, for a two-year term until 31 March 2028, with an Independent Remuneration Panel Band C allowance per annum;**

b) **subject to (a) and following the outcome of the Audit Committee's Interview Panel, Mrs Sue Gallone is appointed as the Council's Independent Person with immediate effect; and**

c) **Council notes that further decisions on the term of the Independent Person may be required, in light of the Local Government Reorganisation programme.**

REASON(S) FOR THE RECOMMENDATION(S)

That the appointment of the Independent Person referred to above is agreed by Council, as recommended by CIPFA, to appoint a maximum of two Independent Persons to work with the Council's Audit Committee within the Audit Committee/Risk framework.

ALTERNATIVE OPTIONS CONSIDERED

Not to appoint an Independent Person – this would not be in line with CIPFA guidance and anticipated Government implementation stemming from the Redmond Review.

Enquiries were also made with neighbouring Councils as to their local arrangements, however no Authority at the time of recruitment had any arrangements in place.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
The existence of sound governance, internal control and financial management practices and procedures are essential to the delivery of Corporate priorities supported by effective management and forward planning within this overall framework.
LEGAL REQUIREMENTS (including legislation & constitutional powers)
The recommendation to appoint an Independent Person(s) to the Audit Committee initially stemmed from the Redmond Review. This has not materialised into legislation, as is the case with other Independent Persons appointed by the Council (e.g. Independent Persons for the Standards Committee and Independent Remuneration Panel); however CIPFA guidance recommends this practice to be implemented by Audit Committees. The Localism Act 2011 requires each local authority to appoint an Independent Person to work with the Council's Monitoring Officer within the Standards Framework and support the Standards Committee and Sub-Committee. Tendring District Council has an adopted Independent Person Protocol which forms part of the Council's Constitution at Part 6.39 to 6.41. Although the points set out below relate to the appointment of an Independent Person(s) under the Council's Standards Framework, it has been considered as best practice with the general principles applied as necessary (including the statutory Section 151 Officer involved in the process instead of the Monitoring Officer) to the role of the Independent Person for appointment to the Audit Committee. *Section 28(6) and (7) of the Localism Act 2011 requires the Council to appoint at least one Independent Person to work with the Monitoring Officer within the Standards Framework. In accordance with the Council's Constitution, the advertisement of vacancies of Independent Person(s), the review of applications received, the interview of suitable candidates and the making of recommendations to Council as to who should be appointed, are delegated to the Chief Executive or Monitoring Officer. However, as this independent role has strong engagement with Councillors, it was considered appropriate that representatives from the Standards Committee were involved in the recruitment process.* *Part 2, Article 4, 4.02 Functions of the Full Council (13) The appointment of Independent Persons on the recommendation of the Monitoring Officer as to who should be appointed*
FINANCE AND OTHER RESOURCE IMPLICATIONS
At its meeting on 25 June 2025, the Audit Committee resolved that the proposal to recruit an Independent Person, for a term of office for two years be supported (subject to Full Council appointment). In terms of the allowance payable, in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003, Local Authorities must have regard to an Independent Remuneration Panel's (IRP) recommendations when deciding on the remuneration for such members. The Council has amended its scheme of allowances to be paid to District Councillors as set out with effect from 01 April 2026. The Independent Person role would fall within Category C (new or revised Committee arrangements, the role of Chairman (or other approved special responsibility) at the current rate of £1,679. This remains subject to further review by the IRP at the next timely opportunity during the year.

USE OF RESOURCES AND VALUE FOR MONEY	
The following are submitted in respect of the indicated use of resources and value for money indicators:	
A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	As stated within Finance and other resource implications. Advertisement of vacancy, interview and recommendation to Full Council has been delegated to the Interview Panel as determined by the Audit Committee.
B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	
C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.	

MILESTONES AND DELIVERY

The appointment of the Independent Person if approved by Council and the completion of any associated training that may be required.

ASSOCIATED RISKS AND MITIGATION

That by not appointing at least one Independent Person, the Council would not be following best practice as contained within CIPFA guidance and following recommendations from the Redmond Review, as detailed throughout the report and attachments.

As highlighted further on within this report, the Council's Audit Committee have endorsed the approach of potentially appointing at least two people in-line with CIPFA guidance, with the recruitment process set out within this report seeking the initial appointment to one of those roles. The further potential appointment to a second IP role remains subject to further consideration during the next two years.

OUTCOME OF CONSULTATION AND ENGAGEMENT

Members of the Audit Committee previously provided comment on the content of the Independent Person Recruitment Pack. The vacancy was advertised on the Council's website.

EQUALITIES

In line with the Public Sector Equality Duty, public bodies such as the Council must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment and victimisation to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Independent Person Recruitment Pack does not impact on the protected characteristics.

SOCIAL VALUE CONSIDERATIONS

There are no direct implications associated with this report.

IMPLICATIONS RELATED TO DEVOLUTION AND/OR LOCAL GOVERNMENT REORGANISATION

There are no direct implications arising from the recruitment process for the Independent

Person, with the appointment for a two-year period until 31 March 2028. However, on the basis that appointing an Independent Person is best practice as previously referenced within the report; there may be a need for consideration of the position for those appointees in respect of the appointment timeframe that would involve the relevant (Shadow) new Unitary Council. This is on the basis that the Government implements Local Government Reorganisation across Greater Essex from 1 April 2028. Likewise, appointees may wish to consider their position at that time also.

IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2050

There are no direct implications associated within this report.

