



HOUSE OF LORDS

External Member of
the Audit and Risk
Assurance Committee
Candidate Pack 2023

INCLUSIVE BOARDS

A note from the Chair of the House of Lords Audit and Risk Assurance Committee and from the Clerk of the Parliaments

Thank you for showing an interest in becoming a non-executive member of our Audit and Risk Assurance Committee (ARAC) in the House of Lords. The House sits in an environment that is constantly changing and evolving, which leads to a rapidly shifting risk landscape. From oversight of large-scale programmes to being diligent about cybersecurity to understanding and scrutinising governance of the House within its public sector domain, the Committee plays a vital role in providing advice to the Clerk of the Parliaments (in his role as the Accounting Officer) and senior management of the effectiveness of internal controls and risk management.

We are looking for a new non-executive member, who will work with the Chair and the Committee, to probe and provide constructive challenge that will support the House to improve its delivery and performance; and provide comfort to the Public that the House is committed to effective governance and risk management. We want someone to continue building on our frank, open working relationship and the high level of mutual respect between the Committee and the Administration of the House.

If you have the skills and experience we are looking for, and are motivated to help the House of Lords continue to develop its important contribution to the stewardship of public sector finances, then we look forward to hearing from you and wish you every success with your application.



Simon Burton,
Clerk of the Parliaments



Mathew Duncan,
Chair of the Audit and Risk Assurance Committee

About the House of Lords, its Governance and Administration

The House of Lords is the second chamber of Parliament and is independent from the House of Commons. It shares the task of making and shaping laws and it plays a crucial role in examining bills, questioning government action, and investigating public policy. The House of Lords is made up of approximately 800 members who bring in experience and knowledge from a wide range of occupations and backgrounds. It is supported by the House of Lords Administration, headed by the Clerk of the Parliaments, which is made up of around 660 staff who carry out the range of functions necessary to support members and for the House to sit.

The purpose of the Lords Administration is to support and strengthen the House of Lords. The four central values of the House of Lords Administration are respect, inclusivity, professionalism and responsibility. These inform the behaviours that help to create an inclusive and respectful workplace culture to ensure the best possible service to the House and its members.

The Audit and Risk Assurance Committee is appointed by the House of Lords Commission, the senior member body, to examine and oversee audit and accountability arrangements in the House and to advise and provide support to the Clerk of the Parliaments, the head of the House of Lords Administration, as Accounting Officer. It considers internal and external audit reports and assesses the responses of the House of Lords Administration.

The Committee consists of seven members, five members of the House of Lords and two external members, one of whom chairs the Committee. The Chair is also an ex-officio member of the House of Lords Commission. The Committee is assisted at its meetings by officials from the House Administration and from the National Audit Office, who are the House's external auditors.

For further information, a briefing is available [here](#).



Our Commitment to Inclusion and Diversity

Inclusivity is one of our four core values and we believe it is important that all colleagues embrace diversity and work together to improve our culture. We aim to ensure meaningful compliance with our equality duties in every aspect of our work, to demonstrate best equalities and anti-discrimination practice, and to embed equality and fairness into the day-to-day running of our organisation.

We want the House of Lords and its governance and administration to be as fully diverse as the society it serves and as such welcome applications from anyone regardless of age, experience, sexuality, religion/beliefs, disability, ethnicity, heritage, gender, socioeconomic background or other differences.

- The House of Lords is deeply committed to inclusive working practices, so during the application process we commit to:
- Making any reasonable or (where possible) alternative adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them and/or providing alternative adjustments which fall outside the scope of reasonable adjustments as defined by the Equality Act 2010
- Providing documents in accessible formats readily available to download.

If there is anything else you are concerned about or think we could provide, please let us know.

To learn more about our approach to Equality, Diversity and Inclusion and read our 'Active on Inclusion Strategy 2021-2024' visit our dedicated webpage [here](#).

About the Role

We are seeking one external member of the Audit and Risk Assurance Committee.

