

Would you like to do something worthwhile for Gloucester?

Gloucester City Council is seeking to appoint an Independent Member to its Audit & Governance Committee. This is an important appointment, providing independent insight and constructive challenge to support strong governance, financial management, and risk arrangements.

Independent Members play a vital role in strengthening transparency, accountability, and public confidence in the Council's decision making and assurance framework.

Do you feel you have the time and the skills to make a positive contribution to Gloucester City Council's Audit and Governance Committee?

Independent Audit & Governance Committee Members will;

- Provide independent scrutiny of the Council's financial reporting, risk management, internal control and governance arrangements.
- Review the effectiveness of internal and external audit processes.
- Offer objective challenge and advice to Officers and elected Members.

We are looking to appoint an individual who can bring independence, objectivity and professional expertise to the Audit and Governance Committee, ideally someone with experience in audit, finance, risk management, governance or internal controls, with strong communication skills and confidence to provide constructive challenge.

If this opportunity interests you, but you would like to discuss it further without committing yourself, please contact either Alison Turner ☎ 01452 396091 or 💻 alison.turner@gloucester.gov.uk or Piyush Fatania: Head of Audit Risk Assurance ☎ 01452 328883 or 💻 Piyush.Fatania@gloucestershire.gov.uk

Alternatively, you can request an information pack and application form by emailing lauren.carter@gloucester.gov.uk

Closing date for applications is: **Friday 15th May 2026**

Role, Purpose and Description

Background Information

The aim of the Independent Member is to bring a fresh and objective viewpoint to the work of the Audit and Governance Committee and support them to carry out their work.

The Audit and Governance Committee comprises of seven Gloucester City Councillors who are not part of the ruling administration.

The Audit and Governance Committee are central to the governance, internal control, compliance and risk aspects of the operation of the Council. Having an independent voice with the appropriate background knowledge and skills is advocated by the Chartered Institute of Public Finance and Accountancy (CIPFA) in their Audit Committee Guidance.

The roles and responsibilities of the Audit and Governance Committee include:-

- Monitoring the adequacy and effectiveness of the Council's governance, risk and control arrangements
- Monitoring the operation of the Council's Code of Conduct for Members, and promoting and assisting with the achievement of high standards of conduct by Councillors and co-opted members
- Monitoring the adequacy and effectiveness of the Council's External Audit service and responding to its findings
- Monitoring the adequacy and effectiveness of the Council's Internal Audit service, including the annual risk based internal audit plan and subsequent progress reports

Full details of the Committee's responsibilities are set out in the Committee Functions table at Appendix 1. These form part of [Gloucester City Council's Constitution](#).

Members of the Audit and Governance Committee receive training relevant to their role and are expected to keep up to date.

The Independent Member will be appointed through a process of public advertisement, application, interview and appointment. The Council has a commitment to equal opportunities and welcomes applicants from all sections of the community.

Shortlisted applicants will be invited to an interview with the Head of Finance and Resources and Head of Audit Risk Assurance at a mutually convenient time.

The Independent Member will attend and participate in meetings of the Council's Audit and Governance Committee. The Audit and Governance Committee meets five times per year and on an 'exception' basis as required. The meetings are held at the North Warehouse.

An annual allowance of £500 plus reasonable travel expenses is payable. The appointment is for a fixed term of 2 years.

The Independent Member, through their participation in the Audit and Governance Committee, will assist the Council to discharge its powers and functions. Throughout this role, the Independent Member will be asked:

- To apply strategic thinking and materiality to reports presented
- To provide constructive challenge and ask questions that draw out relevant facts and explanations.
- To seek understanding and enable solutions.
- To evaluate information on the basis of evidence presented without political bias.
- To weigh up differing views and be able to come to an evidence-based conclusion.
- To ask questions to establish the facts while maintaining positive relationships.

Given the independent nature of this role, it is unlikely that we would appoint a person who:

- Has within the period of five years immediately preceding the date of the appointment been a Member or Officer of Gloucester City Council
- Is a serving Member or Officer of any other local authority, or
- Is a relative or close friend of a Member or Officer of Gloucester City Council

Please see Appendix 2 for further details on Disqualifications for Appointment.

Person Specification

Requirements	Where identified*	Essential	Desirable
A broad range of experience, preferably in public, private, voluntary and charitable sector employment or service including self-employed, employed and voluntary positions.	A	✓	
Understanding of the wider local government environment and accountability structures.	A		✓
Strategic/financial management responsibilities.	A		✓
Qualification in accountancy, finance, risk management, business management or internal audit.	A		✓
Good understanding of corporate governance and risk management and the key elements of audit, best value and external scrutiny. The ability to formulate and evaluate solutions to the issues identified.	A		✓
Good understanding of the roles of internal and external audit.	I		✓
Ability to understand complex issues and make objective, evidence-based decisions.	I	✓	
Strong interpersonal and communication skills	I	✓	
Willingness to participate in meetings and ask searching questions in order to challenge and hold to account Council Officers and the representatives of internal and external audit.	I	✓	
Attend and prepare for each meeting of the Audit and Governance Committee.	I	✓	
Ability/willingness to attend any relevant training or development activities associated with the role.	I	✓	
Independence of mind, objectivity and impartiality.	I	✓	