OTHER RELEVANT IMPLICATIONS

Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below:

Crime and Disorder	Not applicable
Health Inequalities	Not applicable
Subsidy Control (the requirements of the Subsidy Control Act 2022 and the related Statutory Guidance)	Not applicable
Area or Ward affected	All Wards could be affected

ANY OTHER RELEVANT INFORMATION

None

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The following recruitment process was undertaken for the role of Independent Person referenced throughout this report and attachments:

- Up to two people are to be appointed to serve in the role of Independent Person
- An allowance of up to £1,800 per annum (if agreed by the Independent Remuneration Panel) has been allocated for payment to each person
- A recruitment pack was produced incorporating comments from the Audit Committee and was subsequently advertised on the Council's website
- An interview has been undertaken by a joint Member/Officer panel
- The recommended appointment by the Panel is contained within this report to Full Council for approval

Audit Committees are a fundamental pillar of good corporate governance and the Council established its own Committee back in 2006. The Council's Audit Committee operates against detailed terms of reference which were appended to the Independent Person specification.

The composition of the Audit Committee is a key factor in achieving the characteristics of a good Audit Committee. The membership of the Council's Audit Committee has recently been increased from five to seven members, which further underlines its important role within the

Council.

The appointment of Independent Person(s) to Audit Committees initially stemmed from recommendations emerging from the Redmond Review, which was a national independent review into the oversight of local audit and the transparency of local authority financial reporting undertaken by Sir Tony Redmond. The outcome of this review has remained a cornerstone of various improvement plans and revised arrangements considered and introduced by the Government. It still features within the latest review into the local audit regime which remains subject to consultation and review by the Government before implementation. In terms of this latest review, the Government propose to mandate audit committees within Local Authorities, including the provision for one independent member on those committees.

Notwithstanding the above, CIPFA have issued their own guidance that states: "The audit committees of local authorities should include co-opted independent members in accordance with the appropriate legislation. Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise".

Taking the above into account, the Council's Audit Committee have endorsed the approach of potentially appointing at least two people, with the recruitment process seeking the initial appointment to one of those roles.

Audit Committee members need an underlying independent, sceptical mindset and a willingness to provide robust challenge. The introduction of independent members is seen as beneficial to the Audit Committee in many ways, including:

- Ensuring a mix of skills and experience across a range of functions and activities
- Providing an external view can often bring a new approach to committee discussions
- Reinforce/support the political neutrality and independence of the Committee within the Council
- Helps maintain continuity of committee membership where membership is affected by the electoral cycle

Overlaying the above with the CIPFA guidance aforementioned, general aptitude also needs to be considered alongside relevant knowledge, skills and experience. The appointment of co-opted independent members therefore needs to take account of the overall knowledge and expertise of the existing members of the Committee. Based on the most recent review, the Council was looking for someone who can demonstrate a good understanding and experience in the following areas:

- Financial stewardship / value for money
- Risk management /business continuity

The Council's Audit Committee has delegated authority to make decisions on behalf of the Council in a number of areas as highlighted within its terms of reference – it is not proposed to provide the independent member with associated voting rights. This will remain subject to on-going review to ensure that the arrangements remain appropriate and effective. The Committee does however also have an advisory role, upon which the independent member would play an essential role, which may include areas of challenge and review.

PREVIOUS RELEVANT DECISIONS TAKEN BY COUNCIL/CABINET/COMMITTEE ETC.
Audit Committee 25 June 2025 minute no. 6 **RESOLVED** that: c) In respect of the appointment of an Independent Person, the Committee notes that the Council is ahead of many other Councils in taking such best practice steps to support its overall Governance arrangements and that in respect of the Independent Person it: a) Reconfirms its support to recruit an Independent Person((s) to a maximum number of two), for a term of office until 31 March 2028, to align with the current proposals of Local Government Reorganisation, subject to Full Council approval on appointment; ii) Agrees the Independent Person Specification, as set out in Appendix D, for the role of the Independent Person; and iii) Authorises the Corporate Director (Finance & IT), in consultation with the Chairman of the Audit Committee, to agree and undertake the associated recruitment process. Audit Committee 19 February 2026 minute no. 24 **RESOLVED** that: b) The Committee recommends to Full Council that, at its meeting due to be held on 31 March 2026, and following a recruitment and interview process, Mrs Sue Gallone be appointed as the Independent Person for the Audit Committee.
BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL
Audit Committee Independent Person specification.

APPENDICES
Appendix A - Table of Outstanding Issues Report to Audit Committee 19 February 2026 **Appendix B - Table of Outstanding Issues Report to Audit Committee 26 June 2025** **Appendix C - Independent Person Specification and Recruitment Pack**

REPORT CONTACT OFFICER(S)	
Name	**Richard Barrett**
Job Title	**Corporate Director (Finance & IT)**
Email	**rbarrett@tendringdc.gov.uk**
Name	**Karen Hayes**
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Email	**khayes@tendringdc.gov.uk**

A.5 APPENDIX A

AUDIT COMMITTEE

19 February 2026

REPORT OF DIRECTOR FINANCE & IT

A. AUDIT COMMITTEE – TABLE OF OUTSTANDING ISSUES

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To present to the Committee the progress on outstanding actions identified by the Committee along with general updates on other issues that fall within the responsibilities of the Committee.

EXECUTIVE SUMMARY
• A Table of Outstanding Issues is maintained and reported to each meeting of the Committee. This approach enables the Committee to effectively monitor progress on issues and items that form part of its governance responsibilities. • Updates are set out against general items, the Annual Governance Statement and External Audit recommendations within **Appendix A, B and C respectively.** • To date there are no significant issues arising from the above, with work remaining in progress or updates provided elsewhere on the agenda where appropriate. • Update following the recruitment process of an Independent Person to the Audit Committee.

RECOMMENDATION(S)
It is recommended that the Committee: **a) Notes the progress against the actions set out in Appendices A, B and C;** **b) Recommends the appointment of an Independent Person to the Audit Committee, Mrs Sue Gallone, following a recruitment and interview process for consideration by full Council at its 31 March 2026 meeting.**

REASON(S) FOR THE RECOMMENDATION(S)
To provide a timely update to the Committee along with reassurances that actions previously identified are being addressed accordingly.

ALTERNATIVE OPTIONS CONSIDERED
There are no alternative options associated with this report.

