

North East Joint Transport Committee

APPOINTMENT OF AN INDEPENDENT CHAIR AND VICE-CHAIR OF ITS AUDIT COMMITTEE

The Joint Transport Committee has been created jointly by the North East Combined Authority and the North of Tyne Combined Authority to discharge certain functions of the two Combined Authorities prescribed by Article 9 of the Newcastle upon Tyne, North Tyneside and Northumberland Combined Authority (Establishment and Functions) Order 2018. The Joint Transport Committee also discharges additional functions delegated to it by the two Combined Authorities.

There is a duty under the Newcastle upon Tyne, North Tyneside and Northumberland Combined Authority Order 2018 to appoint an Audit Committee in relation to the transport functions of the two Combined Authorities discharged by the Joint Transport Committee and its sub-committees. It currently has one sub-Committee with decision making authority – the JTC Tyne and Wear Sub-Committee.

The North East Joint Transport Committee wishes to appoint independent individuals to be the Chair and Vice-Chair of the Joint Transport Committee's Audit Committee. These roles are created under Paragraph 3(5) of Schedule 5A of the Local Democracy Development and Construction Act 2009.

The North East Combined Authority is the accountable body and host Combined Authority for the North East Joint Transport Committee and its Chief Officers support the JTC and its committees, together with a Proper Officer for Transport.

Main Purpose – Independent Chair:

1. To chair the Audit Committee and provide independent leadership.
2. To ensure the Audit Committee fulfils the functions set out in the Joint Transport Standing Orders and the Committee's Terms of Reference.

Main Purpose – Independent Vice-Chair:

1. To support the chair in the discharge of their roles on a day-to-day basis.
2. To act as chair and in their place during vacancies and other absences.

Key Responsibilities - Chair:

- 1 To chair meetings of the Audit Committee, ensuring that:
 - meetings are conducted in accordance with the Joint Transport Committee's Standing Orders and Committee's Terms of Reference;
 - meetings are effectively managed; and
 - decision making of the committee is transparent, timely and effective.
- 2 To engage fully in collective consideration of the issues before the Audit Committee, taking into account a full range of relevant factors, including legislation and supporting regulation (eg the Accounts & Audit (England) Regulations 2011 as amended), professional guidance (eg that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Combined Authorities Chief Finance Officers.
- 3 To participate fully in the discharge of all Audit Committee functions. The Audit Committee has no Standards functions.
- 4 To promote the concept of proportionate, effective risk management and internal control throughout the organisation; and to champion the work of Internal Audit, External Audit and Risk Management.
- 5 To participate in periodic review of the overall effectiveness of the Audit Committee.
- 6 To ensure that the minutes of Audit Committee meetings accurately record decisions taken.
- 7 To determine whether or not any late items of business are sufficiently urgent to justify being added to the agenda for committee meetings in accordance with the Local Government Act 1972.
- 8 Where appropriate, to determine the date and time for any extraordinary meeting of the Audit Committee, following consultation with relevant officers (and where possible in consultation with the Vice Chair).

Availability:

- It is envisaged the post holder will need to be available for at least half a day per month, generally during working hours.
- Have the flexibility to carry out the required tasks and duties, including occasionally working outside normal office hours.
- Be accessible to Officers and Committee Members by email or in person outside of scheduled meetings.
- It should be noted that meetings are held at Constituent Council offices across the LA7 area (Durham, Gateshead, Newcastle upon Tyne, North Tyneside, Northumberland, South Tyneside and Sunderland).

Politically Restricted

As a consequence of the political restriction it is not possible for us to appoint anyone who, in the last five years, has:

1. Served as an MP, Member of the European Parliament, Scottish Parliament or National Assembly of Wales or a local authority.
2. Stood as a candidate for the House of Commons, European Parliament, Scottish Parliament, the National Assembly for Wales or a local authority.
3. Served as an Officer of a political Party or any branch of such a Party or a Member of any committee or sub-committee of such a Party or Branch if his or her duties as such an Officer or Member would be likely to require him/her to participate in the general management of the Party or the Branch: or act on behalf of the Party or Branch in dealings with persons other than Members of the Party or Members of another political party associated with that Party.
4. Canvassed on behalf of a political party or a candidate for election.

APPOINTMENT OF INDEPENDENT PERSON AS CHAIR/VICE CHAIR OF THE JOINT TRANSPORT COMMITTEE, AUDIT COMMITTEE

PERSON SPECIFICATION

Knowledge	Qualified accountant (a Consultative Committee of Accounting Bodies (CCAB) qualification) or in-depth experience in the fields of audit, accounting, risk and performance management, for example gained as Chair of an Audit Committee	Essential
	General understanding of the qualities of good governance and decision making	Essential
	Be prepared to undergo formal training in the role	Essential
	Knowledge of the roles and responsibilities of councillors	Desirable
	Understanding of the complexity of issues surrounding audit and risk management in local government	Desirable
	Knowledge of the locality of the two Combined Authorities areas (which the Joint Transport Committee covers), and knowledge of its communities	Desirable
	Knowledge of the Combined Authorities and the North East Joint Transport Committee's strategic aims and objectives	Desirable
	Knowledge and understanding of local authority members Codes of Conduct	Desirable
Skills	Ability to weigh/sort complex evidence and reach rational conclusions, incorporating appropriate advice	Essential
	Ability to be objective, independent and impartial	Essential
	Ability to work in a Group, and chair meetings	Essential
	Ability to make reasoned decisions	Essential
	Strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders	Essential
	A good communicator with excellent leadership and interpersonal skills, able to both empower and challenge supportively	Essential
Experience	Experience of audit and internal audit and working with an Audit Committee	Essential (Chair)/ Desirable (Vice-Chair)

	Experience of risk management, performance management and financial governance	Essential
	Have an ability to act impartially	Essential
	Be able to exercise sound judgement	Essential
	Have excellent inter-personal skills	Essential
	Be able to express their ideas and point of view effectively, while being inclusive and appreciative of others point of view	Essential
	These are politically restricted posts and the post-holder cannot have held political office with a Constituent Authority within the last five years	Essential
	Experience of acting as a Chair of large committees bringing together diverse groups	Essential (Chair)/ Desirable (Vice-Chair)
	Experience of working within a formally constituted Committee structure	Desirable
	Experience of working with Local Government Officers	Desirable
	Experience of dealing with confidential material in a public and accountable environment	Desirable
	Knowledge/experience in matters relating to members codes of conduct (noting that this Committee has no direct standards or conduct function)	Desirable
	Experience gained working in a large, or public sector, organisation	Desirable
Other	Live or work in the Combined Authority area.	Essential
	Must not be a member, co-opted member or officer of the Joint Transport Committee, North East Combined Authority or the North of Tyne Combined Authority	Essential
	Must not have been an officer or member of either of the Combined Authority's Constituent Councils within the previous 5 years, from date of appointment	Essential
	Able and willing to devote the necessary time to the role	Essential