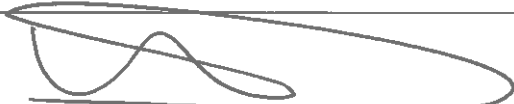


**POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE
REQUEST FOR DECISION**

REF: 003 / 2017

DATE: 3 February 2016

SUBJECT		JOINT INDEPENDENT AUDIT COMMITTEE: DURATION OF MEMBER APPOINTMENT
REPORT BY	CHIEF FINANCE OFFICER	
CONTACT OFFICER	Julie Flint, Chief Finance Officer Tel 01522 947222	
EXECUTIVE SUMMARY AND PURPOSE OF REPORT		
To seek approval for a change to the duration of appointment for Members of the Police and Crime Commissioner and Chief Constable's Joint Independent Audit Committee.		
RECOMMENDATION	<i>That the proposed amendment at paragraph (3.1) of the terms and conditions of appointment for JIAC members (see appendix A) be approved.</i>	

POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE	
I hereby approve the recommendation above, having considered the content of this report.	
Signature: 	Date: 3/2/17

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

A1. INTRODUCTION AND BACKGROUND

1. It is a requirement of the Home Office *Financial Management Code of Practice for the Police Service* that the Police and Crime Commissioner (PCC) and Chief Constable have an independent Audit Committee. The Code also recommends that it be a combined body that will consider the internal and external audit reports of both the PCC and Chief Constable.
2. The former Lincolnshire Police Authority established an interim Audit Committee in July 2012. This body was dissolved by the PCC and Chief Constable in September 2013 and replaced by a Joint Independent Audit Committee (JIAC).
3. Under existing membership terms and conditions, Members of the JIAC are limited to serving a single four year term. However for the Committee to operate effectively, it must maintain an appropriate balance of knowledge, skills and breadth of experience. It is proposed that the number of terms a Member can serve be increased so as to provide greater stability and continuity, and also to assist with succession planning. A Member would be eligible for automatic

reappointment for a second four year term, subject to the approval of the PCC and Chief Constable. At the end of the second term, the post would be advertised and the Member would be eligible to apply. In line with good governance practice, no Member would be able to serve on the JIAC for more than twelve years.

4. A copy of the terms and conditions of appointment for JIAC members is attached at Appendix A. The suggested amendment has been made under paragraph (3.1).

A2. LINKS TO POLICE AND CRIME PLAN AND PCC'S STRATEGIES/PRIORITIES

None specific.

B. FINANCIAL CONSIDERATIONS

None specific.

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

[This should include the legal powers the PCC has for making the decision]

None specific.

D. PERSONNEL AND EQUALITIES ISSUES

None specific.

E. REVIEW ARRANGEMENTS

The terms and conditions for membership of JIAC are reviewed periodically.

F. RISK MANAGEMENT

Failure to implement the proposed amendment could impact on the overall effectiveness of the JIAC.

G. PUBLIC ACCESS TO INFORMATION

Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC's website within one working day of approval. However, if release by that date would compromise the implementation of the

decision being approved, publication may be deferred. An explanation for any deferment must be provided below, together with a date for publication.




Is the publication of this form to be deferred? No

Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate part 2 form.

Is there a part 2 form? No

If Yes, for what reason:

ORIGINATING OFFICER DECLARATION

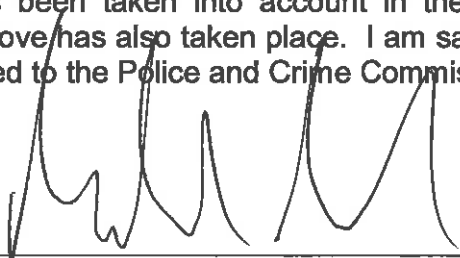
	Initial to confirm
Originating Officer: PCC's Chief Finance Officer recommends this proposal for the reasons outlined above.	
Monitoring Officer: The PCC's Monitoring Officer has been consulted on this proposal	
Chief Constable: The Chief Constable has been consulted on this proposal	

OFFICER APPROVAL

Chief Executive

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. Consultation outlined above has also taken place. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lincolnshire.

Signature:



Date:

3/2/17



JOINT INDEPENDENT AUDIT COMMITTEE (JIAC)

TERMS AND CONDITIONS

1.0 Key Responsibilities

- 1.1 To contribute to the effective discharge of the JIAC Terms of Reference.
- 1.2 To develop and maintain effective working relationships with JIAC Independent Members, the Police and Crime Commissioner, the Chief Constable, Section 151 officers and internal and external auditors.
- 1.3 To be diligent in preparing for JIAC 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 Police and Crime Commissioner and the Office of the Chief Constable.