A.5 APPENDIX A

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
The existence of sound governance, internal control and financial management practices and procedures are essential to the delivery of Corporate priorities supported by effective management and forward planning within this overall framework.
LEGAL REQUIREMENTS (including legislation & constitutional powers)
The content of this report and appendices addresses a number of statutory/regulatory requirements placed on the Council, which are highlighted as necessary elsewhere within the report.
FINANCE AND OTHER RESOURCE IMPLICATIONS
Finance and other resources There are no significant financial implications associated with monitoring of the agreed actions or responses. If additional resources are required then appropriate steps will be taken including any necessary reporting requirements.
USE OF RESOURCES AND VALUE FOR MONEY
The following are submitted in respect of the indicated use of resources and value for money indicators:

A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	The latest general commentary from the Council's External Auditors is set out elsewhere on the agenda.
B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	
C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.	

MILESTONES AND DELIVERY
The Table of Outstanding Issues is presented to the Audit Committee at each of its standard meetings.
ASSOCIATED RISKS AND MITIGATION
The Table of Outstanding Issues is in itself a response to potential risk exposure with further activity highlighted to address matters raised by the Audit Committee. The report does not have a direct impact although such issues could feature in future recommendations and actions. Any actions that may have an impact will be considered and appropriate steps taken to address any issues that may arise.
OUTCOME OF CONSULTATION AND ENGAGEMENT
There is no requirement to seek consultation on this report. This is a public document to be presented to the Audit Committee.

A.5 APPENDIX A

EQUALITIES
There are no direct implications associated with this report.
SOCIAL VALUE CONSIDERATIONS
There are no direct implications associated with this report.
IMPLICATIONS RELATED TO DEVOLUTION AND/OR LOCAL GOVERNMENT REORGANISATION
This is recognised within the Council's Annual Governance Statement and associated action plan as set out in **Appendix B.**
IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2050
There are no direct implications associated within this report.
OTHER RELEVANT IMPLICATIONS
Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below:

Crime and Disorder	Not applicable
Health Inequalities	Not applicable
Subsidy Control (the requirements of the Subsidy Control Act 2022 and the related Statutory Guidance)	Not applicable
Area or Ward affected	All Wards could be affected

ANY OTHER RELEVANT INFORMATION
None

PART 3 – SUPPORTING INFORMATION

BACKGROUND

TABLE OF OUTSTANDING ISSUES

The Table of Outstanding Issues has been reviewed and updated since it was last considered by the Committee in September 2025.

There are three main ongoing elements to this report as follows:

1) Updates against general items raised by the Committee – **Appendix A**

2) Updates against the 2024/25 Annual Governance Statement Action Plan – **Appendix B**

3) Updates against recommendations made by the External Auditor – **Appendix C**

In terms of item 1 and 3 above, there are no significant issues to raise, with actions remaining in progress or further details set out below.

A.5 APPENDIX A

In respect of the 2024/25 Annual Governance Statement Action Plan, although this remains subject to the Committee's final approval as set out elsewhere in the agenda, for timely and practical reasons the version currently published at the end of June 2025 alongside the Unaudited Statement of Accounts presents the most up to date position for the Committee's consideration. Similarly to last year, this approach has enabled the actions and associated updates to be considered as early as possible within the Committee's annual work programme. **Appendix B** therefore includes outstanding items from last year's Annual Governance Statement alongside new items for the year. There are no significant issues to highlight at the present time with actions and activities remaining on-going.

Local Audit Reform

Following the more detailed update at the last meeting of the Committee, the Government continue to work through the various associated steps to establish the Local Audit Office, as part of enacting the English Devolution and Empowerment Bill. Further updates will be provided as necessary later in the year.

Recruitment and recommended appointment of an Independent Person to the Audit Committee

At its meeting of 25 June 2025 minute no. 6 RESOLVED that:

c) In respect of the appointment of an Independent Person, the Committee notes that the Council is ahead of many other Councils in taking such best practice steps to support its overall Governance arrangements and that in respect of the Independent Person it:

i) Reconfirms its support to recruit an Independent Person((s) to a maximum number of two), for a term of office until 31 March 2028, to align with the current proposals of Local Government Reorganisation, subject to Full Council approval on appointment;

ii) Agrees the Independent Person Specification, as set out in Appendix D, for the role of the Independent Person; and

iii) Authorises the Corporate Director (Finance & IT), in consultation with the Chairman of the Audit Committee, to agree and undertake the associated recruitment process.

The Interview Panel consisting of Audit Committee Members and Officers, conducted a recruitment process and subsequent interview on 05 February 2026. Following the interview and assessment of the candidate, the Interview Panel concluded, that subject to the Audit Committee's approval, to recommended to full Council, at its meeting of 31 March 2026, the appointment of Mrs Sue Gallone.

RIPA – Regulatory Investigatory Powers Act 2000

To inform the Committee of any activity conducted under RIPA by the Authority – the Authority has not conducted any RIPA activity in the last quarter and it is rare that it will be required to do so.

Whistleblowing

A.5 APPENDIX A

To inform the Committee of any activity under the Whistleblowing Policy as part of the monitoring arrangements in line with the adopted policy of July 2023. At its last meeting in Sep 25 the Committee was informed the Authority had received two notifications of Whistleblowing. The outcome for the two notifications after exploration was no further action and the notifications were closed. There have been no further notifications.
PREVIOUS RELEVANT DECISIONS TAKEN BY COUNCIL/CABINET/COMMITTEE ETC.
None
BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL
None

APPENDICES
Appendix A – Table of Outstanding Issues (February 2026) – General **Appendix B** – Table of Outstanding Issues (February 2026) – Update against 2024/25 Annual Governance Statement Actions **Appendix C** – Table of Outstanding Issues (February 2026) – External Audit Recommendations

REPORT CONTACT OFFICER(S)	
Name	**Richard Barrett**
Job Title	**Corporate Director – Finance & IT**
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Name	**Karen Hayes**
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Email/Telephone	**khayes@tendringdc.gov.uk**

A.5 APPENDIX B

AUDIT COMMITTEE

26 June 2025

REPORT OF DIRECTOR FINANCE & IT

A. AUDIT COMMITTEE – TABLE OF OUTSTANDING ISSUES

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To present to the Committee the progress on outstanding actions identified by the Committee along with general updates on other issues that fall within the responsibilities of the Committee.

