

## **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 Officers 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

### **Key Responsibilities for Joint Audit Committee (JAC) members**

- To contribute to the development and effective discharge of the JAC Terms of Reference.
- To maintain effective working relationships with other committee members, the Police and Crime Commissioner and the Chief Constable, Section 151 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 Commissioner 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.

