



**POLICE & CRIME
COMMISSIONER**
for Leicestershire

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Leicestershire & Rutland

INFORMATION PACK

RECRUITMENT OF MEMBER TO THE JOINT AUDIT RISK AND ASSURANCE PANEL (JARAP)

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INTRODUCTION FROM THE POLICE AND CRIME COMMISSIONER
AND THE CHIEF CONSTABLE



Mr Rupert Matthews
Police & Crime Commissioner
Leicestershire & Rutland



Simon Cole QPM
Chief Constable
Leicestershire Police

Information about the Joint Audit Risk and Assurance Panel

The aim of the Joint Audit Risk and Assurance Panel is to seek assurance that the Police and Crime Commissioner and the Chief Constable have fulfilled their responsibilities to ensure the best use of resources and public money. The Panel will report on their findings and make recommendations for improvements in the management of risk, internal controls and governance to the Commissioner and Chief Constable.

The Joint Audit Risk and Assurance Panel Membership

The Panel will comprise 5 members recruited to the role from the local community and applicants will live or work within the Leicestershire Police geographical area. Membership of the Panel will reflect the culturally diverse local community and members will come from a variety of backgrounds, including but not restricted to:-

- o Law and Criminal Justice
- o Commerce, Finance and Business
- o Community Service/Partnership/Voluntary Working
- o Health and Medicine due to the skills deemed transferable to a policing environment.

Working Arrangements

The terms of reference of the Panel will be as follows:-

JOINT AUDIT RISK AND ASSURANCE PANEL

Terms of Reference

1. INTRODUCTION

- 1.1. In line with the principles of good governance as laid down by the Chartered Institute of Public Finance & Accountancy (CIPFA) and the Financial Management Code of Practice for the Police Service of England and Wales, this independent Joint Audit, Risk & Assurance Panel (JARAP) was established in 2013, covering the separate roles and offices of both the Police & Crime Commissioner (PCC) and the Chief Constable.
- 1.2. The Office of PCC and Chief Constable are intrinsically linked by the priorities of the Police & Crime Plan and therefore it is in the best interests of the public, value for money and probity that a Joint Audit, Risk & Assurance Panel (JARAP) was established.
- 1.3. The purpose of the JARAP as an independent body is to seek assurance over the adequacy of the following:
 - 1.3.1. The risk management and the internal control framework operated by the PCC and Chief Constable.
 - 1.3.2. The effectiveness of their respective governance arrangements.
 - 1.3.3. The appointment, support and quality of the work of internal and external auditors as they provide assurance on risk management, internal controls and the annual accounts through their work.
 - 1.3.4. Financial and non-financial performance to the extent that it affects the PCC and Chief Constable's exposure to risk, weakens the control environment and undermines their ability to provide good value for money.
 - 1.3.5. The financial reporting process.
- 1.4. The JARAP is a non-executive Panel and has no executive powers, other than those specifically delegated in these Terms of Reference.
- 1.5. The JARAP will establish effective communication with the PCC and Chief Constable, their nominated representatives, their respective Chief Finance Officers, Monitoring Officer, Head of Internal Audit, the External Auditor and other relevant stakeholders, including the Police and Crime Panel, for the purpose of fulfilling these terms of reference. A working protocol is established to ensure that this is achieved by all parties.

2. MEMBERSHIP

- 2.1. The JARAP will have a Chair, a vice-chair and three other members, all of whom must be independent of the PCC, the Chief Constable and the Police and Crime Panel.

