**INFORMATION PACK**

**RECRUITMENT OF MEMBERS TO THE NORTHAMPTONSHIRE JOINT INDEPENDENT AUDIT COMMITTEE**



August 2022

Dear Sir/Madam

Thank you for your interest in becoming a member of the Northamptonshire Joint Independent Audit Committee (JIAC).

JIAC performs a statutory function of independent audit committee for the Police, Fire and Crime Commissioner (PFCC), Chief Constable (CC) and the Northamptonshire Commissioner Fire and Rescue Authority (NCFRA). With PCCs now into their Third term since their inception in 2012, the role of JIAC has been vital to ensure best practice and adherence to policies along with maintenance of good governance.

There has been some vital challenge to both the PFCC, CC and NCFRA as significant events and changes have taken place within Northamptonshire. We are looking for up to two individuals who are keen to assist in making Northamptonshire safer through the work of the committee and ensuring effective governance through the organisations including decision making.

The JIAC currently has a chair and four members. It is anticipated that there will be two member vacancies to replace existing members who are nearing the end of their term. Both vacancies are for a four year term from the date of appointment with a potential for a second term.

In order to provide a balanced range of skills and experience on the committee applicants with accountancy, information technology and project management experience are encouraged to apply as these are specifically areas where representation is required or where significant effort and work continues to progress.

If you would like to apply, please send a Curriculum Vitae, together with a covering letter demonstrating how you meet the criteria as set out in the Person Specification included within this recruitment pack.

To assist you further in your application we have included within this recruitment pack the JIAC Remuneration Scheme and a note of the meeting dates up to July 2023

The 2021/22 JIAC Annual Report and Terms of Reference (reviewed and updated in June 2022) are also attached for information.

JIAC Meetings are open to the general public and the agenda and papers for meetings are available on the Commissioner’s website.

The closing date for all applications is 5pm on the **19th September 2022**. The CV and covering letter can be sent hard copy, marked for the attention of Kate Osborne, Northamptonshire Police, Fire and Crime Commissioner, Darby House, Darby Close, Park Farm Industrial Estate, Wellingborough. NN8 6GS, or an electronic version emailed to: kate.osborne@northantspfcc.gov.uk

Applications will be subject to “blind assessment” by a panel with shortlisted candidates being asked to participate in a short interview. Successful candidates will be subject to normal police vetting procedures prior to taking up the post.

If you wish to discuss the opportunity further, please contact Helen King at: helen.king@northantspfcc.gov.uk

If you are unable to contact Helen for any reason, please email Kate Osborne who will forward your query along to someone who can help.

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| Stephen MoldPolice, Fire and Crime Commissioner for NorthamptonshireAnd Northamptonshire Commissioner Fire and Rescue Authority | Nick AdderleyChief ConstableNorthamptonshire Police | Darren DoveyChief Fire OfficerNorthamptonshire Fire and Rescue Service |

**ABOUT THE JOINT INDEPENDENT AUDIT COMMITTEE**

As publicly funded corporations sole, the Office of the Chief Constable, and the Office of the Police, Fire and Crime Commissioner are statutorily obliged to make arrangements for an Independent Audit Committee to oversee their arrangements. The Financial Management Code of Practice (FMCoP) for the Police Service of England and Wales recommends that this be a combined body covering both corporations sole for Policing and the Office of the Police, Fire and Crime Commissioner. Following the Governance transfer for Fire to the Northamptonshire Commissioner Fire and Rescue Authority (NCFRA) from 1 /1/19, this organisation is also obliged to make arrangements and in Northamptonshire is included in the JIAC arrangements.

The Joint Independent Audit Committee (JIAC) was established under the Home Office Financial Code of Practice for Police Services.

The Committee has a Terms of Reference, which is reviewed annually. This details the purpose of the Committee as:

***“To support the Police, Fire and Crime Commissioner, Chief Constable and the Northamptonshire Commissioner Fire and Rescue Authority to discharge their responsibilities by providing independent assurance on the adequacy of their corporate governance, risk management arrangements and the associated control environments, treasury management and the integrity of financial statements and reporting.”***

The Committee meet approximately four times per annum and half day workshops also take place on key areas between those meetings.

