

REPORT TO: Audit and Governance Board
DATE: 19 November 2025
REPORTING OFFICER: Director of Finance
PORTFOLIO: Corporate Services
SUBJECT: Recruitment of an Independent Member
WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 An update will be provided regarding the process underway to recruit an Independent Member to the Board.

2.0 RECOMMENDATION: That the update on progress with the recruitment of an Independent Member to the Board, be noted.

3.0 SUPPORTING INFORMATION

- 3.1 On 24 September 2025 the Board approved a report setting out the requirements for appointing a suitably qualified Independent Member to the Board, who would provide additional expertise and knowledge relevant to the Board's role, particularly that of the Council's Audit Committee.
- 3.2 This followed the review and update of the Board's terms of reference and composition, to ensure they comply with Cipfa's recommended practice.
- 3.3 The Communications Team have now developed the requirements for the post, as approved by the Board, into a "role profile", using the standard format used for recruiting to Council posts. A draft of the role profile is shown in the Appendix.
- 3.4 The post was advertised in early November via the careers page on the Council's website and via social media. The closing date for applications is 28th November 2025 and it is hoped to interview any suitable candidates in early December 2025. Interviews will be undertaken by a panel comprising the Chair, Vice-Chair and Director of Finance.

4.0 POLICY IMPLICATIONS

- 4.1 None.

5.0 FINANCIAL IMPLICATIONS

- 5.1 Travelling expenses will be provided in accordance with the Member's expenses scheme. There will be no allowance paid for the post.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence

6.2 Building a Strong, Sustainable Local Economy

6.3 Supporting Children, Young People and Families

6.4 Tackling Inequality and Helping Those Who Are Most In Need

6.5 Working Towards a Greener Future

6.6 Valuing and Appreciating Halton and Our Community

There are no direct implications for any of the Council's priorities.

7.0 RISK ANALYSIS

- 7.1 If it does not prove possible to recruit a suitable candidate to the post, the approach taken to the recruitment will need to be reconsidered.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 None identified.

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 There are none.

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

- 10.1 There are none under the meaning of the Act.

INDEPENDENT MEMBER – AUDIT & GOVERNANCE BOARD

Halton Borough Council
resourcing@halton.gov.uk

Non-salaried position (travelling expenses will be covered). Three-year appointment.

WORKING AT HALTON

All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities.

Whoever joins us in this independent role will also share that passion for outstanding service, and strongly align with the values which define our workplace culture:

- Working Together – building fantastic relationships with colleagues and customers
- Continuous Improvement – Keeping great service delivery at the heart of everything we do
- Personal Growth – Learning, growing and developing ourselves
- Accountability – doing what we say we are going to do
- Inspiring Leadership – positive roles models and leading by example

To read more about our values, click [HERE](#)

ABOUT THE ROLE

Halton Borough Council's Audit & Governance Board plays a critical role in ensuring transparency, accountability, and integrity across all Council operations.

As an **Independent Member**, you will contribute expert insight and external perspective to strengthen the Council's approach to risk management, financial oversight, and internal controls.

In this **non-voting advisory role**, you will:

- Provide independent challenge and informed support on reports and issues presented to the Board.
- Help assess the effectiveness of the Council's governance, risk, and control frameworks.
- Offer specialist knowledge to enhance the Board's deliberations and decision-making processes.

- Support the Board in delivering robust assurance on financial performance and risk management.

You will be expected to uphold the highest standards of confidentiality and integrity, operating in line with the Council's Constitution and Members' Code of Conduct.

This is a unique opportunity to make a meaningful impact on public service delivery and governance, working alongside local elected members to promote excellence, accountability, and public trust.

ABOUT YOU

You should hold current or previous financial qualifications and/or have experience working in a financial environment within either the public or private sector.

Familiarity with financial controls, governance frameworks, risk management, and audit processes is highly desirable.

You'll need to be available to attend approximately four in-person Board meetings per year, along with any associated training and development sessions. Time for meeting preparation is essential, and occasional email or telephone consultation may be required.

You will have:

- Strong analytical skills with the ability to quickly interpret and evaluate complex information and evidence.
- A respectful, non-political, and impartial approach to questioning and discussion- maintaining confidentiality at all times.
- Ability to present well-reasoned arguments and offer constructive challenge while remaining open-minded and objective.
- Demonstrated integrity and a commitment to upholding high ethical standards.

Eligibility Criteria:

You must not have been an Elected Member or employee of Halton Borough Council (or its wholly owned companies) within the past three years.

You must not currently be affiliated with any political party, nor have been affiliated within the last three years.

You must not have had significant prior dealings with the Council that could compromise—or appear to compromise—your independence or impartiality.

TO APPLY:

Submit an up-to-date CV, along with a supporting statement to include the following points:

- Why you wish to be considered as an Independent Member of the Audit and Governance Board

- Brief details of current and previous experience, in terms of employment, business, professional, voluntary work, and public service.
 - Details of your qualifications, and any other matters you consider relevant to their suitability for appointment as an Independent Member of the Audit and Governance Board.
 - How you consider you meet the requirements of the role, as outlined above.

References:

Applicants must provide details of two referees who will be contacted in the event of them being shortlisted for interview.