EXECUTIVE SUMMARY
• A Table of Outstanding Issues is maintained and reported to each meeting of the Committee. This approach enables the Committee to effectively monitor progress on issues and items that form part of its governance responsibilities. • Updates are set out against general items within **Appendix A, B and C.** • To date there are no significant issues arising from the above, with work remaining in progress or updates provided elsewhere on the agenda where appropriate. In respect of **Appendix A**, following their completion as reported to the last meeting of the Committee, a number of items have now been removed. • **Appendix D** sets out a draft Independent Person specification in response to previous discussion and resolutions of the Committee. • **Appendix E - HSE**

RECOMMENDATION(S)
It is recommended that the Committee: **a) Notes the progress against the actions set out in Appendices A, B and C;** **b) Reconfirms its support to recruit an Independent Person((s) to a maximum of two), for a term of office until 31 March 2028, to align with the current proposals of Local Government Reorganisation, subject to Full Council approval on appointment;** **c) Agrees the Independent Person Specification, set out in Appendix D, for the role of the Independent Person;** **d) Agrees a delegation to the Audit Committee Chairman to agree and undertake the associated recruitment process;** **e) Notes the Health and Safety Executive Inspection set out in Appendix E.**

A.5 APPENDIX B

REASON(S) FOR THE RECOMMENDATION(S)
To provide a timely update to the Committee along with reassurances that actions previously identified are being addressed accordingly.

ALTERNATIVE OPTIONS CONSIDERED
There are no alternative options associated with this report.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
The existence of sound governance, internal control and financial management practices and procedures are essential to the delivery of Corporate priorities supported by effective management and forward planning within this overall framework.
LEGAL REQUIREMENTS (including legislation & constitutional powers)
The recommendation to appoint an Independent Person(s) to the Audit Committee initially stemmed from the Redmond Review. This has not materialised into legislation, as is the case with other Independent Persons appointed by the Council (e.g. Independent Persons for the Standards Committee and Independent Remuneration Panel); however CIPFA guidance recommends this practice to be implemented by Audit Committees. The Localism Act 2011 requires each local authority to appoint an Independent Person to work with the Council's Monitoring Officer within the Standards Framework and support the Standards Committee and Sub-Committee. Tendring District Council has an adopted Independent Person Protocol which forms part of the Council's Constitution at Part 6.39 to 6.41. Section 28(6) and (7) of the Localism Act 2011 requires the Council to appoint at least one Independent Person to work with the Monitoring Officer within the Standards Framework. In accordance with the Council's Constitution, the advertisement of vacancies of Independent Person(s), the review of applications received, the interview of suitable candidates and the making of recommendations to Council as to who should be appointed, are delegated to the Chief Executive or Monitoring Officer. However, as this independent role has strong engagement with Councillors, it was considered appropriate that representatives from the Standards Committee were involved in the recruitment process. Part 2, Article 4, 4.02 Functions of the Full Council (13) The appointment of Independent Persons on the recommendation of the Monitoring Officer as to who should be appointed Although the above relates to the appointment of an Independent Person(s) under the Council's Standards Framework, it is considered best practice to apply this to the role of the Independent Person for appointment to the Audit Committee.

A.5 APPENDIX B

FINANCE AND OTHER RESOURCE IMPLICATIONS	
Finance and other resources There are no significant financial implications associated with monitoring of the agreed actions or responses. If additional resources are required then appropriate steps will be taken including any necessary reporting requirements.	
USE OF RESOURCES AND VALUE FOR MONEY	
The following are submitted in respect of the indicated use of resources and value for money indicators:	
A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	Not directly applicable
B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	Not directly applicable
C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.	Not directly applicable
MILESTONES AND DELIVERY	
The Table of Outstanding Issues is presented to the Audit Committee at each of its standard meetings.	
ASSOCIATED RISKS AND MITIGATION	
The Table of Outstanding Issues is in itself a response to potential risk exposure with further activity highlighted to address matters raised by the Audit Committee. The report does not have a direct impact although such issues could feature in future recommendations and actions. Any actions that may have an impact will be considered and appropriate steps taken to address any issues that may arise.	
OUTCOME OF CONSULTATION AND ENGAGEMENT	
There is no requirement to seek consultation on this report. This is a public document to be presented to the Audit Committee.	
EQUALITIES	
The Table of Outstanding Issues aims to deliver fairness, transparency and consistency to all customers and stakeholders.	
SOCIAL VALUE CONSIDERATIONS	
The Table of Outstanding Issues is in itself a response to potential risk exposure, including considerations towards social value, with further activity highlighted to address matters raised by the Audit Committee.	
IMPLICATIONS RELATED TO DEVOLUTION AND/OR LOCAL GOVERNMENT REORGANISATION	
There are no direct implications associated within this report with regard to **Appendices A, B**	

and C. In respect of **Appendix D** it is recommended that the appointment of the Independent Person is until 31 March 2028 in alignment with the current proposals relating to Local Government Reorganisation.
IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2050
There are no direct implications associated within this report.
OTHER RELEVANT IMPLICATIONS
Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below:

Crime and Disorder	Not applicable
Health Inequalities	Not applicable
Subsidy Control (the requirements of the Subsidy Control Act 2022 and the related Statutory Guidance)	Not applicable
Area or Ward affected	All Wards could be affected