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- 2.2. The role of the Chair and panel member is set out in their role specification which is available upon request.
- 2.3. Members of the JARAP shall be recruited by the Police and Crime Commissioner and Chief Constable or their representatives in conjunction with the JARAP Chair (or a nominated representative) on application and through open competition. They shall be recruited to ensure that the JARAP has all the necessary skills and experience to fulfil its terms of reference, in accordance with the job description for JARAP members. To ensure the independence of the JARAP, members shall not be:
 - 2.3.1. A standing or ex-PCC or Chief Constable.
 - 2.3.2. A member or ex-member of a Police and Crime Panel.
 - 2.3.3. Serving police officers or have served as a police officer within the last 8 years.
 - 2.3.4. Currently serving staff of Leicestershire Police or Office of the Police and Crime Commissioner.
 - 2.3.5. Elected or ex-local government councillors or those active in local or national politics.
 - 2.3.6. Currently serving officers of any county, city, borough or district councils within the force area.
 - 2.3.7. Individuals who have significant business or personal dealings with the Office of the Police and Crime Commissioner or Force.
 - 2.3.8. 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 JARAP membership.
 - 2.3.9. Individuals removed from a trusteeship of a charity.
 - 2.3.10. Individuals under a disqualification order under the Company Directors Disqualification Act.
 - 2.3.11. A person who has been adjudged a bankrupt, or made a composition or arrangement with his creditors.
 - 2.3.12. 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.
- 2.4. The Chair of the JARAP will be jointly recruited by the PCC and the Chief Constable and will serve for a maximum of two terms, each being a maximum of 4 years.
- 2.5. All JARAP Members will serve for two terms, each term being a maximum of 4

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years unless they choose to resign from the role. If a panel member becomes the chairman this is deemed to be a new role and the two term period re-commences from the date of this appointment.

- 2.6. If a panel member wishes to continue after the initial two term period then they will be permitted to re-apply for the role but will have to go through the same selection process as other applicants. Each four year term will commence when the member takes up their role. This will guard against all members finishing their period on the panel at the same time and allows for phased replacement of panel members.
- 2.7. The process for appointment of a second term for the Chair and Members is as follows:
 - 2.7.1. Prior to six months before the end of their second term the CFO on behalf of the PCC and CC will seek the views of the Chair (for Member second term appointments), Members (for Chair second term appointments) and will provide this information to the PCC and CC and/or their representatives who will decide if a second term should be offered.
 - 2.7.2. The CFO on behalf of the PCC and CC will write to the JARAP member or Chair to offer a second term or to confirm that a second term will not be offered. This will happen six months prior to the end of the current term.
 - 2.7.3. Within one month of this letter, the JARAP member or chair must advise the CFO of their intention whether to accept a second term.
 - 2.7.4. If it becomes evident that a number of panel members are likely to end their term on, or around, the same time then the CFO can recommend to the PCC and CC an extension to their term for up to 12 months in order for there to be a phased replacement of members rather than all members leaving their role at the same time.
 - 2.7.5. In relation to the offering of a second term and the extension by up to 12 months of a term in office the PCC and CC decision is final and there is no appeal mechanism.
- 2.5. Members of the JARAP will be vetted to the Recruitment Vetting (RV) level which is consistent with the vetting levels now used for staff and Non Police Personnel vetting Level 2 (NPPV2).
- 2.6. Vetting arrangements will be undertaken for JARAP Chair and Members prior to commencement of the role and at the period with a further review at the appointment of the second term on the panel.
- 2.8. The vice-chair is selected by members of the JARAP and the role is reviewed annually. The vice-chair will act as Chair at meetings in the absence of the Chair. If the Chair can no longer continue in this role, the vice-chair will act as the Chair until the formal appointment of a new Chair. The vice-chair will not automatically become the new Chair, although may apply for the post of Chair as part of the recruitment and replacement process run by the PCC and Chief Constable.
- 2.9. All members of the JARAP will be subject to an independent annual appraisal, The outcomes will inform the member development programme. See

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Paragraph 9.4 of these terms of reference.

- 2.10 On joining the JARAP, each member must attend an induction training course to help them understand the roles of the PCC and the Chief Constable, the Police and Crime Panel and the organisations pertaining to the PCC and Chief Constable. Further training on specific relevant topics will be provided as necessary, according to the members' own relevant experience and emerging business needs of the JARAP. Members of the JARAP will be expected to attend all such training and to develop their skills as part of a member development programme. Training needs will be considered during the annual appraisal process and a training & development programme established both for the JARAP and its individual members as appropriate.
- 2.11 In accordance with the JARAP member's code of conduct, each member will be required to record any conflicts of interest in the register of pecuniary and non-pecuniary interests. In addition, JARAP members will be required to disclose any such interests at the commencement of any meeting where there is a need to do so due to the nature of the JARAP agenda, or immediately if they arise unexpectedly in discussion.

