

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
COUNCIL

15th May 2024

**Joint Report of the Director of Finance and Head of Legal
and Democratic Services**

Matter for Decision

Wards Affected: All Wards

**NPTCBC Governance and Audit Committee – Appointment
of Independent Member**

Purpose of the Report

To seek authority from Council to advertise for an independent member to the Neath Port Talbot County Borough Council Governance and Audit Committee.

Background

The composition of the governance and Audit Committee is governed by the Local Government and Elections (Wales) Act 2021 and stipulates that one third of the members are lay persons.

The Governance and Audit Committee currently comprises of 8 elected members of the Council and 4 Lay members. During April, the resignation of one Lay member was received and given that the Council no longer has the required number of Lay members, a recruitment exercise to recruit a new Lay member to the Governance & Committee must now commence.

Local Authorities are required to establish a panel to consider applications in relation to a vacancy, to apply criteria established by the Local Authority when considering applications and to make recommendations to Council in respect of any applications received. The panel shall consist of not more than five panel members one of

whom is described as “a lay panel member”. This must be a person who is not a member of the Local Authority and also is not a lay person of the Governance and Audit Committee.

Accordingly it would be proposed that a selection panel be convened with the following membership:

- Mayor (as a member of the Labour Group)
- Mrs Joanna Jenkins (Chair of the Governance and Audit Committee)
- A member of the Plaid Cymru Group
- A member of the Independent Group
- Independent Lay person

Nominations will be sought from group leaders at the appropriate time and an appropriate lay person will be identified.

Financial Impact

Any expenditure will be contained within existing budgets.

Integrated Impact Assessment

There is no requirement for an integrated impact assessment as this report relates to governance matters only.

Valleys Communities Impacts

No implications.

Workforce Impacts

No implications.

Legal Powers

The legal requirements are set out in this report.

Risk Management Impacts

Failure to ensure the Governance and Audit Committee is properly constituted renders any decisions of the Governance and Audit Committee invalid.

Consultation

There is no requirement under the Constitution for external consultation on this item

Recommendations

It is recommended that:

- Members approve the recruitment exercise to appoint 1 lay person to the Governance and Audit Committee.
- Members approve the eligibility criteria, application form and advert set out in Appendix 1, 2 and 3 of this report for use in the recruitment process
- Members approve the establishment of a selection panel in the manner set out in this report.
- A report be brought back to full council following conclusion of the selection process for members to consider views of the Selection Panel and consider appointment of lay members.

Reason for Proposed Decision

To ensure the Governance and Audit Committee is constituted appropriately.

Implementation of Decision

This report will be for immediate implementation.

Appendices

Appendix 1 – Eligibility Criteria for Information Pack

Appendix 2 – Application Form

Appendix 3 – Advert

Officer Contact

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Appendix 1

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL GOVERNANCE AND AUDIT COMMITTEE APPOINTMENT OF LAY PERSONS

Introduction

1. The Governance and Audit Committee is a key component of Neath Port Talbot County Borough Council's ("the Council") corporate governance. It provides an independent and high-level focus on the audit, assurance, and reporting arrangements that underpin good governance and financial standards
2. The purpose of the Governance and Audit Committee is to provide independent assurance to the members of the Council and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment, and the performance assessment of the Council. It provides an independent review of the Council's governance, performance assessment, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Governance and Audit Committee

3. The Council's Governance and Audit Committee is required to discharge the following functions of this Council
 - review and scrutinise the authority's financial affairs, including approval of the Annual Statement of Accounts;
 - make reports and recommendations in relation to the authority's financial affairs;
 - review and assess the risk management, internal control and corporate governance arrangements of the authority;
 - make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements;
 - oversee the authority's internal and external audit arrangements, including internal and external audit work plans, receive, review and make reports on audit work and performance;
 - review the financial statements prepared by the authority.

4. As a lay person, you will:
 - participate in meetings of the committee and making decisions
 - demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements.
 - have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including the Chief Financial Officer and Head of Internal Audit (or equivalent)
 - comply with the authority's Code of Conduct of which full training will be provided
 - work according to the Terms of Reference for the Committee

- contribute to the development of the forward work programme for the Committee.
- promote the role of the committee within the authority
- report as required to Council
- respond to any recommendations made by the Auditor General for Wales
- participate in any training and development required for the role

5. As part of this you will be

- Contributing to the work of the Committee in its role in: Reviewing and scrutinising the authority's financial affairs
 - Make reports and recommendations in relation to the authority's financial affairs
 - Oversee the authority's internal and external audit arrangements
 - Work with internal and external auditors
 - Review the financial statements prepared by the authority and approve them when powers are delegated including making relevant reports and recommendations.
- Contributing to the effective performance of the authority
 - Review the draft report of the authority's annual self-assessment and make recommendations for changes to the conclusions or actions that the authority intends to take
 - Make recommendations in response to the draft report of the authority's Panel Assessment (commissioned once per term from May 2022)
 - Review and assess the authority's ability to handle complaints effectively.