ANY OTHER RELEVANT INFORMATION
None

PART 3 – SUPPORTING INFORMATION

BACKGROUND
TABLE OF OUTSTANDING ISSUES The Table of Outstanding Issues has been reviewed and updated since it was last considered by the Committee in March 2025. There are three main ongoing elements to this report as follows: 1) Updates against general items raised by the Committee – **Appendix A** 2) Updates against the 2023/24 Annual Governance Statement Action Plan – **Appendix B** 3) Updates against recommendations made by the External Auditor – **Appendix C** In terms of item 1) above, there are no significant issues to raise, with actions remaining in progress or further details set out below. In terms of item 2) above, the Annual Governance Statement for 2025 remains subject to be finalised alongside the Statement of Accounts 2024/25 for publishing by the end of June 2025. The associated action plan that will be set out within the above statement will include the ongoing/outstanding items set out within **Appendix B**. However, given the timing of this meeting of the Audit Committee and the publication date highlighted above, **Appendix B** only

gives updates against the existing Annual Governance Statement at the present time, with further details presented to the September 2025 meeting of the Committee that will reflect the revised actions and activities emerging from the 2025 review.

Appointment of Independent Person(s) to the Audit Committee

A draft person specification is set out in **Appendix D**. At its July 2024 meeting of the Committee, it was agreed that the Committee endorsed the appointment of up to two Independent Persons. At its March 2025 meeting of the Committee, a draft specification was presented and subsequently Committee Member and Officer workshops have taken place in order to develop the specification. Once this final version is agreed, a recommendation will need to be made to Full Council following which the actions associated with establishing and recruiting to this post can be undertaken as necessary. A recommendation is included above that reflects this proposed approach.

As set out in previous reports, the associated information to be presented to Full Council will include any financial budgetary implications as well as any necessary delegations to the Chief Executive Officer and Audit Committee Chairman to undertake and complete the associated appointment process.

Subject to Full Council's approval, the recruitment process will reflect the need to undertake the necessary publicising and advertising of the opportunity, the formal application and recruitment process and subsequent induction programme.

Local Audit Reform

The Government recently announced a series of reforms to address issues within the local audit system with some key highlights as follows:

Simplification and Streamlining: The reforms aim to simplify financial reporting requirements and streamline the audit process to make it more efficient

Increased Capacity: Efforts will be made to increase the capacity of the audit sector, reducing reliance on a small number of auditors

Funding Support: Up to £49 million in funding will be provided to help local authorities clear audit backlogs and cover additional costs

New Local Audit Office: A new Local Audit Office will be established to coordinate functions currently spread across multiple organizations, such as the National Audit Office and the Financial Reporting Council

Transparency and Accountability: The reforms are designed to restore public trust in how councils manage and report their finances, ensuring better value for taxpayers

These changes are part of a broader "Plan for Change" to bring long-term stability to the local audit system. The practical implications remain under review with further updates planned to be presented to the Committee later in the year.

Health and Safety Executive – findings and actions

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The Health and Safety Executive (HSE), advised the Council of their intentions to undertake a site visit to investigate Asbestos Management under the Health and Safety at Work Act 1974 (control of Asbestos Regulations 2012). The inspection took place on 12 February 2025 with staff from Leisure, Princes Theatre, Facilities Management, Health and Safety and the Union all engaged in this comprehensive inspection across four HSE chosen locations, namely Northbourne Depot, Town Hall, Princess Theatre and Clacton Leisure Centre.

The resultant 14 March 2025 HSE report recommendations were immediately used to create a Council improvement action plan (**Appendix E**). The Council's Management Team were informed and senior managers have retained oversight of the resulting actions/deliverables.

The Corporate Health and Safety Team are project managing and supporting services to ensure that they achieve all of the HSE required improvements by agreed dates. The Council remains in regular contact with the HSE to update/provide written evidence of completed activities and completion timescales. At the time of writing, a small number of Asbestos Management improvement actions are programmed but outstanding.

It is anticipated that the HSE will most probably re-inspect once these improvement deadline dates have passed and relevant services have been informed. Services are fully committed to completing all of the improvements required and Management Team are kept updated through periodic review. The Council will continue to work with the HSE to promote a safer working environment for our staff, contractors and public who attend our buildings. From a lessons-learnt perspective:

1) That senior managers are reminded that Asbestos Management Plans (AMPs) need to remain current, including checks, updating following any property refurbishments or material building changes.

2) Although no issues relating to the Council's Asbestos Management training arrangements were identified during the HSE inspection, it has become apparent that due to staff leavers/joiners, some service areas feel the need for refresher/further training. The Health and Safety Team are working with all services to ensure they have the necessary asbestos-trained personnel required relating to their areas of responsibility.

3) Moving forwards, the Health and Safety Team will ensure that as part of future scheduled Council inspections, they better engage with responsible individuals to ensure that Asbestos Management (AM) documentation is reviewed annually and that there is due focus on AM training record checks/training guidance and support.

Food Standards Agency – findings and actions

The Council's statutory functions in respect of food safety are overseen by the Food Standards Agency (FSA) who are the regulatory body for local authority delivery (https://www.food.gov.uk/about-us/the-food-regulatory-system).

The FSA seeks assurance that the Authority has effective and efficient arrangements in place to ensure official controls and that other official activities are performed on all food businesses as required by assimilated Regulation (EU) 2017/625 and the Food Law Code of Practice (FLCoP).

A.5 APPENDIX B

FSA sets the programme for food safety inspections undertaken by local authorities and local authorities provide statistical data covering a number of parameters, including the number of food hygiene inspections undertaken and the findings from those inspections. Some of that information is used to provide consumers with useful information such as the food hygiene score a business has achieved (https://ratings.food.gov.uk/).

During December 2024, the Council received a performance report from the FSA. The FSA routinely monitors local authority performance through data submitted in twice yearly returns. The Council had submitted their October 2023, April 2024 and October 2024 returns as required.

