

**FALKIRK COUNCIL**

**Subject: APPOINTMENT OF LAY CHAIRPERSON TO THE AUDIT COMMITTEE**  
**Meeting: FALKIRK COUNCIL**  
**Date: 2 MARCH 2011**  
**Author: CHIEF EXECUTIVE**

**1. INTRODUCTION**

- 1.1 The purpose of this Report is to advise Members of the appointment of a Lay Chairperson of the Audit Committee and to invite Council to appoint two elected Members to the Audit Committee to fill positions which are currently vacant.

**2. BACKGROUND**

- 2.1 At the meeting of Falkirk Council on 23 June 2010 it was agreed to initiate the process for the selection and recruitment of a volunteer, Lay Chairperson of the Audit Committee. On 6 October 2010 a selection procedure was agreed. Council agreed to delegate authority for the selection and appointment of the Lay Chairperson to a Selection Panel. The Panel was to reflect the political proportionality of the Council and should not include members of the Audit Committee. A Selection Panel made up of Councillors Alexander, McLuckie, McNeill, Meiklejohn and Nicol was established.
- 2.2 Council also approved the selection timetable and the Person Specification for the post. An application form was prepared and application packs consisting of the application form, person specification, the timetable for recruitment, copies of the relevant reports to Council and a copy of the CIPFA guidance on Audit Committee principles in Local Authorities in Scotland were made up.
- 2.3 The post was advertised in the Falkirk Herald on 14 October 2010 and the advert was circulated by e-mail to all Community Councils in the Falkirk Council area and to local business organisations. A copy of the advert was also sent by post to local business organisations. The closing date for receipt of applications was 5 November 2010.
- 2.4 As no applications had been received by the closing date, it was considered appropriate to re-advertise and to extend the closing date to 24 December 2010. A copy of the advert was placed on the Falkirk for Business website and an e-mail communication was sent to all businesses that are part of that network. The advert was also re-circulated to local businesses and Community Councils. At the closing date, one request for a pack had been received and one application received, from Ms Roseann Stevenson.
- 2.5 The Selection Panel met on 3 February 2011 to consider the application, and agreed to proceed to interview the applicant. The Panel agreed to delegate authority to the its advisers to develop questions to be used at the interview stage.

### **3. OUTCOME OF INTERVIEW**

- 3.1 Ms Roseann Stevenson was interviewed by the Selection Panel on 23 February 2011. Having regard to Ms Stevenson's application and her performance at interview, the Panel, chaired by Councillor Nicol, unanimously agreed to invite Ms Stevenson to become the Chairperson of the Audit Committee. Ms Stevenson has formally accepted the invitation. The appointment is until the Local Government Elections in May 2012.

### **4. AUDIT COMMITTEE MEMBERSHIP**

- 4.1 The Audit Committee consists of 7 members including the Lay Chairperson. The six elected Members were appointed to reflect the political balance of the Council namely - 3 Labour, 1 Independent/Conservative and 2 SNP members. Council was advised on 26 June 2010 that two elected Members, Councillors Coleman and Kenna had resigned from the Committee. The positions remain vacant. Council is therefore requested to consider appointing to the vacant positions on the Committee.

### **5. RECOMMENDATIONS**

**Council is invited to:-**

- (1) Confirm the appointment of Ms Roseann Stevenson as Chair of the Audit Committee until the next Local Government Elections to be held in May 2012, and**
- (2) Seek nominations to the two vacant positions on the Audit Committee.**

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**Chief Executive**

**Date: 28 February 2011**

**Contact Officer: Brian Pirie (Tel: 01324 506110)**

### **LIST OF BACKGROUND PAPERS**

NIL