3. **RIGHTS**

- 3.1 Only members of the JARAP have the right to vote on matters.
- 3.2 The members of the JARAP will be remunerated and reimbursed for all expenses incurred in the fulfilment of their JARAP duties, roles and responsibilities in accordance with the schedule of allowances and expenses agreed by the PCC and Chief Constable.

4. **SUPPORT**

- 4.1. The Chair, in conjunction with the PCC and Chief Constable has particular responsibility for ensuring that the work of the JARAP is appropriately resourced, including appropriate secretariat support and any other specialist support necessary to ensure its members are effective in their role. The JARAP Chair has a duty to report any shortfall in the level of support to the PCC and Chief Constable in the first instance and in a public report if this is not remedied.
- 4.2. The allocation of secretariat support to the JARAP and its funding will be agreed between the PCC and Chief Constable. This will include ensuring that best practice as contained in relevant good governance codes and protocols are upheld so that the JARAP is effective and the members' independence is maintained.
- 4.3 The JARAP may with reasonable justification and with joint approval by the respective Chief Finance Officers of the PCC and Chief Constable procure specialist ad-hoc advice e.g. legal, to obtain additional skills, knowledge and experience at the expense of the PCC and Chief Constable to support the JARAP in the achievement of its terms of reference. This will be considered appropriate where specialist advice is not available within the existing JARAP support arrangements or it is not considered appropriate to use this support.

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5. FREQUENCY AND NOTICE OF MEETINGS

- 5.1. The JARAP will meet approximately four times a year. The calendar of meetings shall be agreed at the start of each year. Scrutiny and pre-approval of the statement of accounts of the PCC and Chief Constable will take place either at a JARAP meeting or by the Statement of Accounts being shared with a nominated member or members before submission to external audit.
- 5.2. Further meetings outside of the normal cycle of the JARAP can be convened at the request of the JARAP Chair or any of its members, subject to agreement by the Chair.
- 5.3. The PCC and or CC may ask the JARAP to convene further meetings to discuss particular issues on which they want the JARAP's advice.
- 5.4. Meetings can be requested by the external or internal auditors where this is considered necessary and on agreement of the JARAP Chair.
- 5.5. Unless otherwise agreed, formal notice of each meeting confirming the venue, time and date together with the agenda of items to be discussed, will be forwarded to each member of the JARAP, any other person required to attend and all other appropriate persons determined by the Chair, no later than five working days before the date of the meeting.
- 5.6. Any meetings held outside the normal cycle of meetings should be convened with a minimum notice of five working days. Extraordinary or urgent meetings may be held with less notice but should be for exceptional matters only, subject to the Chair's agreement and quorum requirements. In this case the agenda and any supporting papers will be sent to the JARAP members and to other attendees at the same time as the meeting notice is sent out, recognising that if the matter is so urgent that there may only be an oral report. If this is the case then this will be identified on the agenda.
- 5.7. The agreement of the Chair is required to cancel, postpone or amend meeting arrangements with a minimum notice of five working days. If the Chair is unavailable, agreement of the vice-chair will be required.
- 5.8. If meetings are cancelled, it is anticipated that updates to members on non-standing reports will still be circulated unless otherwise agreed with the Chair.

6. ATTENDANCE AT MEETINGS

- 6.1. Members of the JARAP are expected to attend all meetings. If two or more meetings are missed in a year, this will be discussed as part of the annual appraisal, see 9.4. Regular non-attendance of JARAP members will lead to their removal as a member of the JARAP on agreement by the Chair.
- 6.2. The PCC and Chief Constable, will attend all meetings of the JARAP, or ensure that they are suitably and appropriately represented, therefore ensuring that the purpose of the JARAP is not compromised and that the members are able to appropriately fulfil their responsibilities. In addition, the Police Reform and Social Responsibility Act 2011, Section 114 of the Local Government Finance Act 1988

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and the Audit and Accounts Regulations 2011 assign a number of statutory responsibilities to each of the Chief Finance Officers of the PCC and Chief Constable. Given the nature of these responsibilities it is expected that both the Chief Finance Officers of the PCC and the Chief Constable will attend all meetings of the JARAP, or where this is not possible then their nominated representatives.

