



## Audit Committee Members Protocol – 2023

### Introduction and Purpose of the Protocol

The Police & Crime Commissioner (PCC) and the Chief Constable (CC) are committed to maintaining high standards within the Joint Audit Committee (JAC). The PCC and CC recognise that there may be occasions where the conduct of a JAC member could bring the organisations into disrepute or impair the efficient operation of the JAC. The purpose of this Protocol is to outline the expectations that the PCC and CC have of JAC members and how any concerns with conduct will be addressed.

The Protocol applies to all JAC members.

### Standards

JAC members are expected to:

- 1.1. Act in accordance with the JAC Terms of Reference;
- 1.2. Undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the organisations;
- 1.3. Attend all JAC meetings, arriving punctually, participating constructively and facilitating the meeting's functioning;
- 1.4. Engage with JAC members as necessary and appropriate;
- 1.5. Seek appropriate clarification or amplification of information[ and where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the OPCCN];
- 1.6. Act with honesty and integrity;
- 1.7. Act in good faith and in the best interests of the organisations;
- 1.8. Follow the reasonable requests of the PCC and/or CC;

- 1.9. Maintain confidentiality e.g .do not use or disclose information which is confidential to the organisations without authorisation, ensure that confidential information is kept secure and do not copy or otherwise record confidential information except as strictly necessary to discharge duties (this list is intended as a guide and is not exhaustive);
- 1.10. Refrain from misrepresenting or negatively representing the organisations;
- 1.11. Act appropriately in discharging duties eg avoid conduct or action which could amount to bullying, harassment, victimisation, discrimination, indecent or offensive behaviour, circulation of offensive material or other inappropriate behaviour (this list is intended as a guide and is not exhaustive);
- 1.12. Refrain from conduct or action which causes (or could cause) loss, damage or injury;
- 1.13. Take reasonable care in respect of their health and safety and that of others;
- 1.14. Refrain from conduct or actions that bring (or could bring) the PCC or Constabulary into disrepute.

### **Informal Discussions**

Conduct which is considered a minor breach of the above standards will be resolved by informal discussions with the JAC member where possible. The Chair of the JAC, the PCC, or the CC (as appropriate), will make every effort to resolve the matter by informal discussion [, which may include additional training or support for the member].

### **Termination of Membership**

Where a JAC member is considered to have acted in a way that seriously breaches the above standards and as such, in a way which is incompatible with continued membership of the JAC, their appointment will be terminated with immediate effect.

### **Policy Statement Information**

**Policy Owner (Job Title):** Police and Crime Commissioner and Chief Constable

**Date to be reviewed:** September 2026

**Date last review completed:** To be noted

**Effective commencement date:** September 2023