- Make reports and recommendations in relation to the authority's ability to handle complaints effectively.
- Reviewing and assessing the Governance, Risk Management and Control of the authority
 - Review and assess the risk management, internal control, and corporate governance arrangements of the authority
 - Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
 - Review and Assess the financial risks associated with corporate governance, and be satisfied that the authority's assurance statements, including the annual governance statement, reflects the risk environment and any activities required to improve it

Lay Persons

6. The criteria for selection and the qualities sought from candidates are that applicants have:-
 - a. To be committed to the values of the council and the following values in public office:
 - b. Openness and transparency
 - c. Honesty and integrity
 - d. Tolerance and respect
 - e. Equality and fairness
 - f. Appreciation of cultural differences
 - g. Sustainability
7. Lay Persons must also be able to meet the required time commitment and flexibility necessary to ensure the efficient running

of the Governance and Audit Committee and respond to certain requests at short notice. It is expected there will be at least four meetings a year although there may be more depending on business transacted. The Governance and Audit Committee will choose from amongst the lay persons a Chair and Vice-Chair. Leadership and presentation qualities may, therefore, be required.

8. A detailed knowledge of local government is not necessary although it would be an advantage to have some experience relative to the type of work of Governance and Audit Committees and previous experience in governance and audit work would be desirable.

Eligibility to serve as Lay Persons

9. The Council cannot (subject to the proviso below) consider applications from the following persons:-
 - (a) Current Members, officers or employees, or the civil partners or spouses of current Members, officers or employees, of the Council or any Town/Community Councils situated within the Council's area.
 - (b) Past Members, officers or employees, or the civil partners or spouses of past Members, officers or employees, of the Council or any Town/Community Councils situated within its area.
 - (c) Current Members, officers or employees of any other County Council, County Borough Council, Brecon Beacons National Park Authority or the Mid & West Wales Fire and Rescue Authority (or any legal successors of these National Park and

Fire & Rescue Authorities) or any civil partners or spouses of such Members, officers or employees.

[For the purposes of (a), (b) and (c) above a person shall not be regarded as being a “Member” of the Council, a Town/Community Council, the National Park or the Fire & Rescue authorities where that person is a Member of such a body solely by virtue of the fact that he/she has been appointed to that body as an Lay person of its Governance and Audit Committee.]

10. Past Members, officers or employees of other County Councils, County Borough Councils, the Brecon Beacons National Park or the Mid & West Wales Fire and Rescue authorities, or their civil partners or spouses, may apply to become Lay persons of the Council’s Governance and Audit Committee provided that:-
 - a) They or their civil partners/spouses, have ceased to be Members, officers or employees of those bodies for a period of at least 12 months prior to their applications being made to become an Lay person of the Council’s Governance and Audit Committee, and
 - (b) Such applicants have never been a Member, officer or employee of the Council and/or one of the Town/Community Councils in its area.

11. Further, to be eligible for appointment to and thereafter to continue membership of the Governance and Audit Committee, the Lay person must:-

- Satisfy the requirements for membership contained in Section 53 of the Local Government Act 2000 and Regulations made thereunder.
- Be over 18 and preferably by a registered elector for the County Borough of Neath Port Talbot;
- Be a well-respected person of standing and good character who is independent both of the County Borough Council and Town and Community Councils in its area, and local politics;
- Provide two referees
- Not be disqualified under Section 80 of the Local Government Act 1972 or any other enactment;

12. Applicants should not

- Be a close relative (parent, partner, brother, sister or child) of any member or holder of any politically restricted post in the County Borough Council or any Town or Community Council in its area;
- Be a Member (including a co-opted Member) of any Committee, Sub Committee, Joint Committee or Panel connected to the Neath Port Talbot Council Borough Council;
- Be a representative nominated by the Local Authority to serve on a School Governing Body;
- Be an official or employee of a Trade Union whose members include persons in Local Authority employment;
- Be a person with a significant commercial relationship with the Council

(Section 80 and 81 of The Local Government Act 1972 and definitions for being judged as being independent of the Council and local politics is set out in the application pack)

13. Selection for membership may also take account of the balance of the Governance and Audit Committee as a whole including diversity, the ability to speak Welsh and the geographical spread of its membership.