Audit and Risk Assurance Committee (ARAC)

The Audit and Risk Assurance Committee was established in 2002 and is appointed by the House of Lords Commission, which is responsible for its membership and terms of reference. The Audit and Risk Assurance Committee:

- Considers internal and external audit reports and other material, and the management responses to these.
- Agrees the annual internal audit work programme and monitors progress against the audit plan.
- Provides advice to the Clerk of the Parliaments in exercising their responsibilities as Accounting Officer
- Evaluates the adequacy of the risk management system and the suitability of the control arrangements reported to it; and advises the Accounting Officer and the Management Board accordingly,
- Encourages value for money by evaluating and advising on the suitability of financial practices, internal controls, and effective governance processes throughout the administration of the House;
- Reviews the annual financial statements and accounts.
- Makes an annual report to the House, to be submitted, in the first instance, to the commission and to be published with the House of Lords annual report and accounts;
- Monitors areas of joint interest with the House of Commons Administration Estimate Audit Committee, including the Restoration and Renewal programme and other bicameral topics as needed.
- Reviews regularly the effectiveness of the Audit and Risk Assurance Committee against best practice guidance, including the Audit and Risk Assurance Committee Handbook.



Person Specification

Alongside the Experience and Skills and Attributes listed, we are interested in hearing from candidates with experience in one or more of the following areas:

- Audit and governance issues.
- Management of large-scale change programmes, for example large-scale construction work, capital investments.
- Risk management.

Experience

- Board or Board-level experience within a complex organisation in the public, private or not-for-profit sectors.
- Experience of public sector governance and accountability arrangements
- Understanding of audit and risk management within a complex environment.
- Extensive experience of successfully managing relationships in a complex, multi-stakeholder environment.
- Awareness of central government finance and accounting frameworks (desirable).

Skills and Attributes

- Excellent analytical skills that have been proven on complex and sensitive issues.
- The ability to support and challenge the board with constructive and independent assessments.
- Demonstrable commitment to equality, diversity and inclusion
- Ability to think strategically, synthesise complex information, weigh up options, measure risks and build consensus.
- The highest levels of personal integrity, fairness and impartiality as enshrined in the Seven Principles of Public Life, known as the Nolan Principles.





Additional Information

Location

Meetings are typically held in person at the Parliamentary Estate in London. The Committee takes a flexible approach and remote joining arrangements are available.

Time Commitment

The Committee usually meets six times a year, including two or three joint meetings with the House of Commons Administration Estimate Audit and Risk Assurance Committee. Alongside any ad hoc responsibilities and meeting preparations we anticipate the time commitment to be between 12 to 15 days per annum.

Terms of Appointment

3 years, with the potential for extension for a further 3 years up to a maximum of 6 years term. Subject to a review 12 months after the initial appointment.

Remuneration

£9,000 per annum.



Additional Information

Political Activity

External members of the Committee will be expected not to have any personal, political, or business interests which may conflict with the responsibilities of the post. External members also have to demonstrate complete impartiality during their time of the Board and should not during their time in office undertake any party political activity. Individuals are ineligible for this role if they are current or former Members of either House of Parliament.

Party political activity includes:

- Holding office in a party political organisation;
- Speaking in public on matters of national or local political controversy;
- Expressing views on political matters in the media, or in books, articles or leaflets or on publicly available social media sites such as Twitter or Facebook;
- Being a candidate for election to a local authority or Parliament (including the European Parliament);
- Canvassing on behalf of a candidate for election to a local authority, Parliament or a political party;
- Attending, in a member or delegate capacity, conferences or functions arranged by party political organisations;
- Being involved in campaigning in a national referendum campaign.

If you have undertaken party political activity in earlier periods, this does not disqualify you from applying but should be declared prior to interview – the panel may at interview explore with you any potential for conflict of interests.

Party political activities may have given you relevant skills, including experience gained from committee work, collective decision-making and resolving conflict. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it in your application.

Applicants are required to complete a political activity and conflict of interest declaration. This will only be shared with the panel if the applicant is invited to interview.

Pre-appointment Checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications. Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Additional Information

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than three of the last five years, they are not eligible for vetting.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of The House of Lords. If you wish to apply for this position, please supply the following by **23.59 18/06/2023**.

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

If you have any questions or would like to arrange a call to discuss the role please email HOL@inclusiveboards.co.uk or call **0207 267 8369**.

Please visit www.inclusiveboards.co.uk/opportunities to apply online or send your CV and cover letter to HOL@inclusiveboards.co.uk.



INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



www.inclusiveboards.co.uk



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