- 6.3. The Head of Internal Audit and representatives of the external auditor will be invited to attend meetings on a regular basis. The JARAP should meet with the Head of Internal Audit and representatives of the external auditor separately and privately at least once a year.
- 6.4. A minimum of three members of the JARAP must be present for the meeting to be deemed quorate, one of whom must be either the Chair or vice-chair.
- 6.5. JARAP meetings will be held in public with the matters discussed being placed in the public domain. Where items are considered commercially sensitive or contain issues which are deemed confidential or relate to a member of staff the JARAP may sit privately, that is, excluding members of the public or press, and will record their reasons for this decision in the public domain.
- 6.6. The JARAP may hold private informal meetings e.g. for briefing and training purposes without any non-members present if they so decide. Formal decisions cannot be taken at such meetings.
- 6.7. Expenses for the JARAP will be reimbursed on the basis of receipts and in line with the prevailing policies, rates and allowances of the Force and OPCC.

7. ACCESS

- 7.1. The Chief Finance Officers, the Monitoring Officer, Head of Internal Audit and the representative of external auditor of the PCC and Chief Constable will have free and confidential access to the Chair of the JARAP.

8. MINUTES OF MEETINGS

- 8.1. The secretary of the JARAP will record the names of those present at the meeting, write minutes, including the key points and decisions of all JARAP meetings, along with any actions stemming from discussion that need to be taken before the next meeting. The minutes of the previous meeting must be approved by the JARAP and signed by the chair as a true record at each meeting.
- 8.2. The secretary of the JARAP will establish, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly, see also paragraph 2.11 of these terms of reference.
- 8.3. The unsigned and unapproved minutes of the most recent JARAP meeting will be circulated promptly and no later than ten working days after the meeting to all members of the JARAP, to the PCC and the Chief Constable along with their nominated representative at the JARAP, the Chief Finance Officers of the PCC and Chief Constable and to the internal and external auditors, once they have

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been considered by the Chair or deputy Chair in the Chair's absence.

- 8.4. The minutes of the JARAP will be placed in the public domain as soon as these have been approved and signed by the Chair, with exclusion to any matter deemed private and confidential, as per paragraph 6.5 of these terms of reference.

9. **REPORTING**

- 9.1 To ensure relevant and timely reporting throughout the year to the JARAP a reporting time table will be prepared by the PCC and Chief Constable and agreed with the JARAP. This will be designed to enable the JARAP to fulfil its responsibilities and receive the assurances required. The annual plan or timetable will be reviewed regularly by the Chair, the ACO (Finance and Resources) and the OPCC Chief Finance Officer.
- 9.2 The Chair of the JARAP will provide the PCC and Chief Constable with an Annual Report in the name of the JARAP, timed to support finalisation of the accounts and the Annual Governance Statement, summarising its conclusions from the work it has done during the year and drawing attention to any significant or emerging issues as appropriate. This report will be placed in the public domain following its discussion with the PCC and Chief Constable along with their responses to the Chair's Annual Report. The Chair will be responsible for dealing with any public or media questions relating to that report.
- 9.3 The JARAP will, having regard to best governance practice, review these terms of reference annually and make any changes deemed necessary in consultation with the PCC and Chief Constable.
- 9.4 The JARAP will annually review its own performance to ensure it is fulfilling its terms of reference and operating effectively. In doing so it will make any recommendations for change to the PCC and Chief Constable. This annual Review of performance will include an individual appraisal of all members of the JARAP, including the Chair. The performance review of the JARAP and its members will be commissioned and undertaken independently.

10. **RESPONSIBILITIES**

10.1. **Risk Management, Governance and internal control responsibilities**

The JARAP will seek assurance in connection with the following:

- 10.1.1 The establishment and maintenance of an effective system of risk management, integrated governance and internal control, across the whole of the PCC and Chief Constable activities that supports the achievement of the objectives of the Police and Crime plan, ensuring probity, value for money and good governance.
- 10.1.2 The timely implementation of any actions necessary to ensure compliance with all internal standards and best practice, both financial and non-financial operated by the PCC and Chief Constable.
- 10.1.3 The adequacy of relevant disclosure statements, in particular the Annual

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Governance Statement, together with any accompanying Head of Internal Audit report, external audit opinion, risk register or other appropriate independent assurances.