14. While the following will not necessarily be matters which disqualify someone from consideration for membership, every applicant will be required to disclose criminal convictions which have not been spent and membership of political parties or trade union or trade or employers association or professional association or any other organisations, clubs or societies including those with secret activities or membership.

Application

15. It is anticipated that assessments and interviews will take place in June 2024 with the appointments being confirmed shortly afterwards. Lay persons will be appointed to serve for 5 years, subject to terms of appointment/termination as agreed by the County Borough Council.

Expenses and Remuneration

16. Lay Persons will be remunerated at the rate of £105 for a half day and £210 for a day or where appropriate an hourly rate of £26.25.

Approved travel expenses will be payable in accordance with Council's scheme of Remuneration for Members.

17. A copy of the completed Application Form and Equal Opportunities Form should be forwarded to Mr Huw Jones (h.jones@npt.gov.uk).

The closing date for applications is twelve noon on TO BE

CONFIRMED

Appendix 2

APPLICATION TO SERVE AS LAY PERSON ON GOVERNANCE AND AUDIT COMMITTEE

To be eligible for appointment to the Governance and Audit Committee a lay person must:-

- Not be disqualified under Section 80 of the Local Government Act 1972 or any other enactment;
- Be over 18 and preferably be a registered elector for the County Borough of Neath Port Talbot;
- Be a well-respected person of standing and good character who is independent both of the County Borough Council and Town/Community Councils in its area and of local politics
- Not be a member or an officer of any local authority,
- Not at any time in the period of twelve months ending with the date of that person's appointment been a member or an officer of any local authority, and
- Not be the spouse or civil partner of a member or an officer of any local authority.

Section 1: Personal Details

Last name:	Title:
First name:	
Address:	
Telephone No:	Email:
Present occupation (if applicable):	
Name, Address and Telephone of present employer:	

Section 3: Qualifications, Skills & Competencies

Please outline relevant academic, professional and/or vocational qualifications specifically in the areas of Governance, Finance, Internal Audit, Risk Management, Public Policy, and Improvement:

Qualification	Date Obtained	Awarding Body

Please provide examples to demonstrate how you meet the following competencies:

Scrutiny and challenge

To act as a critical friend by applying intellectual curiosity and professional scepticism to accepted views/opinions and challenge constructively.

Click or tap here to enter text.

Good judgement

To take a balanced, open-minded and objective approach that recognises the role of good governance in supporting the achievement of organisational objectives.

Click or tap here to enter text.

Ability to communicate effectively

To explain your views positively and clearly, and a willingness to listen to and influence others.

Click or tap here to enter text.

Analytical ability

The ability to monitor performance effectively by interpreting and questioning complex data including financial, statistical and performance information.

Click or tap here to enter text.

Strategic Thinking

The ability to think and make decisions strategically, informed by rigorous analysis; rising above the detail and seeing issues from a wider and forward-looking perspective.

Click or tap here to enter text.

Relationship Building

The ability to develop a strong team ethos and to effectively engage with a wider group of stakeholders to secure positive outcomes.

Click or tap here to enter text.

Section 4: Interests & Availability

Please give details of your availability to attend meetings of the Governance and Audit Committees and any particular working days or times when you would generally be unable to attend:

Click or tap here to enter text.

Please indicate why you are interested in serving on the authority's Governance and Audit Committee:

Click or tap here to enter text.

Do you undertake any public role, for example, Justice of the Peace, School Governor, Trade Union Official, Community Council Member or a member of another local government committee?

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Declarations of interest: please outline if you have a connection to the authority to which you are applying. This could be a connection to a serving officer within the authority, an elected member, or a business connection.

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Signed:	Date:
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Section 5: References

Last name:	Title:
First name:	

Relationship to you:
Occupation:
Organisation:
Contact telephone:
Contact email:

Last name:	Title:
First name:	
Relationship to you:	
Occupation:	
Organisation:	
Contact telephone:	
Contact email:	

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

EQUAL OPPORTUNITIES

Equal Opportunities Monitoring Form



Neath Port Talbot County Borough Council is working towards promoting and ensuring equality of opportunity in employment and service delivery. It is the Council's policy to ensure that all applications for posts with the Authority are considered on the basis of merit, regardless of gender, age, disability, race, colour, nationality, ethnic origin, responsibility for dependants, marital status, sexual orientation, HIV or AIDS status, trade union activity or religious belief.

