

PRIVATE & CONFIDENTIAL

## Candidate Brief



Royal College of Veterinary Surgeons

Audit and Risk Committee (ARC)

Lay Person Vacancy – 2021

U0104

**February 2021**

**Managing Director**  
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## Welcome from Elizabeth Butler Chair of the ARC

Dear Candidate,

I am delighted that you have expressed an interest in applying to be a member the Audit and Risk Committee (ARC) of the RCVS. This committee supports RCVS Council by reviewing the comprehensiveness and reliability of assurances and internal controls in meeting the Council's oversight responsibilities.

I joined the RCVS in 2012 when the Committee was formed. I wanted to use my experience to develop and embed this Committee into the governance framework of the organisation. It has been an exciting and rewarding journey. My second term ends in July and we are now seeking a qualified accountant to join the Committee.

If this is an opportunity that appeals to you and you believe you have the required skills and knowledge plus commitment to the seven principles of public life, we would very much like to hear from you.

For a confidential conversation with Thewlis Graham Associates, who are managing the process, please contact Sarah Thewlis, Managing Director, on 020 7850 4781 or email [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com). Sarah will be happy to discuss this opportunity with you and answer any questions you may have.

Yours faithfully,

Elizabeth Butler  
Chair of the Audit and Risk Committee

## 2. About the RCVS and the ARC

The Royal College of Veterinary Surgeons is the statutory regulator for the veterinary profession in the UK, thanks to the Veterinary Surgeons Act 1966, and also has a range of roles that are supported by our Royal Charter, including regulation of the veterinary nursing profession.

As a regulator, we set, uphold and advance veterinary standards. As a Royal College, we promote, encourage and advance the study and practice of the art and science of veterinary surgery and medicine. We do all these things in the interests of animal health and welfare, and in the wider public interest.

We strive to behave with clarity, courage, compassion and confidence, and our vision is to be recognised as a trusted, compassionate and proactive regulator, and a supportive and ambitious Royal College, underpinning confident veterinary professions of which the UK can be rightly proud.

As a **regulator**, we:

- Maintain a Register of Veterinary Surgeons entitled to practice in the UK
- Regulate veterinary education and the standards required for inclusion on the Register
- Regulate professional conduct by producing advice, investigating concerns and potentially removing names from the Register

As a **Royal College**, we:

- Award postgraduate qualifications, including Fellowships and Certificates
- Maintain a list of veterinary surgeons who are RCVS Specialists
- Assess and accredit practice standards in accordance with the voluntary Practice Standards Scheme
- Support our partner charity, RCVS Knowledge, and the development of evidence-based veterinary science
- Provide a source of information and opinion on relevant veterinary matters.

In addition, we:

- Register veterinary practice premises where veterinary medicines are stored or supplied, on behalf of the Veterinary Medicines Directorate
- Maintain a list of approved riding establishment inspectors



On entering the College, all veterinary surgeons and veterinary nurses declare that they will pursue the work of the profession with integrity, and that their constant

endeavour will be to ensure the health and welfare of animals committed to their care. Our combined role, as regulator and Royal College, is to ensure that veterinary surgeons live up to this promise. <http://www.rcvs.org.uk/about-us/royal-charter-and-legislation/>.

## RCVS Audit and Risk Committee

### Terms of reference

The terms of reference of the Audit and Risk Committee are to support the Council by reviewing the comprehensiveness and reliability of assurances and internal controls in meeting the Council's oversight responsibilities (the committee's full terms of reference can be downloaded from [here](#)).

The Committee has delegated authority to:

- a. monitor the Council's risk management arrangements;
- b. approve the internal audit programme; and,
- c. advise the Council on the comprehensiveness and reliability of assurances and internal controls, including internal and external audit arrangements, and on the implications of assurances provided in respect of risk and control.
- d. receive assurances and offer advice on the quality assurance work undertaken by the College in relation to the accreditation of veterinary and veterinary nursing educational institutions is operating in accordance with its published procedures. This process of assurance is also designed to contribute to compliance with the requirements for membership with the European Association for Quality Assurance in Higher Education (ENQA)



### **3. Person Specification of the ARC Lay Person**

It is proposed to appoint a lay member of the Audit and Risk Committee.

The normal term of office will be four years, with a maximum of two terms.

This committee member must:

- be committed to the seven principles of public life (see annex A)
- have experience of working at committee or board level
- hold a CCAB qualification
- have experience of corporate governance in the not-for-profit sector
- have experience of effective, proportionate risk management
- be able to grasp detail and contribute to objective decision-making by exercising sound judgment
- have a general understanding of and interest in regulation, professional bodies and the veterinary profession
- be able to provide independent and constructive challenge as an informed member of the public, not an expert
- be able to establish and maintain excellent working relationships with a changing group of colleagues from a range of backgrounds and experiences
- have good oral communication skills; and
- be able to manage time effectively.