10.1.4 The adequacy of arrangements for ensuring compliance with relevant regulatory, legal and code of conduct requirements and fraud and corruption as set out in Secretary of State Directives and other relevant bodies or professional standards.

10.1.5 Notwithstanding the specific responsibilities of the JARAP in connection with both internal and external audit, consider the adequacy of response by the PCC and / or the Chief Constable to recommendations contained within any external inspection report that has been received for the purposes of assurance.

10.2 Internal audit responsibilities

It is anticipated that the PCC and Chief Constable will engage the same internal auditors. The role of the JARAP in relation to internal audit will include advising the PCC and Chief Constable on the following:

10.2.1 Consider and make recommendations on the provision of internal auditors, including appointment, assessment of performance and dismissal.

10.2.2 Approving but not directing on the internal audit strategy and annual internal audit plan, ensuring that this :

- is consistent with professional standards;
- meets the audit needs of PCC and Chief Constable; and
- provides the JARAP with adequate coverage for the purpose of obtaining appropriate levels of assurance over the adequacy of the risk management, governance and internal control environment of both the PCC and Chief Constable.

10.2.3 Consider the Head of Internal Audit's annual report and opinion, and a summary of audit activity (actual and proposed) and the level of assurance it gives over the risk management, internal controls and governance arrangements of the PCC and Chief Constable.

10.2.4 Consider the findings of internal audit reports (or their summaries), the assurance provided and the adequacy of the response by the PCC and / or Chief Constable.

10.2.5 Commissioning additional work from the internal auditor, having regard to any actual or potential conflicts of interest.

10.2.6 Ensuring co-ordination between the internal and external auditors to optimise audit resources.

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10.2.7 Annually review the effectiveness of internal audit.

10.2.8 Where the JARAP considers there is evidence of ultra vires transactions, evidence of improper acts, or if there are other important matters that the JARAP wishes to raise, the Chair of the JARAP must initially take advice from the Monitoring Officer before raising the matter with the PCC and Chief Constable. Where appropriate the JARAP may then seek independent legal advice. Exceptionally, the matter may need to be referred directly to the external auditor, HMIC and / or the Home Office e.g. fraud suspicion directly involving the PCC or Chief Constable.

10.3.1 External audit responsibilities

It is anticipated that the PCC and Chief Constable will engage the same external auditors. The role of the JARAP in relation to external audit will include advising the PCC and Chief Constable on the following:

10.3.1 Consider and make recommendations on the provision of external auditors, including appointment and dismissal in conjunction with the Public Sector Audit Appointments Ltd (PSAA) who are currently responsible for the appointment of external auditors in England to bodies subject to audit under the Local Audit and Accountability 2014.

10.3.2 Review, advise on and endorse the external audit strategy and annual audit plan, ensuring that this is consistent with professional standards and the External Audit Code of Audit Practice.

10.3.3 Consider the external auditor's annual letter, relevant reports and the report to those charged with governance.

10.3.4 Consider specific reports as agreed with the external auditor.

10.3.5 Commissioning work from the external auditor, having regard to any actual or potential conflicts of interest.

10.3.6 Consider major findings of external audit work and the adequacy of response of the PCC and / or Chief Constable

10.3.7 Ensuring co-ordination between the internal and external auditors to optimise audit resources.

10.3.8 Annually review the effectiveness of external audit.

10.4 Annual Accounts of the PCC and Chief Constable

The JARAP will:

10.4.1 Review, scrutinise and recommend for signature the annual statement of accounts prior to their external audit. Specifically, it will seek assurances whether appropriate accounting policies have been followed and whether there are any concerns arising from the financial statements.

10.4.2 Consider the external auditor's report to those charged with governance on

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issues arising from the audit of accounts.