To ensure this policy is carried out effectively, all applicants are asked to provide the information requested on this form. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

Full Name of Applicant

Post Applied For Lay Person of the Governance and Audit Committee

Date of Birth

Gender (Please tick as appropriate)

Male

Female

Nationality (Please tick box as appropriate)

British English Irish

Welsh Scottish

Other (Please give details)

Ethnic Origin (Please tick as appropriate)

(a) White

(b) Mixed:

White and Black Caribbean

White and Black African

White and Black Asian

Any other mixed background (Please give details)

(c) Asian:

Indian Pakistani

Bangladeshi

Any other Asian Background (Please give details)

(d) Black:

Caribbean African

Any other Black Background (Please give details)

(e) Chinese or other Ethnic Group:

Chinese Other

Welsh Language (Please tick as appropriate)

Fairly fluent speaker and writer Fairly fluent speaker

Fluent speaker and writer Fluent speaker

Learner Little or no knowledge

Disability

The Council actively encourages applications from people with disabilities. The Disability Discrimination Act 1995 defines a person with disability as someone who has “physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities”.

Do you consider yourself to have a disability? (Please tick as appropriate)

Yes No

Note: It is our Policy to interview all people with disabilities who meet the essential shortlisting requirements of the post. The Person Specification shows these requirements. If you need clarification on these job requirements, please contact the HR Recruitment Team in which the post is based.

Where did you see the advertisement for this post?

Internal Bulletin Intranet
Western Mail Evening Post Job Centre

Internet

(if so state name of website):

Other

(Please state):

CAIS I WASANAETHU FEL PERSON LLEYG AR Y PWYLLGOR LLYWODRAETHU AC ARCHWILIO

I fod yn gymwys i'w benodi i'r Pwyllgor Llywodraethu ac Archwilio rhaid i berson lleyg fodloni'r canlynol:-

- Heb fod wedi'i anghymwyso o dan Adran 80 o Ddeddf Llywodraeth Leol 1972 neu unrhyw ddeddfiad arall;
- Bod dros 18 oed ac yn etholwr cofrestredig ym Mwrdeistref Sirol Castell-nedd Port Talbot;
- Bod yn berson mawr ei barch sy'n annibynnol o gyngor y fwrdeistref sirol a chynghorau tref/cymuned yn ei ardal, a gwleidyddiaeth leol,
- Peidio â bod yn aelod neu'n swyddog i unrhyw awdurdod lleol,
- Ni ddylai fod wedi bod yn aelod neu'n swyddog i unrhyw awdurdod lleol ar unrhyw adeg yn y cyfnod o ddeuddeng mis sy'n dod i ben ar ddyddiad penodi'r person hwnnw, a
- Ni ddylai fod yn briod neu'n bartner sifil i aelod neu'n swyddog i unrhyw awdurdod lleol.

Adran 1: Manylion Personol

Cyfenw:	Teitl:
Enw cyntaf:	
Cyfeiriad:	
Rhif Ffôn:	E-bost:
Swydd bresennol (os yw'n berthnasol):	
Enw, cyfeiriad a rhif ffôn y cyflogwr presennol:	

Cysylltiad â'r ardal leol (os oes un), e.e. preswlydd, perchennog ail gartref, etc.

Adran 2: Cyflogaeth a Phrofiad

Rhowch fanylion cyflogaeth neu waith gwirfoddol perthnasol sydd wedi rhoi'r sgiliau a'r profiad i chi ymgymryd â'r rôl hon, yn benodol mewn perthynas â llywodraethu, cyllid, archwilio mewnol, rheoli risg, polisi cyhoeddus a gwella:

Enw'r cyflogwr/corff penodi	Dyddiadau'r swydd a ddelir (o/i)	Swyddi a ddelir a natur y cyfrifoldebau

Adran 3: Cymwysterau, Sgiliau a Chymwyseddau

Amlinellwch gymwysterau academaidd, proffesiynol a/neu alwedigaethol perthnasol, yn benodol ym meysydd llywodraethu, cyllid, archwilio mewnol, rheoli risg, polisi cyhoeddus a gwella:

Cymhwyster	Dyddiad derbyn	Corff Dyfarnu

Rhowch enghreifftiau i ddangos sut rydych yn bodloni'r cymwyseddau canlynol:

Craffu a herio

Gweithredu fel cyfaill beirniadol drwy gymhwyso chwilfrydedd deallusol ac amheuaeth proffesiynol i safbwyntiau/barn gyffredin a herio mewn ffordd adeiladol.

