

Appendix 2 - Co-optee Role Profile

Definition:

What is a Co-optee?

A co-optee is a lay person, with an interest in oversight and governance of decisions and administrative actions that are being made by the council.

The co-optee will contribute equally to the constructive work of the Corporate Governance and Audit Committee.

When decisions are taken by vote, the co-optee will have the right to participate in the discussion but will not have the right to vote.

Experience, Skills and Knowledge:

What are the key experiences, skills and knowledge you need to effectively carry out the role?

- Knowledge as a finance professional (demonstrated by qualifications- held or gained- or experience in a large organisation)
- Experience of dealing with professional experts and advisors (such as external auditors)
- Experience of corporate governance, gained by working with, or within, a complex multifunctional organisation in any sector, including national or international commercial organisations.
- Effective communication.
- Listening, questioning and constructively challenging
- The ability to look at issues from a broad perspective across Kirklees and beyond
- Knowledge of the Kirklees area, its demography and its challenges
- The ability to work as a team with other Committee members and officers
- The ability to weigh up information to reach conclusions and recommend actions
- An interest in local matters
- The ability to listen with an open mind to the points of view of others
- The ability to not pre-judge outcomes or show bias, for example, party political bias
- An ability to attend meetings of the committee, held during the daytime, in person wherever possible
- A level of IT skills and connectivity (to participate in online virtual meetings if necessary)

Key tasks:

What are the key tasks associated with the role?

- Attending Committee meetings, approximately 6 times per year
- Reading papers and reports in preparation for meetings
- Asking appropriate questions on issues
- Assessing the evidence and information provided at meetings to form views and opinions
- Contributing to discussions and to consideration of proposed actions
- Undertaking work on assigned tasks (limited)