The returns in 2023 and 2024 highlighted that the Council had fallen short of its targeted interventions with a large number of those interventions being overdue. It was also highlighted in the return that a new manager of the Food Safety Team joined the Authority in September 2023, and that three food-competent officers had left the Authority around the same time. A new Environmental Health Officer (EHO) joined the Authority in October 2024 and the Council was advertising for two further vacancies. In the meantime, the Authority was to employ a contractor to carry out the planned intervention programmes.

The October 2024 return highlighted that the Authority conducted 47.18% of the intervention programme for A/E rated premises, broken down by risk categories as follows:

100% completion for A rated (highest risk) interventions
50% for B rated interventions
50% for C rated interventions
47% for D rated interventions
43.66% for E rated (lowest risk) interventions – 95 interventions of the 260 unrated premises

The Council had identified a need for 4.4 full time equivalents (FTE) to deliver the food service effectively, however the allocation at that time stood at 3.4 FTEs, with only 2.9 occupied. It is this shortfall in staffing capacity that had contributed to the backlog of inspections.

The FSA requested a meeting to discuss the Council's position and the plans that had been developed to address the shortcomings identified. During the meeting, the background to the engagement was discussed, as was the FSA's functions of monitoring the performance of a Council's delivery of the food hygiene intervention programme. The main topics discussed were the backlog of interventions and the Council's arrangements to demonstrate that senior delegated officers are fully aware of the risks and of the full demands on the food service, along with the resources required to deliver it, including any shortfalls in resources.

The Council continues to be in open dialogue with the FSA and has significantly reduced the number of outstanding inspections. Due to the way in which good businesses are risk rated to determine their inspection frequency and the fact the new businesses are registering all the time with other businesses ceasing to trade, the number of inspections due does fluctuate. The Food Safety Team have updated the Service Plan for 2025 which addresses the issues that have both been highlighted by officers and raised by the FSA. These plans have been shared with the FSA and they are satisfied with the progress that is being made towards improving the inspection numbers.

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RIPA – Regulatory Investigatory Powers Act 2000

To inform the Committee of any activity conducted under RIPA by the Authority – the Authority has not conducted any RIPA activity in the last quarter and it is rare that it will be required to do so.

Whistleblowing

To inform the Committee of any activity under the Whistleblowing Policy as part of the monitoring arrangements. The Authority has not received any Whistleblowing notifications since the adoption of its policy in July 2023.

PREVIOUS RELEVANT DECISIONS TAKEN BY COUNCIL/CABINET/COMMITTEE ETC.
The Table of Outstanding Issues is presented to the Committee at each of its meetings.

BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL
None

APPENDICES
Appendix A – Table of Outstanding Issues (June 2025) – General
Appendix B – Table of Outstanding Issues (June 2025) – Update against 2023/24 Annual Governance Statement Actions
Appendix C – Table of Outstanding Issues (June 2025) – External Audit Recommendations
Appendix D – Draft Independent Person specification
Appendix E - HSE

REPORT CONTACT OFFICER(S)	
Name	**Richard Barrett**
Job Title	**Director – Finance & IT**
Email/Telephone	**rbarrett@tendringdc.gov.uk**
Name	**Karen Hayes**
Job Title	**Corporate Governance, Performance & Procurement Manager**
Email/Telephone	**khayes@tendringdc.gov.uk**

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Tendring District Council

TENDRING DISTRICT COUNCIL

AUDIT COMMITTEE INDEPENDENT PERSONS

INFORMATION AND APPLICATION PACK

Tendring District Council
Town Hall, Station Road, Clacton-on-Sea
Essex CO15 1SE
Tel: 01255 686561
www.tendringdc.gov.uk

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Thank you very much for expressing an interest in this role of an Independent Person to Tendring District Council's Audit Committee.

In this information and application pack you will find out more about the Audit Committee and what might be expected of you should you become an Independent Person. You will also find a short application form should you wish to apply for the role.

Audit Committees form the foundation for the promotion, development and adherence to good governance in Local Government and independent people being part of such arrangements helps to build confidence and the necessary assurance that the Council is operating as effectively as it can across the broad range of its activities, responsibilities, and functions. The strong working relationship between officers and Councillors has been a feature of the Council for many years irrespective of the groups forming the administration. The cultivation of an inclusive approach across the Council Chamber with Group Leaders and those involved in Overview and Scrutiny and in Audit has meant that constructive challenge and review have been integral to the governance of the Council.

We are looking for persons who have a sceptical mindset and a willingness to provide robust challenge, especially in areas such as financial stewardship, value for money and risk management. Along with good interpersonal skills, we are looking for someone who is also confident in contributing new ideas and thinking to the work of our Audit Committee.

Thank you once again for your interest.

Richard Barrett

Section 151 Officer

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Thank you for your interest in applying for the role of an Independent Person for the Audit Committee at Tendring District Council. As the Chairman of the Audit Committee this is a role that it is extremely important to me and the value it brings to the Council.

The Committee has a busy work programme each year with a sample of the general functions of the Audit Committee as follows, albeit this is not an exhaustive list:

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment.

2. To provide independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment.

3. Considers the annual budget for the internal audit service as part of the Council's budget setting process.

4. To oversee the financial reporting process

5. Consider the Internal Audit Manager's annual report and opinion and a summary of internal audit activity (actual and proposed), and the level of assurance it can give over the Council's corporate governance arrangements.

6. Considering external auditor and external regulatory reports and monitoring any quality improvement programmes where required. Comments are provided to Cabinet as appropriate.

7. Commenting on the scope and depth of external audit work and ensuring it gives value for money.

For the role of Independent Person, we are seeking individuals who act impartially at all times, without political bias or prejudice and who conduct themselves in accordance with the principles of high standards of conduct expected when acting in public life. The Independent Person will also possess the relevant skills to support the Council in areas such as financial stewardship, value for money, risk management and business continuity.