Cliciwch neu gwasgwch yma i ychwanegu testun.

Barn dda

Mabwysiadu dull cytbwys, agored a gwrthrychol sy'n cydnabod rôl llywodraethu da wrth gefnogi cyflawniad amcanion y sefydliad.

Cliciwch neu gwasgwch yma i ychwanegu testun.

Gallu cyfathrebu'n effeithiol

Esbonio'ch barn yn gadarnhaol ac yn glir, a bod yn barod i wrando ar eraill a dylanwadu arnynt.

Cliciwch neu gwasgwch yma i ychwanegu testun.

Gallu dadansoddol

Gallu monitro perfformiad yn effeithiol drwy ddehongli a chwestiynu data cymhleth, gan gynnwys gwybodaeth ariannol, ystadegol a pherfformiad.

Cliciwch neu gwasgwch yma i ychwanegu testun.

Meddwl yn strategol

Gallu meddwl a gwneud penderfyniadau'n strategol, wedi'u llywio gan ddadansoddiadau trwyadl; gan feddwl y tu hwnt i'r manylion a gweld materion o safbwynt ehangach a mwy blaengar.

Cliciwch neu gwasgwch yma i ychwanegu testun.

Meithrin perthynas

Gallu datblygu ethos tîm cryf ac ymgysylltu'n effeithiol â grŵp ehangach o randdeiliaid i sicrhau canlyniadau cadarnhaol.

Cliciwch neu gwasgwch yma i ychwanegu testun.

Adran 4: Diddordebau ac Argaeledd

Nodwch fanylion eich argaeledd i fynychu cyfarfodydd y Pwyllgorau Llywodraethu ac Archwilio ac unrhyw ddiwrnodau gwaith neu adegau penodol pan na fydddech yn gallu bod yn bresennol yn gyffredinol:

Cliciwch neu gwasgwch yma i ychwanegu testun.

Nodwch pam y mae gennych ddiddordeb mewn bod yn aelod o Bwyllgor Llywodraethu ac Archwilio'r awdurdod:

Cliciwch neu gwasgwch yma i ychwanegu testun.

A ydych yn ymgymryd ag unrhyw rôl gyhoeddus, er enghraifft, Ynad Heddwch, Llywodraethwr Ysgol, Swyddog yr Undeb Llafur, Aelod Cyngor Cymuned neu aelod o bwyllgor llywodraeth leol arall?

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Datganiadau o fuddiannau: amlinellwch a oes gennych gysylltiad â'r awdurdod yr ydych yn gwneud cais iddo. Gallai hyn fod yn gysylltiad â swyddog sy'n gwasanaethu o fewn yr awdurdod, aelod etholedig neu gysylltiad busnes.

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Llofnod:

Dyddiad:

Adran 5: Geirdaon

Cyfenw:

Teitl:

Enw cyntaf:

Y berthynas â chi:

Swydd:
Sefydliad:
Rhif ffôn:
E-bost cyswllt:

Cyfenw:	Teitl:
Enw cyntaf:	
Y berthynas â chi:	
Swydd:	
Sefydliad:	
Rhif ffôn cyswllt:	
E-bost cyswllt:	

**CYNGOR BWRDEISTREF SIROL CASTELL-NEDD PORT
TALBOT**



CYFLEOEDD CYFARTAL

Ffurflen Monitro Cyfleoedd Cyfartal

Mae Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot yn gweithio tuag at hyrwyddo a sicrhau cyfleoedd cyfartal mewn cyflogaeth a chyflwyno gwasanaethau. Polisi'r cyngor yw sicrhau bod pob cais am swydd gyda'r awdurdod yn cael ei ystyried ar sail teilyngdod, ni waeth beth yw rhyw, oedran, anabledd, hil, lliw, cenedligrwydd, tarddiad ethnig, cyfrifoldeb am ddibynyddion, statws priodasol, cyfeiriadedd rhywiol, statws HIV neu AIDS, gweithgarwch undebau llafur neu gred grefyddol yr ymgeisydd.

Er mwyn sicrhau bod y polisi hwn yn cael ei gyflawni'n effeithiol, gofynnir i bob ymgeisydd ddarparu'r wybodaeth y gofynnir amdani ar y ffurflen hon. Dim ond at ddibenion gweinyddol a monitro y caiff ei defnyddio a bydd yn gyfrinachol ac ni chaiff ei defnyddio i wahaniaethu o blaid neu yn erbyn unrhyw ymgeisydd unigol.