11. Information Requirement

11.1. For each meeting the JARAP will normally be provided with the following:

- A report summarising any significant changes to the PCC and Chief Constable risk and controls profile and any action planned in response.
- A report on any governance matters arising or a note that no governance matters have arisen since the last meeting and any action planned in response.
- A progress report from the head of internal audit summarising:
 - o Work performed and a comparison with work planned
 - o Key issues emerging from internal audit work
 - o Management response to audit recommendations
 - o Changes to the periodic plan
- Any resourcing issues affecting the delivery of internal audit objectives
- A progress report from the external audit representative summarising work done and emerging findings.
- A summary report of actions being tracked and progress made in connection with their implementation on significant risk, governance and
- Internal controls matters. Thereby providing for an on-going process of follow-up.
- Fraud and Corruption will be included as a standing agenda item

11.2. A protocol between the JARAP and Ethics, Integrity and Complaints Committee has been developed and annual meetings will take place between the Ethics Chair and the lead member for the JARAP.

11.3. A lead member has been appointed to consider collaboration developments in more depth and they, together with information from the Chair in respect of regional meetings will update the JARAP on regional and collaboration arrangements as deemed appropriate.

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Joint Audit Risk and Assurance Panel Members

Remuneration Scheme

Members will be paid an annual allowance. This will be £2,988 per year, plus travel expenses at standard class rail fare or car miles at 45p per mile.

Travelling expenses

Travelling expenses will be claimed in respect of the distance between your place of departure and the place where the approved duty is carried out and the return journey.

You will normally be aware of meetings in advance and so will, in most cases, be claiming for travel from home or place of work. There may however be occasions when meetings are called at short notice. In such circumstances, and where your point of departure is outside of the Force area, you will be paid from the point of where you have entered the area from your place of departure.

The claimant must ensure that their private car insurance covers the use of the vehicle on JARAP business.

Travel by train will be reimbursed up to standard class travel. For claimants who are eligible attention is drawn to the financial savings to the Office of Police and Crime Commissioner (OPCC) through use of a senior railcard, which enables savings of a third on all rail journeys. The cost associated with purchasing the card can be reimbursed from the OPCC.

Travel by taxi may be claimed only where public transport is not available. Travel by air requires the prior approval of the Chief Executive and is limited to economy class.

Subsistence

Subsistence will only be paid for attendance at meetings of the Joint Audit Risk and Assurance Panel meetings and any related training, conference or seminars arranged by the OPCC where refreshments are not provided. The level of reimbursement for meals will be:

Breakfast	£5.00
Dinner	£15.00

Claims for meals and other expenses will be paid on the basis of actual expenditure with a receipt.

Other expenses

All necessary hotel accommodation required for JARAP business will be booked and paid for by the OPCC. Value for money and best use of public funds will be key issues in determining the accommodation.

Carers' Allowance

Any member who is required to pay a Carer in order to attend a meeting may claim a Carers' Allowance. This allowance shall be paid upon the production of a valid signed receipt, and shall be for actual expenditure incurred up to a maximum of the national minimum wage rate per hour.

Carers' Allowance may be claimed for the total hours it takes to leave home, attend the meeting and return home. The allowance shall not be payable in response of care provided by a member of the claimant's family or household.

Payments may be claimed in respect of children aged 16 or under and in respect of other dependants where there is a medical or social work evidence that care is required.

Income tax and National Insurance

Most entitlements to allowances and expenses are subject to deductions for income tax and national insurance. In respect of mileage expenses, the HM Revenue and Customs approved rates adopted by the OPCC are exempt of payment of income tax and national insurance.

PAYE tax will be deducted at the basic rate on tax code BR unless a tax code can be provided/assessed via Form P45/P46 or the tax office can send a form P6. In these cases deductions will be made in accordance with the tax code issued.

Flat rate Class 1 National Insurance contributions (Category A) will be deduction on pay when the lower earnings limit is exceeded unless you produce a valid exemption certification available from your local tax office.

Claimants, who are self-employed or have full-time employment with another employer, may pay more National insurance than is needed. If so, a refund will be initiated by the Department of Works and Pensions (DWP) after the year-end and when the total overpayment can be accurately assessed.

