

## **CANDIDATE BRIEF**

Independent Member of the Board of  
Governance of the Comptroller and Auditor  
General (C&AG)

## **The role of the C&AG**

The Comptroller and Auditor General (C&AG) is responsible for public audit in Jersey. The office of C&AG was established in 2005. The Comptroller and Auditor General (Jersey) Law 2014 requires the C&AG to provide the States with independent assurance that the public finances of Jersey are being regulated, controlled, supervised and accounted for in accordance with relevant laws. To discharge this overarching responsibility, under the Comptroller and Auditor General (Jersey) Law 2014 the remit of the C&AG includes:

- appointing auditors to audit the financial statements of the States and certain other public bodies; and
- undertaking studies leading to reports to the States Assembly on internal financial control, value for money and corporate governance of the States and States-funded bodies.

The C&AG issues a 'Code of Audit Practice' which describes how the duties of the C&AG should be exercised.

The C&AG's independence is enhanced by:

- a fixed term of office;
- limited grounds for removal during the term of office;
- a statutory right to the resources necessary for the performance of their functions; and
- a statutory prohibition that the C&AG may not be directed on how any function of the office of C&AG is to be carried out.

Further information about the role of the C&AG and how the functions are discharged may be found on the Jersey Audit Office website at <http://www.jerseyauditoffice.je>.

## **Size and composition of the Board of Governance**

The Board of Governance comprises a Chair, up to three other Independent Members and the C&AG. The quorum for the Board is C&AG and two other members.

## **Functions of the Board and Independent Member**

The principal function of the Board of Governance is to keep under review whether the Comptroller and Auditor General has used and is using the resources provided by the States properly, efficiently and effectively.

The specific powers and duties of the Board include:

- reporting, to the Chief Minister and the Chairman of the Public Accounts Committee, any concern that the Board has regarding the C&AG's use of the resources or governance arrangements;
- advising the Chairman of the Public Accounts Committee on the appointment of auditors to audit the accounts of the C&AG;
- reviewing, and commenting to the Chairman of the Public Accounts Committee, on estimates for the Office of the C&AG;
- reviewing the annual accounts of the Office of the C&AG; and
- preparing an assurance statement on the expenses of the C&AG.

The Independent Member is responsible for:

- obtaining and keeping up to date an understanding of the functions of the Board and the Comptroller and Auditor General and the environment in which they operate, including through completion of induction training
- engaging constructively with the Comptroller and Auditor General, Deputy Comptroller and Auditor General and stakeholder to understand the main areas of activity, risk, culture, practices and concerns;
- devoting sufficient time to discharge their responsibilities;
- actively seeking clarification or amplification as necessary to ensure that they have sufficient information to discharge their responsibilities;
- contributing constructively in Board meetings by drawing on their skills, experience and knowledge;
- contributing constructively to the annual Board evaluation;
- contributing constructively to the evaluation of the Chairman of the Board.

### Person specification

The Independent Member should ideally possess the following skills, experience and knowledge:

Area	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• experience of Board level working in complex organisations in the public or private sector</li> <li>• proven record of exercising sound judgement</li> </ul>	<ul style="list-style-type: none"> <li>• experience of the challenges facing a smaller jurisdiction</li> <li>• a good understanding of the operation of government and/or public bodies</li> <li>• some knowledge of the key elements in public audit</li> </ul>
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• commitment to high quality, effective and accountable public services</li> <li>• commitment to learning and development to promote collective and personal effectiveness</li> </ul>	

Area	Essential	Desirable
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• strong understanding of ethical conduct independence and confidentiality</li> <li>• experience of providing constructive challenge alongside support</li> </ul>	
<b>Partnership Working</b>	<ul style="list-style-type: none"> <li>• proven record of effective influencing</li> <li>• proven record of collaborative working</li> </ul>	

There is an understanding of the need to create a diverse Board with a range of backgrounds. The Board has recognised that all the current independent members come from other jurisdictions and is keen to receive applications from individuals based on Jersey with an understanding of the Island and the issues it faces.

### **Eligibility for appointment**

An individual is ineligible for appointment as an independent member of the Board of Governance if:

- they are a States' employee
- they have been a States' employee during the period of five years preceding the date of the proposition recommending their appointment
- they are a member of the States Assembly; or
- they are an officer of, employed by, or engaged under a contract for services by, any 'States funded body' (a term that included Non-Ministerial Departments) or any 'independently audited States body' (a term that includes certain bodies established by the States and companies controlled by the States).

### **Term of Office**

The successful candidate will be appointed for a term not exceeding five years. They are eligible for reappointment but their total term of office may not exceed nine years.

### **Appointment**

Appointments are made by the States Assembly on a proposition of the Chief Minister and Chairman of the Public Accounts Committee.

## **Nolan principles**

All those appointed will be expected to behave according to those principles of public life which are set out below.

- **Selflessness**  
Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity**  
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity**  
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability**  
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness**  
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty**  
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership**  
Holders of public office should promote and support these principles by leadership and example.

## **Time commitment**

The Board normally meets three times a year. One meeting a year is usually held in Jersey and the remaining meetings are usually held by video conference.

## **Remuneration**

Independent Board members are unpaid.

Reasonable expenses, including travel and accommodation where necessary, will be payable.

## **Further information**

For further information about the role please contact **[INSERT]**

**The recruitment process**

Interviews will be arranged between [DATE] and [DATE] .

**How to apply**

Please send a CV and covering letter to **[INSERT]**