2.0 Composition

- 2.1 The JIAC will comprise 5 Independent Members (one of whom will be the Chairperson), appointed jointly by the Police and Crime Commissioner for Lincolnshire and the Chief Constable.

3.0 Duration of Appointment

- 3.1 ~~The duration of appointment will be for a period of four years.~~ On appointment to the JIAC, a member will serve for a first term of four years. At the end of their first term, the member will be eligible for automatic reappointment for a second term, for a mutually agreed period up to a further four years, subject to the approval of the PCC/CC. At the end of any second term, the post will be advertised and the member will be eligible to apply. In line with good governance practice, no member may serve for more than twelve years (three consecutive terms). The Member must state their intention to either stand down after the first term or request automatic reappointment at least 4 months prior to their first term end date.

4.0 Reporting Line

- 4.1 The JIAC will report directly to the Police and Crime Commissioner for Lincolnshire and the Chief Constable.

5.0 Remuneration

- 5.1 Independent Members will receive a basic allowance. This allowance is fixed having regard to the Member Role Description.

5.2 The Basic allowance is £1,000 per year.

5.3 A special responsibility allowance will be paid to the Chairperson of the JIAC. This allowance will be fixed having regard to the Chairperson Role Description.

5.4 The special responsibility allowance is £2,000 per year. This amount will be paid in addition to the basic allowance.

5.5 Allowances will be subject to taxation and national insurance deductions at the appropriate rates.

6.0 Travel Costs

6.1 Public Transport

6.1.1 Independent Members will be reimbursed actual travel expenses incurred when using public transport in the performance of official duties.

6.1.2 Rail tickets will have an equivalent value up to and including the cost of a Standard class open return on the route booked. Tickets will normally be booked and paid for in advance to minimise costs. Members will provide details of any discount or concessionary entitlement available to them.

6.1.3 Taxis will only be used when public transport is not a reasonable or practical alternative.

6.2 Mileage Allowance

6.2.1 Independent Members will claim Her Majesty's Revenue and Customs (HMRC) approved mileage allowances for the performance of official duties whilst using their own private motor vehicle/motor cycle/bicycle.

6.2.2 Mileage rates, as at 6 April 2013:

Motor Vehicle - up to 10,000 miles a year 45p/mile
- over 10,000 miles a year 25p/mile

Motor Cycle Payable at the Inland Revenue approved rate of 24p/mile

Bicycle Payable at the Inland Revenue approved rate of 20p/mile

6.2.3 Rates of mileage allowance are PAYE tax and national insurance contributions (NIC) free, except when travelling from home to HQ and return.

6.2.4 Travel to/from home to normal place of work (HQ) is classed as ordinary commuting and as such the expense claimed for these miles is liable to PAYE/NIC deductions.

6.2.5 When travelling to alternative external locations (e.g. conference) the total miles can be claimed, this expense will be PAYE/NIC free.

6.3 Passenger Allowance

6.3.1 Independent Members may claim a rate of 5p per mile, per passenger, for the carriage of Members/employees in performance of official duties.

6.3.2 Rates are set nationally and are subject to periodic review by HMRC.

7.0 Time Commitment

7.1 It is envisaged that the JIAC will meet four times a year, and it is expected that Independent Members will attend all meetings. Wherever possible, mutually convenient dates will be sought and reasonable notice of meetings given. Further meetings may be required, but will be agreed with the Chairperson.

8.0 Conduct

8.1 It is the responsibility of Independent Members to comply with the provisions of the Code of Conduct including the declaration of any personal interests that might influence, or be perceived to influence, the way they fulfil their role.

9.0 Location

9.1 The JIAC will be primarily based at Lincolnshire Police Headquarters however meetings may take place at any site across the county as required.

10.0 Vetting

10.1 Before appointment to the JIAC is confirmed, successful applicants will need to be vetted. If an applicant has previously been vetted they may be asked to update their vetting checks.

10.2 Applicants who have un-discharged bankrupts will not be eligible for appointment to the JIAC.

11.0 Residence

11.1 There must be no employment restrictions, or time limit on a candidate's permitted stay in the United Kingdom.

12.0 Equality and Diversity

12.1 Both the Police and Crime Commissioner for Lincolnshire and Lincolnshire Police are committed to promoting equality of opportunity irrespective of gender, ethnic origin, disability, religious belief, sexual orientation, age, or any other factor.