If the claimant is over retirement age they need pay no contributions, regardless of whether they are receiving a pension. The claimant should require a 'certificate of age exemption' from HM Revenue and Customs and arrange for this to be forwarded to the OPCC. The OPCC will make the necessary arrangements to stop National Insurance contributions being deducted.

If the claimant or their spouse is in receipt of benefits they should note that all allowances count as earning whether or not they are actually being claimed and paid. Consequently, they should declare their 'earning' to the DWP in cases where a state benefit is also being received.

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OFFICE OF POLICE AND CRIME COMMISSIONER

Joint Audit Risk and Assurance Panel

The Recruitment Process

Recruitment is through application and open competition. Applicants are required to complete an application form (Part I *enclosed*) setting out how they meet the essential and desirable criteria for the role and answer the 6 questions contained within Part II (enclosed). Both parts of the form should be returned to:-

The Police and Crime Commissioner for Leicestershire
Police Headquarters
Enderby
Leicester
LE19 2BX
Email: Police.commissioner@leics.pcc.pnn.gov.uk

The completed form should be returned by the closing date of Monday 31st January 2022. Following the closing date shortlisting will take place. Applicants will be assessed against the criteria within the person specification. Successful candidates will be invited to interview.

Interviews will take place via Microsoft Teams week commencing 7th February 2022

Persons exempt from applying

The following persons are exempt from applying:-

- A standing or ex-PCC or Chief Constable.
- A member or ex-member of a Police and Crime Panel.
- Serving police officers or have served as a police officer within the last 8 years.
- Currently serving staff of Leicestershire Police or 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.

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- 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 JARAP membership.
- 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.

Joint Audit Risk and Assurance Panel

Timeline for Recruitment Process

<u>DATE</u>	<u>ACTION</u>
31 January 2022	Deadline for completed applications
1 – 4 February	Shortlisting.
w/c 7 February 2022	Interviews
By Monday 14 February 22(Panel Member)	Applicants informed of outcome of interviews
22 April Meeting	Meeting of the Joint Audit Risk and Assurance Panel

Joint Audit Risk and Assurance Panel
Member

ROLE SPECIFICATION

Job Title: JARAP Members

Purpose and Description of the Role

The remit of this Panel falls within the scope and guidelines of best practice and is established to act as an independent body providing assurance on the governance arrangements covering both the roles and offices of the Police and Crime Commissioner and the Chief Constable.

The role is an independent one, focused upon governance, management of risk and accountability and forms a critical part in the arrangements for ongoing accountability within the two corporations of the Office of the Police and Crime Commissioner and the Office of the Chief Constable.

The JARAP members contribute to the effective functioning of the Panel, the purpose of which is to seek assurance over the adequacy of the following:

- The risk management and the internal control framework operated by the PCC and Chief Constable.
- The effectiveness of their respective governance arrangements.
- The appointment, support and quality of the work of internal and external auditors as they provide assurance on risk management, internal controls and the annual accounts through their work.
- Financial and non-financial performance to the extent that it affects the PCC and Chief Constable's exposure to risk, weakens the control environment and undermines their ability to provide good value for money.
- The financial reporting process.

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Skills required (See also Person Specification)

- Good team skills
- Good communication skills, both written and oral.
- Ability to participate in meetings.
- Ability to examine evidence and complex documentation and take an independent and unbiased view.
- A knowledge or interest in local community issues would be desirable

Time commitment

It is anticipated that there will be approximately six meetings per year, and it is expected that members will attend all meetings. Whenever possible, mutually convenient dates will be sought and reasonable notice of meetings given. Further meetings may be required, but will be agreed with the Chair.

1. KEY RESPONSIBILITIES

- 1.1 To contribute to the effective discharge of the JARAP Terms of Reference.
- 1.2 To develop and maintain effective working relationships with Panel 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 Panel 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 OPCC and the Office of the Chief Constable.

2. CONDUCT OF PANEL MEETINGS

- 2.1 Contribute to the business of each Panel meeting in a manner which supports all matters on the agenda being dealt with effectively and appropriately.
- 2.2 Address the Panel on all matters where an opinion or decision is required and in such a manner that does not inhibit other members of the Panel wishing to express a different opinion.
- 2.3 Advise the Panel Chairperson 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 Chairperson.