Enw llawn yr ymgeisydd

Swydd y gwneir cais amdani Person Lleyg y Pwyllgor Llywodraethu ac Archwilio

Dyddiad Geni:

Rhyw (Ticiwch fel y bo'n briodol)

Gwryw

Benyw

Cenedligrwydd (Ticiwch fel y bo'n briodol)

Prydeinig

Saesnig

Gwyddelig

Cymreig Albanaid

Arall (Rhowch fanylion)

Cefndir ethnig (Ticiwch fel y bo'n briodol)

(a) Gwyn

(b) Cymysg:

Gwyn a Du Caribiaidd

Gwyn a Du Affricanaidd

Gwyn a Du Asiaidd

Unrhyw gefndir cymysg arall (Rhowch fanylion)

(c) Asiaidd:

Indiaidd Pacistanaidd

Bangladeshaidd

Unrhyw gefndir Asiaidd arall (Rhowch fanylion)

(d) Du:

Caribiaidd Affricanaidd

Unrhyw gefndir du arall (Rhowch fanylion)

(e) Tseineaidd neu grŵp ethnig arall:

Tseiniaidd Arall

Yr Iaith Gymraeg (Ticiwch fel y bo'n briodol)

Yn siarad ac yn ysgrifennu'n weddol rhugl Siaradwr gweddol rhugl

Yn siarad ac yn ysgrifennu'n rhugl Siaradwr rhugl

Dysgwr Ychydig neu ddim gwybodaeth

Anabledd

Mae'r cyngor yn annog ceisiadau gan bobl ag anableddau. Mae Deddf Gwahaniaethu ar Sail Anabledd 1995 yn diffinio person ag anabledd fel rhywun â "nam corfforol neu feddyliol sy'n cael effaith andwyol sylweddol a hirdymor ar ei allu i gyflawni gweithgareddau arferol o ddydd i ddydd".

Oes gennych anabledd yn eich barn chi? (Ticiwch fel y bo'n briodol)

Oes Nac oes

Sylwer: Ein polisi yw cyfweld â phob person ag anabledd sy'n bodloni'r meini prawf cymhwysedd angenrheidiol ar gyfer y swydd. Mae'r Fanyleb Person yn dangos y gofynion hyn. Os oes angen eglurhad arnoch ynghylch gofynion y swydd hon, cysylltwch â'r Tîm Recriwtio Adnoddau Dynol ar gyfer lleoliad y swydd.

Ble welsoch chi'r hysbyseb ar gyfer y swydd hon?

Bwletin Mewnol Mewnrwyd

Western Mail *Evening Post* Canolfan Byd Gwaith

Y rhyngrwyd

(os felly, nodwch enw'r wefan):

Arall

(Nodwch):

Appendix 3

ADVERTISEMENT

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Recruitment of Lay Persons

of the Governance and Audit Committee

The Council invites applications from members of the public to become lay persons of its Governance and Audit Committee

Neath Port Talbot County Borough Council's ("the Council") Governance and Audit Committee is required to discharge the following functions of this Council:

- review and scrutinise the authority's financial affairs, including approval of the Annual Statement of Accounts;
- make reports and recommendations in relation to the authority's financial affairs;
- review and assess the risk management, internal control and corporate governance arrangements of the authority;
- make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements;
- oversee the authority's internal and external audit arrangements, including internal and external audit work plans, receive, review and make reports on audit work and performance;
- review the financial statements prepared by the authority.

To be eligible for appointment to the Governance and Audit Committee a lay person must:-

- Not be disqualified under Section 80 of the Local Government Act 1972 or any other enactment;
- Be over 18 and preferably be a registered elector for the County Borough of Neath Port Talbot;

- Be a well-respected person of standing and good character who is independent both of the County Borough Council and Town/Community Councils in its area and of local politics
- Not be a member or an officer of any local authority,
- Not at any time in the period of twelve months ending with the date of that person's appointment been a member or an officer of any local authority, and
- Not be the spouse or civil partner of a member or an officer of any local authority.

A detailed knowledge of local government is not necessary although it would be expected that potential candidates would be interested in matters relating to public life and services.

An application pack with further details on eligibility and process may be obtained from Mr Huw Jones (h.jones@npt.gov.uk)

Applications will close at 12 noon **TO BE CONFIRMED**

Enquiries regarding the Governance and Audit Committee or this appointment should be directed to Mr Huw Jones (h.jones@npt.gov.uk)