**RECRUITMENT**

Members of the JIAC shall be recruited on application and through open competition by the Chair, Police, Fire and Crime Commissioner and the Chief Constable, or their representatives.

They shall be recruited to ensure that the JIAC has all the necessary skills and experience to fulfil its terms of reference, in accordance with the person specification for JIAC members.

To ensure the independence of the JIAC, members shall not be:

* A standing or ex-Commissioner
* A standing or ex-Chief Constable.
* A standing or ex-Chief Fire Officer
* Member or ex-member of the Northamptonshire Police, Fire and Crime Panel.
* Serving Police, Fire or OPFCC staff or any person who has served as a member of staff in these organisations within the last five years.
* Elected local government councillors or those active in local or national politics.
* Currently serving officers of councils within Northamptonshire.
* A person with a direct or indirect fiduciary relationship with Northamptonshire Police, Fire or PFCC (e.g. a membership of a partnership or voluntary body) or individuals who may not have the requisite level of independence required for JIAC membership.

**PERSON SPECIFICATION**

**JOINT INDEPENDENT AUDIT COMMITTEE (JIAC) MEMBER**

**All applicants should be able to demonstrate the following:**

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| 1. | Awareness and understanding of the public sector. |
| 2. | Experience of scrutinising policies, procedures and processes. |
| 3. | Knowledge of best practice in audit and corporate governance. |
| 4. | Understanding of risk management principles and practice. |
| 5. | Understanding of and a demonstrable commitment to the Nolan Principles of Conduct in Public Life. |
| 6. | Willingness to give the time commitment. |
| 7.  | A demonstrable background in either business or professional sectors. |
| 8. | Demonstrate a connection with Northamptonshire. |

**Applicants should be able to demonstrate the following competencies:**

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| 1. | Integrity. |
| 2. | A constructive but challenging approach. |
| 3. | Analytical ability. |
| 4. | The ability to scrutinise. |
| 5. | Self-confidence. |
| 6. | Inclusivity and respect for others. |

**Desirable Experience:**

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| 1. | A Qualified Accountant; or |
| 2. | Project/Programme Management; or |
| 3. | Information Technology. |

**JOINT INDEPENDENT AUDIT COMMITTEE (JIAC)**

**CHAIR AND MEMBERS’ REMUNERATION**

The Chair and members are paid an annual allowance. Although this is currently paid monthly through force payroll arrangements on the 25th of each month, the JIAC chair and members are not considered employees.

**Chair and Member Allowances:**

Current allowances are as follows:

* Chair £5,000 per annum.
* Member £3,000 per annum.

**Time Commitment:**

There will be approximately four JIAC meetings per annum which last approximately half- a day and require similar preparation time. Additionally, approximately four half-day workshops on topic specific issues are held annually. Members may also be invited to attend other meetings/recruitment processes for the Force, Fire and/or OPFCC.

It is an expectation that members will read and prepare and liaise between meetings.

**Travel Allowances**

Travel by car is reimbursed at the HMRC rate, currently 45p per mile.

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

Parking and other expenses reasonably incurred in the exercise of members’ duties will be reimbursed where a receipt is submitted with the claim.

Travel by train will be reimbursed up to standard class travel.

Travel by taxi may be claimed only where public transport is not available.

Reimbursement will be made in line with monthly payroll payments after receipt of valid claims by the Chief Finance Officer.

**JIAC Meeting and Workshop Dates 2022/23**

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| **Date** | **Meeting/Workshop** | **Time and Location** |  |
| 5th October 2022 | Meeting | Virtual – Microsoft Teams |  |
| 14th December 2022 | Meeting | Virtual – Microsoft Teams |  |
| March 2023 | Meeting | Virtual – Microsoft Teams |  |
| July 2023 | Meeting | Virtual – Microsoft Teams |  |

**There are also accounts workshops in September (Police) and November (Fire) and there will also be a workshop in February 2023.**