3. PANEL CULTURE

- 3.1 As a member of the Panel, contribute to a culture that demonstrates a commitment to best governance practice and which supports.
 - i) Each member to use his or her best efforts in carrying out his or her duties as a member of the Panel;
 - ii) The highest level of integrity accountability and honesty in the actions of the Panel and of the PCC, Chief Constable and the other officers of the OPCC/Office of the Chief Constable;
 - iii) Respect and dignity among the members, officers and the external and internal auditor;
 - iv) The candid and timely sharing of information among the members of the Panel, management and the external auditor;
 - v) Acceptance by all members of the Panel of the right of every member to hold and express a dissenting opinion; and

4. MISCELLANEOUS MATTERS

- 4.1 When necessary or desirable, to facilitate the effective performance of the Panel's duties, attend other meetings and Panels.

5. PERSON SPECIFICATION

- 5.1 This is an exciting opportunity to be involved in the arrangements for delivering the Police and Crime Plan in Leicester, Leicestershire and Rutland. Accordingly we are seeking to identify and appoint panel members who demonstrate a number of personal qualities and competencies.
- 5.2 We are looking for people who;
- 5.2.1 Can demonstrate a commitment to teamwork and to working well with others. This is an important panel and the ability to work closely and well with others (regardless of the context) is an important feature of the Panel
- 5.2.2 Can show high levels of local or community leadership. Not just leadership in a senior position within an organisation, but community or local leadership, somewhere that you have made a positive impact
- 5.2.3 Have an enquiring and inquisitive nature – basically someone who will ask questions, not just for the sake of asking questions, but who will seek and demonstrate real insight and stimulate debate and positive challenge
- 5.2.4 Are committed to the local region and its issues and want to influence and guide the local debate.
- 5.3 This is a genuinely exciting time to get involved in local policing. We are seeking to develop a genuinely diverse and representative panel of independent members who through their own professional discharge of their role will make a positive contribution to our local policing.

NOT PROTECTIVELY MARKED

OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR LEICESTER,
LEICESTERSHIRE AND RUTLAND

OFFICE OF THE CHIEF CONSTABLE FOR LEICESTERSHIRE

JARAP MEMBERSHIP – APPLICATION

Introduction

The key to a successful JARAP team revolves around the appointment of a Chairperson and Members who can successfully demonstrate a number of key competencies, preferred behaviours and attitudes. These preferred criteria are not necessarily based in the world of work, but rather are life skills. We are keen, therefore, to identify and appoint those who can successfully demonstrate an ability to be a team member, who display energy and commitment, an enquiring mind, resourcefulness and insight.

Therefore, in addition to submitting your curriculum vitae, please fill in your personal details, identify which position you are applying for and answer the six questions set out below. The closing date for applications is on Monday 31st January 2022.

Shortlisted applicants for the Panel Member role will be invited for interview week ending 4th February 2022 .

NOT PROTECTIVELY MARKED

Name:

Address:

Telephone number:

Applying for the role of:

These questions are aimed at identifying the key attributes that we are seeking. Answers are restricted to 200 words for each question and can be drawn from any aspect of your life.

1. What is your proudest achievement?

2. Outline an experience where you can demonstrate that you used data and knowledge to improve an outcome and helped others to do likewise.

3. Describe a situation in which you challenged, constructively, a person or team, how you managed that challenge and how the outcome differed as a result of your challenge.

4. Please describe an experience where you were a member of a team that achieved something outstanding, and what your role was in that team.

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5. Describe an experience in which you used diplomacy and negotiation skills to improve an outcome.

6. Tell us about your enquiring mind – describe an incident/story/experience where your inquisitiveness led you on a certain path/resolved an issue

Answers are restricted to 200 words for each question but may be submitted on a separate page.

NOT PROTECTIVELY MARKED

If you have any questions about the role please contact us on 0116 229 8980.

Please return this form and your CV by Monday 31st January 2022 to
police.commissioner@leics.pcc.pnn.gov.uk or:

Office of the Police and Crime Commissioner for Leicestershire
Force Headquarters
St Johns
Enderby
Leicester
LE19 2BX