### **4. Conflicts of interest**

Committee members will be required to declare any general conflict of interest or any relevant business interests, positions of authority or other connections with organisations relevant to the business of the Royal College of Veterinary Surgeons and any conflict of interest that arises in the course of committee business.

## 5. Fitness to be a member on the ARC

Members of the ARC hold office subject to satisfying certain conditions. Factors which will affect an applicant's suitability include, but are not limited to:

- criminal convictions or outstanding criminal charges;
- a finding of impaired fitness to practise by any regulatory body;
- disqualification from a profession or as a company director; and bankruptcy;
- having an unspent conviction for a money laundering, bribery or a terrorism-related offence, among others;
- having ever been found to be in contempt of court;
- having ever been removed as an officer or employee of a charity for misconduct or mismanagement;
- being subject to notification requirements under sexual offences legislation (i.e., they are on the sex offenders register); or
- being a "designated person" under anti-terrorist legislation.

## 6. Terms and conditions of office

### Payments

- Committee members will be office holders, not employed by the RCVS. They will be entitled to a financial loss allowance based on the number of days spent on College business.
- The limits for reimbursement of financial loss and travelling expenses are set by the RCVS Council and are currently under review.

### Loss of Earnings

- Committee members are eligible to claim loss of earnings of up to £310 per day. This is currently under review.

### Allowances

- Committee members are eligible to claim reimbursement of overnight subsistence of up to £200 per night and first class rail fare, economy air fare or motor mileage.
- There is no stationery/computer consumables allowance.

### Taxation

- For those in full or part-time employment, or those not in employment, the RCVS will deduct tax at source as though the individual was on the RCVS payroll.

- Those who are self-employed, and have a consultancy, would be paid in full on an invoice from the consultancy, on the assumption that they pay any tax due themselves.

### **Time commitment**

- The time commitment is expected to be about six days per annum, which includes attendance at committee meetings and training.

All committee members will be required to comply with arrangements for appraisal for their performance plus attend training.

## **7. Competencies**

Once your application has been assessed, if you are shortlisted for interview, you will also need to demonstrate that you have the competencies required to be effective in this demanding role. Some examples of how these may be tested and met at interview are shown below:

| <b>Competence</b>                         | <b>Evidence</b>  |
|---|--|
| <b>Public interest and accountability</b> | <ul style="list-style-type: none"><li>• Commitment to the Seven Principles of Public Life</li><li>• Overriding commitment to promoting high professional standards</li><li>• Willing to maintain and uphold accountability</li><li>• A high level of probity, integrity, discretion and fairness and the ability to maintain confidentiality</li><li>• Able to uphold the principles of effective corporate governance</li></ul> |



|  |   |
|--|---|
| <p><b>Intellectual flexibility, sound judgement and motivation</b></p> | <ul style="list-style-type: none"> <li>• Thinks clearly, analytically and creatively</li> <li>• Considers the bigger picture as well as detail</li> <li>• Weighs up other people’s ideas</li> <li>• Has own ideas</li> <li>• Objective - able to analyse complex information and situations before reaching a conclusion. Willing to modify thinking in the light of new information or dialogue</li> <li>• High levels of motivation and a willingness to constantly review and improve performance</li> <li>• Tests and probes constructively and effectively to achieve the best outcomes for the RCVS’s regulatory and statutory functions</li> </ul> |
| <p><b>Effective influencing and communication</b></p>                  | <ul style="list-style-type: none"> <li>• Can influence and persuade others using well-reasoned arguments</li> <li>• Capacity to give and take advice</li> <li>• Respects the views of others</li> <li>• Debates cogently, using evidence to support views</li> <li>• Open to change</li> </ul>  |
| <p><b>Competence</b></p>   | <p><b>Evidence</b></p>  |
| <p><b>Strategic direction</b></p>                                      | <ul style="list-style-type: none"> <li>• Commitment to the aims and objectives of the RCVS, without being unduly influenced by individual interest groups</li> </ul>  |
| <p><b>Effective team working</b></p>                                   | <ul style="list-style-type: none"> <li>• Builds constructive relationships and works effectively in a team</li> <li>• Understands and maintains the separation between the non- executive and executive function</li> </ul>   |

## 8. Timeline, Application Process and How to apply

### Timeline

| Dates        | Activity  |
|--------------|---|
| 19 March 5pm | Applications close  |
| w/c 29 March | Thewlis Graham consultant interviewing of interested candidates |
| w/c 3 May    | Independent Selection panel interviews                          |
| w/c 10 May   | Candidates informed of outcome                                  |

### Application Process

Members will be appointed to serve on the ARC only

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Person Specification section and the people who best meet these will be invited for a Covid-secure online interview with Thewlis Graham Associates.