* A is application form

I is interview

Appendix 1

Table 2- Functions of Committees

Audit and Governance Committee
Governance, risk and control
<p>Monitor the adequacy and effectiveness of the Council's governance arrangements including:</p> <ul style="list-style-type: none"> • Monitoring the effectiveness of the Chief Officer's responsibility for ensuring an adequate internal control environment; • Monitoring the arrangements for the identification, monitoring and control of strategic and operational risk within the Council; • Monitoring the adequacy and effectiveness of the arrangements in place for combating fraud and corruption; • Providing an annual report to Council that its systems of governance are operating effectively, which includes the Committee's performance in relation to the terms of reference; • Reviewing and approving the annual Statement of Accounts, Annual Governance Statement and its associated assurance framework; • Considering the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements; • Ensuring that the Chief Internal Auditor has the right of independent access to the Committee and its Chair; • Reviewing and monitoring treasury management arrangements in accordance with the CIPFA Treasury Management Code of Practice; • Considering and advising changes to the Council's Constitution in respect of Contract Standing Orders and Financial Regulations; • Formulating and keeping under review a Code of Conduct to promote high ethical standards amongst Officers and doing anything that is considered to promote and maintain high standards of conduct by Officers; • Formulating and keeping under review the Council's 'whistle-blowing' policy; and • Formulating and keeping under review the Council's arrangements for handling complaints and investigations by the Local Government Ombudsman.
Ethics and Behaviours
<p>To promote, maintain and assist the achievement of high standards of conduct by Councillors and co-opted members in accordance with the Council's Code of Conduct for Members.</p> <ul style="list-style-type: none"> • To monitor the operation of the Code of Conduct for Members; • To advise the Council on any amendment or revision of the Code;

Appendix 1

Table 2- Functions of Committees

<ul style="list-style-type: none"> • To secure adequate and appropriate training of Councillors and co-opted Members on the Code of Conduct for Members; • To give general guidance and advice to Councillors on Members' interests and keep under review the Register of Members' Interests maintained by the Monitoring Officer; and • To give general guidance and advice to Councillors and employees on gifts and hospitality.
<p>External Audit</p>
<p>Monitor the adequacy and effectiveness of the Council's external audit service and respond to its findings. Specifically:</p> <ul style="list-style-type: none"> • Considering the appointment, nature and scope of the external audit of the Council's services and functions; • Receiving and considering all external audit reports including the annual plan, annual audit letter and governance report; and • Monitoring management's response to the external auditor's findings and the implementation of external audit recommendations.
<p>Internal Audit</p>
<p>Monitor the adequacy and effectiveness of the Internal Audit service. Specifically:</p> <ul style="list-style-type: none"> • Approving the internal audit charter; • Approving the annual risk based internal audit plan; • Receiving communications from the Chief Internal Auditor on the internal audit activity's performance relative to its plan and other matters, including the annual report and opinion; • Receiving and considering major Internal Audit findings and recommendations; • Monitoring management's response to Internal Audit findings and the implementation of the recommendations; • Making appropriate enquiries of management and the Chief Internal Auditor to determine whether there are inappropriate scope and resource limitations; • Agreeing the scope and form of the external assessment as part of the quality assurance and improvement plan; • Receiving the results of internal and external assessments of the quality assurance and improvement programme, including areas of non-conformance with professional standards; and • Approving significant consulting services not already included in the audit plan, prior to acceptance of the engagement, if this materially impacts on core assurance activity.

Appendix 1**Table 2- Functions of Committees**

Constitution
<p>To grant dispensations to Councillors and co-opted Members related to interests specified in the Code of Conduct for Members following written requests to the proper officer (Monitoring Officer) by a Member or Co-opted Member under section 33 of the Localism Act 2011, when the Council:</p> <ul style="list-style-type: none"> • Considers that granting the dispensation is in the interests of persons living in the authority's area; • Considers that it is otherwise appropriate to grant a dispensation; and • Considers appeals against decisions made by the Monitoring Officer in exercise of their dispensation powers.
Hearings Panel
<p>To establish a Hearings Panel to make recommendations to Council on the appointment of an Independent Person to hear allegations that Members have failed to comply with the Member's Code of Conduct. Specifically to:</p> <ul style="list-style-type: none"> • Assess and review allegations of Member misconduct; and • Determine allegations of Member misconduct.
Powers
<ul style="list-style-type: none"> • The Committee has the right to require the attendance of any Council officers and/or members in order to respond directly to any issue under consideration; • To review any issues referred to it by the Head of Paid Service, a Director or any Council body; and • The power to call expert witnesses from outside the Council to give advice on matters under review or discussion.

Appendix 2

Disqualifications for Appointment

Summary of Sections 80 and 81 of the Local Government Act 1972.

- (i) A person shall be disqualified from being appointed if he/she: -
 - (a) holds any paid office or employment with the Authority;
 - (b) is a person who has been adjudged bankrupt or made a composition or arrangement with his/her creditors;
 - (c) has, within five years before the day of his/her appointment, been convicted of any offence and had passed upon him/her a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine;
 - (d) has been convicted of a corrupt or illegal practice under Part III of the Representation of the People Act 1983;
 - (e) is disqualified for membership for a specified period by Order of the Court because of his/her involvement in expenditure contrary to law; and
 - (f) is disqualified from membership for five years following an Auditor's certificate that a loss or deficiency has been caused by his/her wilful misconduct while a member of a local authority.
- (ii) The disqualification attaching to a person by reason of having been adjudged bankrupt ceases: -
 - (a) on his/her discharge from bankruptcy unless the bankruptcy order made against the person is previously annulled; and
 - (b) if the bankruptcy order is so annulled, on the date of the annulment.
- (iii) The disqualification attaching to a person by reason of his/her having made a composition or arrangement with his/her creditors ceases: -
 - (a) on the date on which payment is completed if he/she pays the debts in full; or
 - (b) in any other case, on the expiration of five years from the date on which the terms of the deed of composition or arrangement are fulfilled.