



**To:** Joint Audit Committee

**From:** Chief Executive

**Date:** 10 December 2013

## TERMS OF REFERENCE AND THE ESTABLISHMENT OF THE INTEGRITY SUB COMMITTEE

### 1. Purpose

1.1 To seek the Committees approval of the:

- (i) updated terms of reference for the Joint Audit Committee.
- (ii) establishment of the Integrity Sub Committee to support the Joint Audit Committee in carrying out its functions in respect of overseeing the management of conduct, complaints and integrity matters (as controls assurance).
- (iii) updated terms of reference for the Integrity Sub Committee.

### 2. Recommendation

2.1 That the Committee approve the:

- (i) terms of reference for the Joint Audit Committee.
- (ii) establishment of the Integrity Sub Committee
- (iii) terms of reference for the Integrity Sub Committee.

### 3. Background

3.1 The Joint Audit Committee terms of reference, and incorporated Integrity Sub Committee terms of reference, were discussed and agreed by the Interim Committee in March 2013. In September 2013 they were brought to the members of the Joint Audit Committee to review and approve.

3.2 In September 2013 this Committee agreed in principle to the terms of reference and requested a few amendments be made before formal approval.

- 3.3 The primary function of the ISC will be to review the control mechanisms which ensure effective and transparent handling and monitoring of:
- (i) Complaints against the Commissioner and his/her staff
  - (ii) Complaints against the Chief Constable and the Force
  - (iii) Integrity issues such as appointment processes, gifts and hospitality and registerable interests.
- 3.3 The Joint Strategic Risk Register identifies two risks relating to integrity issues:
- (i) *The Commissioner and the Chief Constable fail to work together effectively*
  - (ii) *The Commissioner and Chief Constable fail to apply and demonstrate good governance, in accordance with best practice, including the Nolan principles.*
- 3.4 The Integrity Sub Committee will act as a controls assurance to both of these risks.
- 3.5 The ISC's role will revolve around receiving assurances in terms of transparency and integrity. This will ensure that the risks identified related to transparency are appropriately managed.
- 3.6 The establishment of the ISC will also provide the appropriate forum for improving the controls around these risks.

#### **4. Establishment of Integrity Sub Committee**

- 4.1 The Sub Committee will consist of three members who are independent of the Police and Crime Commissioner and the Constabulary, including one member of the Joint Audit Committee.
- 4.2 The Sub Committee will meet at least annually.
- 4.3 Appropriate recruitment processes will be put in place to enable the enrolment of two additional independent members. Any views that the committee may have in terms of recruitment are welcomed.

#### **5. Recommendation**

- 5.1 That the Committee approve the:
- (i) terms of reference for the Joint Audit Committee.
  - (ii) establishment of the Integrity Sub Committee
  - (iii) terms of reference for the Integrity Sub Committee.