



Cambridgeshire
Police & Crime
Commissioner

To: Business Co-ordination Board

From: Chief Constable

Date: 25th April 2013

ESTABLISHING THE JOINT AUDIT COMMITTEE

1. Purpose

- 1.1 This report outlines a proposed process for the recruitment of a substantive Joint Audit Committee (JAC) including the appointment of a Chair.

2. Background

- 2.1 The Joint Audit Committee as an independent body forms a key part of the governance and risk management structure that ensures public trust and confidence in the governance of the Office of the Police and Crime Commissioner and Cambridgeshire Constabulary. It also assists the Commissioner in discharging his statutory responsibilities in holding the Constabulary to account.
- 2.2 An interim audit committee was established in September 2012 as a transitional arrangement to maintain continuity through the change from Police Authority to OPCC and to see through the requirements for the financial year 2012/13, the vast majority of which fell under the remit of the Police Authority.
- 2.3 At the last meeting of the Interim Audit Committee (28th March 2013) it was agreed that new independent members would be recruited for the Joint Audit Committee with the intention that as a transitional measure, the June meeting could be attended by both old and new members, with the new members taking on full responsibility in the September meeting.
- 2.4 The JAC will have a Chair, Deputy Chair and up to three other members, all of who must be independent of the Commissioner, the Chief Constable and the Police and Crime Panel.

3 Appointment of Chair and Members of the Joint Audit Committee

- 3.1 The Chair of the JAC will be jointly recruited by the Commissioner and Chief Constable and will serve initially for one year in this role. This may be extended by a further two years on agreement by the Commissioner and Chief Constable. Key responsibilities for the Chair are outlined in Appendix A.

- 3.2 The Deputy Chair will be selected by a vote by members of the JAC.
- 3.3 Members of the JAC will be recruited by open competition in conjunction with the Commissioner and the Chief Constable or their representatives. They shall be recruited to ensure that the JAC has all the necessary skills and experience to fulfil its term of reference, in accordance with the job description for JAC members. Appendix D is attached which shows the areas which may preclude applicants from serving on the JAC.
- 3.4 JAC members may serve for a maximum of two terms (a term being three years).
- 3.5 On joining the JAC each member must attend an induction (prior to the first Audit Committee meeting) to fully understand the roles of the Commissioner, Chief Constable, the Police and Crime Panel and the business of the JAC.
- 3.6 A minimum of three members of the JAC must be present for the meeting to be deemed quorate, one of whom must be the Chair or Deputy Chair.
- 3.7 JAC members will be required to undergo an annual appraisal, disclose and record any conflicts of interest in the register of pecuniary and non-pecuniary interests at the start of each meeting. Members of the JAC are expected to attend all meetings, if two or more are missed this will be discussed as part of the annual appraisal process.
- 3.8 The members of JAC will be remunerated and reimbursed for all expenses incurred in fulfilment of their role. There are a range of options for remuneration which include:
- Ad hoc rates (based on the former Police Authority allowances scheme)
 - Home Office tribunal rates
 - More 'commercial' rates

4. Process of Appointment to the JAC

- 4.1 An indicative timeline and process flow chart for a six week selection process is shown below:

Date	Activity
Week commencing Mon 29th April 2013	Advertisement published
Fri 17th May 2013	Closing date for receipt of applications
w/c 20th May 2013	Shortlisting
Mon 27th May 2013	Notification to short listed candidates
Weds12/Thurs 13 June 2013	Selection day/days
Fri 14th June 2013	Notification to successful candidates

Date to be confirmed but potentially the day of the first JAC	Joint Audit Committee Member induction training
TBA	Joint Audit Committee meeting

4.2 **Appointment Panel**

The assessing panel will be convened by the Commissioner before any stage of the selection process takes place. An independent member from the Ethical Standards Committee may be invited to join the panel to ensure that the selection and appointment process is conducted fairly and openly.

4.3 The appointment panel could consist of:

- Commissioner and Deputy Commissioner
- Chief Constable
- CFO – OPCC
- CFO – Constabulary
- Independent Member (see above)

4.4 A draft role profile is attached at Appendix B and it is suggested that the appointment panel agree criteria on which to assess candidates.

4.5 Interviews will be based upon questions drawn up to test and score against agreed appointment criteria.

4.6 An application pack will be produced to include:

- Letter from Commissioner/Chief Constable
- Application form plus competencies
- Equal Opportunities monitoring form
- Role profile
- Time table
- Details of allowances
- Key responsibilities of JAC members (as shown at Appendix B)

5. **Recommendation**

5.1 The Board is invited to consider the proposals contained within the paper and make recommendations as appropriate in order to recruit and independent Chair and members on to the JAC.

Appendix A

Key Responsibilities for the JAC Chair

- The Chair of the JAC is responsible for providing leadership to the JAC for the purpose of it effectively setting and discharging the JAC Terms of Reference (TOR)
- The Chair will ensure that the JAC remains independent in achieving its purpose as set out in its TOR
- The Chair within the context of making the JAC effective, must create and manage effective relationships between:
 - JAC members
 - The Police and Crime Commissioner
 - The Chief Constable
 - The Chief Finance Officer's of both the Commissioner and Chief Constable
 - Internal Audit
 - External Audit
- Act as the Chair of the JAC and act as the JAC spokesperson
- Ensure that JAC members understand and have accepted the code of conduct
- Conduct the JAC meetings in a manner which will result in all matters on the agenda being dealt with effectively and efficiently
- Require members to identify any conflicts of interest at the start of the meetings
- Ensure that all members have an opportunity to contribute to debate at JAC meetings and attempt to achieve a resolution of issues discussed
- The Chair of the JAC should be and be seen to be independent of the Commissioner and Chief Constable

Appendix B

Key Responsibilities for JAC members

- To contribute to the development and effective discharge of the JAC TOR
- To maintain effective working relationships with other committee members, the Police and Crime Commissioner and the Chief Constable, Section 51 officers and both internal and external auditors
- To be diligent in preparing for committee meetings and making an effective contribution to those meetings to provide independent assurance of the governance, internal control and finance, risk and performance management arrangements of the Office of the PCC and the Constabulary
- Contribute to the business of each meeting in a manner which supports all matters on the agenda being dealt with effectively and efficiently
- Address the committee on all matters where an opinion or decision is required and in such a manner that does not inhibit other members of the committee wishing to express a different opinion
- Advise the Committee Chair where an interest or potential conflict of interest may exist in respect of a matter to be discussed at a meeting and act on the advice of the Chair

Appendix C

Persons not permitted to serve on the JAC

- A standing or ex Commissioner, ex Deputy Commissioner or Chief Constable
- A member or ex member of a Police and Crime Panel
- Serving Police Officers or who have served as a Police Officer within the last 8 years
- Currently serving staff of the Constabulary or the Office of the Police and Crime Commissioner
- Elected or ex local government councillors or those active in local or national politics
- Currently serving officers of any county, city, borough or district councils within the force area
- Individuals who have significant business or personal dealings with the Office of the PCC or Constabulary
- Individuals who have close relationships with or who are close personal associates of the Commissioner or Chief Constable including immediate family members and as such may not have the required level of independence required for JAC membership
- Individuals removed from the trusteeship of a charity
- Individuals under a disqualification order under Company Directors Disqualification Act
- A person who has been adjudged a bankrupt or made a composition or arrangement with his creditors
- Persons convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine, within the last five years prior to their appointment.