Those candidates not invited to interview will be advised by email by early April.

Longlisted candidates will be advised by email. After a consultation between the Independent Selection Panel and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview by the Independent Selection Panel. All candidates will be informed of the outcome following this date.

### How to Apply

To apply for this role, please email in word format to [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) the following documents quoting reference **U0104**:

1. A comprehensive CV
2. A covering letter containing:
  - Declaration of interest: do you have any personal or business interests, positions of authority or other connections with organisations that might be relevant to the work of the RCVS ARC and which could lead to a real or perceived conflict of interest were you to be appointed?
  - Commitment to the seven principles of public life (see Annex A)
  - Confirmation of your fitness for eligibility (see section 5 above for clarification of this)
  - A short piece (no more than 150 words) on your sphere of professional activity, including which area or areas you have worked in during your career,

you could also include any personal background that you think is relevant here, also how this would contribute to the work of the committee)

- A short piece (no more than 150 words) to provide strong evidence of your interpersonal, influencing and leadership skills where you have inspired the confidence of others and how this could be relevant to the work of the committee.
- The name, job title, organisation, email address and mobile number of two professional referees. (Please note: referees will not be approached without your prior permission.)

***Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.***

***Additionally, if you would prefer to receive this candidate brief in a more accessible format, please contact us.***

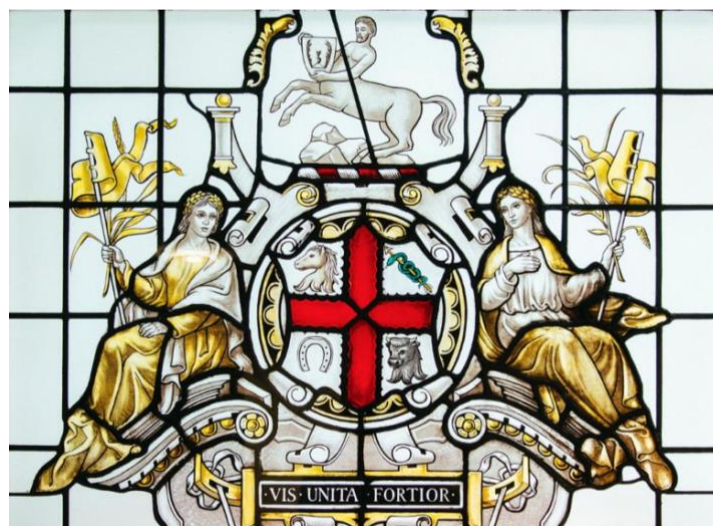
## Diversity Monitoring

Diversity Monitoring is independent of the recruitment process but please do complete your completed diversity monitoring form as Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this please contact Tracey on: [tct@thewlisgraham.com](mailto:tct@thewlisgraham.com).

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you



## 9. Advert

### Lay Person – Audit and Risk Committee

#### London

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We strive to behave with clarity, courage, compassion and confidence, and our vision is to be recognised as a trusted, compassionate and proactive regulator, and a supportive and ambitious Royal College, underpinning confident veterinary professions of which the UK can be rightly proud.

We have an established Audit and Risk Committee which supports RCVS Council by reviewing the comprehensiveness and reliability of assurances and internal controls in meeting the Council's oversight responsibilities.

We are now seeking a **qualified accountant** to join the Committee as a Lay Member.

This committee member must:

- be committed to the seven principles of public life
- have experience of working at committee or board level
- have experience of corporate governance in the not-for-profit sector
- have experience of effective, proportionate risk management.
- hold a CCAB qualification:
- be able to grasp detail and contribute to objective decision-making by exercising sound judgment.

We are looking for evidence of the following competencies:

- Public interest and accountability
- Intellectual flexibility, sound judgement and motivation
- Effective influencing and communication
- Strategic direction
- Effective team working

**Remuneration:** Currently loss of earnings is up to £310.00 per day, currently under review. Expenses will be covered for these roles.

Please apply by visiting [www.thewlisgraham.com/assignment-briefings](http://www.thewlisgraham.com/assignment-briefings) and following the instructions in the candidate brief quoting reference U0104. The closing date is 5pm on 19 March.

For a confidential conversation with Sarah Thewlis or for any other information please email [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com)

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## **Annex A**

### **The seven principles of public life**

#### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **6. Honesty**

Holders of public office should be truthful.

#### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.