



Joint Audit Committee

Membership Role Profiles

Committee Chair

1. Job Purpose/Key Responsibilities

- 1.1 The Chair of the Committee is responsible for providing leadership to the Committee in effectively discharging its duties and responsibilities as set out in the Committee terms of reference.
- 1.2 (S)he will ensure that the Committee achieves its purpose of providing an independent assurance function for the governance, internal control, risk and financial and non financial performance of the Force and Office of the Police and Crime Commissioner.
- 1.3 The Chair must create and manage effective working relationships among the Committee, Police and Crime Commissioner, the Chief Constable, Section 151 officers and both internal and external auditors.
- 1.4 The Chair will meet separately with the Section 151 officers and District Auditor to discuss risk compliance and governance issues arising as a result of external or internal audit activity.
- 1.5 The Chair will act as the committee's spokesperson, using his or her best efforts to see that the committee receives all material to be discussed at the meeting at least one week before the meeting to ensure sufficient time to review information.

2 Conduct of Committee Meetings

- 2.1 The person appointed will:
 - (i) act as the Chair of the Committee meeting ensuring the appropriate conduct of business in accordance with the committee terms of reference.
 - (ii) conduct the business of each Committee meeting in a manner which will result in all matters on the agenda being dealt with effectively and appropriately.

- (iii) propose the termination of discussion on any matter when he or she is of the opinion that the matter has been thoroughly canvassed and discussed and that no new points of view or information are being presented.
- (iv) attempt to achieve resolution of all issues discussed at the meeting in respect of which a decision is required and members express conflicting positions, views, or advice, but such attempt should in no way inhibit a member from maintaining a different position, view, or advice.
- (v) ensure that all members who wish to address a matter at a meeting are afforded a reasonable opportunity to do so.

2.2 In any case where a member of the Committee has an interest or potential conflict in respect of a matter to be discussed at a meeting, the Chair will arrange for that member to excuse himself/herself from all or a portion of the Committee discussion.

3 Committee Culture

3.1 The Chair will provide leadership in promoting and supporting a Committee culture characterised by:

- i) The willingness of each member to use his or her best efforts in carrying out his or her duties as a member of the Committee;
- ii) The Committee's insistence on the highest level of integrity accountability and honesty in the actions of the Committee and of the Police and Crime Commissioner, Chief Constable and the other officers of the Office of the Police and Crime Commissioner /Force;
- 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 Committee, management and the external auditor;
- v) Acceptance by all members of the Committee of the right of every member to hold and express a dissenting opinion; and
- vi) A commitment to best governance practices and standards practices.

4 Miscellaneous Matters

4.1 The Chair will assist the Committee and management to understand and respect the responsibilities of each.

4.2 Whenever necessary or desirable, the Chair will facilitate the effective performance of the Committee's duties, attend other meetings and committees including those to facilitate governance of the internal audit shared service.

Committee Vice-Chair

1. Job Purpose/Key Responsibilities

- 1.1 To fulfil the basic responsibilities of a Committee Member and hold the office of Vice Chair of the Joint Audit Committee.

2 Additional Responsibilities

- 2.1 To support and deputise for the Chair of the Committee as and when necessary, having regard to the requirements outlined within the Chair's role profile.
- 2.2 To undertake any of the Chairs responsibilities and functions as and when necessary.

Committee Members

1. Job Purpose/Key Responsibilities

- 1.1 To contribute to the effective discharge of the duties and responsibilities of the Committee as set out in the Committee terms of reference.
- 1.2 To maintain effective working relationships with committee members, the Police and Crime Commissioner, the Chief Constable, Section 151 officers and both internal and external auditors.
- 1.3 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 Police and Crime Commissioner and Force

2 Conduct of Committee Meetings

- 2.1 Contribute to the business of each Committee meeting in a manner which supports all matters on the agenda being dealt with effectively and appropriately.
- 2.2 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.
- 2.3 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.

3 Committee Culture

- 3.1 As a member of the committee, contribute to a culture that supports.

- i) Each member to use his or her best efforts in carrying out his or her duties as a member of the Committee;
- ii) The highest level of integrity accountability and honesty in the actions of the Committee and of the Police and Crime Commissioner, Chief Constable and the other officers of the Office of the Police and Crime Commissioner /Force;
- 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 Committee, management and the external auditor;
- v) Acceptance by all members of the Committee of the right of every member to hold and express a dissenting opinion; and
- vi) A commitment to best governance practices.

4 Miscellaneous Matters

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