I wish you luck with your application to fulfil this important and varied role.

Cllr Geeta Sudra

Chairman
Audit Committee

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APPOINTMENT OF INDEPENDENT PERSON TO THE AUDIT COMMITTEE

SELECTION TIMETABLE AND HOW TO APPLY

The timetable

The closing date for receipt of applications is 16 January 2026.

Short-listing is scheduled for later that week and interviews will take place during February 2026.

Candidates will be interviewed by a Panel of two Councillors from the Council's Audit Committee and two Officers. The final appointments will be made by full Council at its meeting on 31 March 2026.

All applications will be assessed against the selection criteria outlined in the application form and person specification. Candidates who are invited for interview will be notified after the short-listing process has taken place. Contact is likely to be by email if an email address is provided by the applicant.

If you have any questions about becoming an Audit Committee Independent Person, please contact Richard Barrett, the Council's Section 151 Officer, on 01255 686868 or email both khayes@tendringdc.gov.uk – rbarrett@tendringdc.gov.uk

How to apply

Should you wish to apply for this position, please complete the application form and include a statement that you feel demonstrates how you meet the criteria and would be suitable for the role.

You should then either post or email the completed form to:

Karen Hayes
Corporate Governance, Performance and Procurement Manager
Tendring District Council
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE
khayes@tendringdc.gov.uk

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TENDRING DISTRICT COUNCIL

Tendring District Council is a Local Authority within Essex, named after the peninsula of Tendring that the Council's administrative area covers. Within the district there is a population of 148,100, with 67,500 households and 4,740 businesses.

Tendring is represented by 48 elected Councillors and its administration is comprised of two groups of Independent Councillors as well as Labour and Liberal Democrat Councillors. 769 staff members are employed to ensure residents, businesses and visitors can depend upon the indispensable services delivered by the Council.

The Council's Corporate Plan 2024 - 2028 (Our Vision) sets out the key areas of focus for the authority and works as a guide to continue improving and developing the Council and the District alongside its partners. Community Leadership is core to our ethos. As a community leader, our Council is a deliverer, facilitator and influencer in delivering outcomes for our residents.

Councillors are democratically accountable to the residents of their District Ward and have an overriding duty to the whole community, including those persons who did not vote for them at election time.

There are also twenty seven Town and Parish Councils within the District.

Further information can be found on the Council's website at www.tendringdc.gov.uk

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THE AUDIT COMMITTEE

The Audit Committee agreed at its meeting on 25 July 2024 the appointment of up to two Independent Persons. At its 26 June 2025 meeting the Audit Committee agreed to recruit an Independent Person((s) to a maximum of two) for a term of office until 31 March 2028, to align with the current proposals of Local Government Reorganisation. The final appointment will be subject to full Council approval.

Composition of the Audit Committee

The Audit Committee (the Committee) is a Non-Executive Committee consisting of seven Members of Tendring District Council, appointed at Annual Council with a membership that reflects the political make-up of the Council.

Terms of Reference

The Audit Committee will have the following roles and functions:

The discharge of the following miscellaneous functions – Part II as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities Regulations) (England) 2000 (as amended).

Duty to approve the Authority's statement of accounts, income and expenditure and balance sheet or record of receipts and payments (as the case may be).

Additional roles and functions of the Committee are as set out below:

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment;

2. To provide independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment;

3. Considers the annual budget for the internal audit service as part of the Council's budget setting process; and

4. To oversee the financial reporting process:

Audit Activity

1. Considering the Internal Audit Manager's annual report and opinion and a summary of internal audit activity (actual and proposed), and the level of assurance it can give over the Council's corporate governance arrangements.

2. Considering reports on the operation of internal audit and summaries of specific internal audit reports where requested.

3. Considering reports from internal audit on agreed recommendations not implemented within a reasonable timescale.

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4. Assessing external auditor and external regulatory reports and monitoring any quality improvement programmes where required. Comments are provided to Cabinet as appropriate.

5. Commenting on the scope and depth of external audit work and ensuring it gives value for money.

6. Liaising with the Audit Commission in regard to the appointment of the Council's external auditor.

Regulatory Framework

7. Reviewing significant issues referred by the Chief Executive, Cabinet or any Council Committee (subject to the availability of resources within the approved audit plan).

8. Monitoring the effective development and operation of risk management and corporate governance.

9. Monitoring Council policies on "Raising Concerns at Work", the whistleblowing policy and the anti-fraud and corruption strategy.

10. Overseeing the production of the Code of Corporate Governance, including the Statement of Internal Control.

11. Considering the arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

12. Considering the Council's compliance with its own and other published standards and controls (other than those covered by the Standards Committee).

Accounts

13. Reviewing and approving the annual statement of accounts.

14. Considering 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 brough to the attention of the Council.

15. Receiving the external auditor's report to those charged with governance.

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Audit Committee Independent Person - Person Specification
Audit Committees in Local Government

Audit Committees are a fundamental pillar of good corporate governance and the Council established its own Committee back in 2006. The Council's Audit Committee operates against detailed terms of reference which are appended to this person specification.

The composition of the Audit Committee is a key factor in achieving the characteristics of a good Audit Committee. The membership of the Council's Audit Committee has recently been increased from five to seven members, which further underlines its import role within the Council.

The appointment of Independent Person(s) to Audit Committees initially stemmed from recommendations emerging from the Redmond Review, which was a national independent review into the oversight of local audit and the transparency of local authority financial reporting undertaken by Sir Tony Redmond. The outcome of this review has remained a cornerstone of various improvement plans and revised arrangement considered and introduced by the Government. It still features within the latest review into the local audit regime which remains subject to consultation and review by the Government before implementation. In terms of this latest review, the Government propose to mandate audit committees within Local Authorities, including the provision for one independent member on those committees.

Notwithstanding the above, CIPFA have issued their own guidance that states that:

"The audit committees of local authorities should include co-opted independent members in accordance with the appropriate legislation. Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise".

