



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

ORIGINATOR: Chief Finance Officer

DECISION NO. 2014/22

REASON FOR SUBMISSION: For Decision

SUBMITTED TO: Police and Crime Commissioner

SUBJECT:

Audit Committee – Membership and Allowances Scheme

SUMMARY:

The Home Office Financial Management Code of Practice requires the PCC and the Chief Constable to establish an independent Audit Committee of between 3 and 5 members.

As part of the transfer of governance to the PCC from the Police Authority, an Audit Committee comprising 3 members was established.

Recently, the Committee agreed that it needed to recruit two additional members and interviews have been held. At the same time the opportunity has been taken to review the allowances paid to members.

The proposals in this report have been agreed by the Chief Constable and more details are set out overleaf.

RECOMMENDATION:

It is recommended that:-

- a) the membership of the Audit Committee be increased from 3 to 5.
- b) members be paid an allowance of £3,000 per annum with effect from 1st September 2014.
- c) the Chairman also be paid an additional allowance of £1,000 per annum.
- d) members are reimbursed for mileage to their place of duty (usually Wymondham).

OUTCOME/APPROVAL BY: PCC on behalf of the PCC and the Chief Constable

The recommendations as outlined above are approved.

Signature

DPCC

Date

30/7/14

DETAIL OF THE SUBMISSION

1. KEY ISSUES FOR CONSIDERATION:

- 1.1 The Audit Committee of 3 members has been established for around 18 months following transfer of governance to the PCC and Chief Constable from the Police Authority.
- 1.2 More recently, it has become difficult to arrange meetings and the Committee recommended an increase in its membership to 5 in accordance with the Home Office Code of Financial Management (between 3 and 5 members).
- 1.3 This important role requires members to have the requisite skills and experience and, following informal agreement from the PCC and the Chief Constable, and in order to attract suitable applicants, an allowance of £3,000 per annum was advertised.
- 1.4 11 applications were received, generally of a high standard; 5 candidates were interviewed and 2 appointments have been made.
- 1.5 It is proposed to pay the allowances from 1 September 2014 and for the term of office to be 3 years.
- 1.6 It is appropriate to pay the Chairman an additional responsibility allowance of £1,000 per annum.
- 1.7 It is expected that a minimum of 12 days will be worked by each member.

2. FINANCIAL IMPLICATIONS:

- 2.1 The full year annual cost of the allowances is £16,000. The cost in 2014/15 will be £8,000. Costs will be shared equally between the Office of the PCC and the Constabulary.

3. OTHER IMPLICATIONS AND RISKS:

- 3.1 The Committee will be carrying out a full review of its terms of reference at its meeting on the 29th September 2014 including consideration of whether it should meet in public.
- 3.2 For transparency the names of Committee members, the allowance and expenses paid, will be published on the PCC's website.

PUBLIC ACCESS TO INFORMATION: *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*

| ORIGINATOR CHECKLIST (MUST BE COMPLETED) | PLEASE STATE 'YES' OR 'NO' |
|--|----------------------------|
| Has legal advice been sought on this submission? | No |
| Has the PCC's Chief Finance Officer been consulted? | Yes |
| Have equality, diversity and human rights implications been considered including equality analysis, as appropriate? | Yes |
| Have human resource implications been considered? | Yes |
| Is the recommendation consistent with the objectives in the Police and Crime Plan? | Yes |
| Has consultation been undertaken with people or agencies likely to be affected by the recommendation? | Yes |
| Has communications advice been sought on areas of likely media interest and how they might be managed? | No |
| In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission? | Yes |

APPROVAL TO SUBMIT TO THE DECISION-MAKER (this approval is required only for submissions to PCC and DPCC).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature:



Date

29.7.14

