

**JOINT AUDIT COMMITTEE OF THE POLICE AND CRIME
COMMISSIONER AND CHIEF CONSTABLE FOR ESSEX
JOB DESCRIPTION AND PERSON SPECIFICATION FOR
MEMBERS OF THE COMMITTEE**

Roles and Responsibilities of the Joint Audit Committee

The Joint Audit Committee has been established to provide independent assurance to the Police and Crime Commissioner (PCC) and the Chief Constable. The role of the Audit Committee is to advise the PCC and the Chief Constable according to good governance principles and to adopt appropriate risk management arrangements in accordance with proper practices and the associated control environment and to oversee the financial reporting process. This will be achieved by;

- Advising the PCC and Police Constable according to good governance principles
- Ensuring that appropriate risk management and control arrangements are in place
- Consider internal and external audit reports
- Oversee the effectiveness of the framework in place for ensuring compliance with statutory requirements
- Oversee the financial reporting process

Independent Members of the Joint Audit Committee will;

1. Be required to attend meetings of the Joint Audit Committee as and when required. There will be a minimum of four meetings each year.
2. Take responsibility for independently assisting the Committee to discharge its duties by providing advice and scrutiny on all matters within the remit of the Committee including
 - Internal control arrangements
 - Risk management strategy and framework
 - Internal and external audit
 - Value for Money arrangements
 - Effectiveness of governance arrangements
3. Be committed to the general principles governing conduct probity and integrity.

Selection Process

Recruitment into the role will be based upon the principles set out in the Code of Practice published by the Commissioner for Public Appointments which relate to ministerial appointments to public bodies. The three basic principles are that appointments be made on merit by an objective, fair and open selection process.

Person Specification

Experience

You will preferably have a background in management, finance, business, law, public administration or other appropriate discipline.

Skills

Able to demonstrate that you understand, can analyse interpret and absorb and complex information.

Excellent all round communication skills as well as, the ability to actively contribute to discussion and debate.

You have the confidence to challenge and hold officers to account.

Ability to work as part of a team, Establish and maintain good working relationships with a wide range of people

Able to demonstrate independence, objectivity and impartiality

Knowledge

You will be able to demonstrate that you have a broad understanding of financial risk, control and governance issues facing public bodies

An understanding of the roles of internal and external audit.

Knowledge and awareness of policing and crime issues, nationally and locally would be preferable.

Other Requirements

To ensure the independence of the Committee, it is expected that prospective candidates shall not be:

- A standing or ex-PCC or Chief Constable.
- A member or ex-member of a Police and Crime Panel.
- Serving police officers.
- Currently serving staff of Police or Office of the Police and Crime Commissioner.
- Those active in local or national politics.
- Individuals who have significant business or personal dealings with the Office of the Police and Crime Commissioner or Force.

- Individuals who have close relationships with any of the above including immediate family members and as such may not have the requisite level of independence required for membership of the Committee.
- Individuals removed from a trusteeship of a charity.
- Individuals under a disqualification order under the Company Directors Disqualification Act.
- A person who has been adjudged a bankrupt, or made a composition or arrangement with his creditors.
- 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.

Remuneration

Members of the Joint Audit Committee will be remunerated at the Home Office tribunal rate of £211.50 per day, with part days paid at an hourly rate for attendance at meetings and allowing for reasonable preparation time. In addition, reasonable travel and other expenses in connection with your role will be reimbursed.

Members will be appointed for up to a period of 4 years, subject to satisfactory performance of the role.