Taking the above into account, the Council's Audit Committee have endorsed the approach of potentially appointing at least two people, with this recruitment process seeking the initial appointment to one of those roles.

What is the role of an Independent Person and what sort of person is the Council looking to appoint?

Audit Committee members need an underlying independent, sceptical mindset and a willingness to provide robust challenge. The introduction of independent members is seen as beneficial to the audit committee in many ways, including:

- Ensuring a mix of skills and experience across a range of functions and activities
- Providing an external view can often bring a new approach to committee discussions.
- Reinforce / support the political neutrality and independence of the Committee within the Council.
- Helps maintain continuity of committee membership where membership is affected by the electoral cycle.

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Overlaying the above with the CIPFA guidance mentioned above, general aptitude also needs to be considered alongside relevant knowledge, skills and experience.

The appointment of co-opted independent members therefore needs to take account of the overall knowledge and expertise of the existing members of the Committee. Based on the most recent review, the Council is looking for someone who can demonstrate a good understanding and experience in the following areas:

Financial stewardship / value for money
Risk management / business continuity

The Council's Audit Committee has delegated authority to make decisions on behalf of the Council in a number of areas as highlighted within its terms of reference - it is not proposed to provide the independent member with associated voting rights. This will remain subject to on-going review to ensure that the arrangements remain appropriate and effective. The Committee does however also have an advisory role, upon which the independent member would play an essential role. This may include identifying areas of challenge and review which could possibly involve attending further meetings outside the formal quarterly based meeting schedule of the Committee and attendance at other Council Committee meetings as necessary.

Who is eligible?

Similar to arrangements elsewhere within the Council, a person would not be considered independent and eligible if they:

- Are, or have been within the past 5 years, a member, co-opted member with voting rights, or someone who has stood for office, or Officer of the Council or of one of the Town or Parish Councils in the District; or

- Are, or have been within the past 5 years, a relative, or close friend, of a member, co-opted member with voting rights, or someone who has stood for office within the last 5 years, or officer of the Council or of one of the Town or Parish Councils in the District. For this purpose, "relative" means –

    a. A spouse or civil partner;
    b. Living with the person as husband and wife or as if they were civil partners;
    c. A grandparent of the person;
    d. A lineal descendent of a grandparent of the person;
    e. A parent, sibling or child of the person;
    f. A spouse or civil partner of c., d. or e. above;
    g. Living with a person defined at c., d. or e. above as husband and wife or as if they were civil partners

How long is the appointment?

The period of appointment is proposed to be from the date of acceptance of the role once offered up to and including 31 March 2028.

Do I have to live or work in the District?

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Not necessarily, but a connection to the District will add to the merits of your application.

How will the successful candidate be appointed?

The position is being advertised publicly via the Council's website, with consideration of using complementary approaches as necessary.

The appointment process has been delegated to the Chief Executive in consultation with the Audit Committee Chairman.

The Council will only consider / appoint someone who makes a formal application.

Following the appointment process, the necessary induction / training will be provided to the successful candidate.

Is the position paid?

The Independent Member(s) will be entitled to a payment of approximately £TBC a year under the Council's associated allowances scheme to reflect the commitment required that includes the necessary regular attendance at committee meetings and associated preparatory work and reading of reports.

How much time does it involve?

The estimated time commitment required to undertake the role can vary, but on average it would involve attendance at four meetings of between one to three hours, plus associated preparatory reading etc. Committee meetings are generally held in the mornings. As highlighted earlier, attendance may also be required at associated meetings when necessary, such as the Council's Overview and Scrutiny Committees.

This role may be supported by an Independent Person Protocol as necessary.

Tendring District Council

APPLICATION FORM FOR ROLE OF AUDIT COMMITTEE INDEPENDENT PERSON

PERSONAL DETAILS

TITLE	MR/MRS/MISS/MS/OTHER* * Please specify ……
NAME	
ADDRESS	
TELEPHONE NUMBER (daytime)	
TELEPHONE NUMBER (mobile)	
EMAIL ADDRESS	

REFERENCES

REFERENCES - Please give the details of two people who are not related to you and who are able to provide references, relating to your suitability for the role.			
NAME		NAME	
ADDRESS		ADDRESS	
TEL.NO.		TEL.NO.	
EMAIL		EMAIL	
POSITION		POSITION	
Note that references may be taken up prior to interview unless you indicate otherwise			

ADDITIONAL INFORMATION

Please use the space on the next page to give details of why you would like to become one of the Council's Audit Committee Independent Persons and why you believe you are suitable for the position, taking into account the person specification and selection criteria. You may wish to tell us about your personal qualities and skills and work experience including voluntary activities and leisure interests.

The selection criteria include:

- A keen interest in standards in public life
- A wish to serve the local community and uphold local democracy
- High standards of personal integrity
- An ability to be objective, independent and impartial
- Sound analytical skills
- Leadership qualities, particularly in respect of exercising sound judgment
- A broad range of experience
- Good interpersonal skills
- Some knowledge of local government and an understanding of the political process

- Ability to interrogate data

Additional Information (please continue on separate pages if required)

Please continue on a separate sheet of paper if necessary …

PLEASE SIGN AND DATE THIS DECLARATION
• I confirm that to the best of my knowledge and belief the information given in this application is accurate. • I confirm that I am not, nor have I been within the past 5 years, a member, co-opted member with voting rights or officer of Tendring District Council or of one of the Town or Parish Councils in the District of Tendring. • I confirm that I am not a relative or close friend of a member, co-opted member with voting rights or officer of Tendring District Council or of one of the Town or Parish, Councils in the District of Tendring. **Signature:** _____ **Date:** _____

When completed, please return to:

Karen Hayes
Corporate Governance,
Performance and Procurement
Manager

Tendring District Council
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE
khayes@tendringdc.gov.uk