

Audit Committee Member - Role Profile

Background

The Cleveland Joint Independent Audit Committee exists to advise Cleveland Police and the Police & Crime Commissioner on good governance. It was established in 2012 and under police financial management rules and best practice, it has a focus on good financial management and control – but also plays a key role in enhancing public trust and confidence in the governance of the OPCC and Cleveland Police, and assisting the PCC to discharge their statutory responsibilities in holding Cleveland Police to account.

The Audit Committee comprises five members who are independent of the Office of the Police and Crime Commissioner (OPCC) and Cleveland Police. It meets at least four times a year. Representatives of the executive of the OPCC and the Executive Team of Cleveland Police are required to attend each meeting of the Committee.

Two vacancies have arisen on the Committee which the PCC and Chief Constable are looking to fill. Members will receive an annual allowance of £1,500, with an expectation that approximately 5-7 days per year will be spent undertaking the role. One of the Members may have the opportunity to be the Vice Chair and would receive an annual allowance of £2,100, with an expectation that approximately 10-12 days per year will be spent undertaking the role

All members of the committee must be independent from the OPCC and Cleveland Police.

Audit Committee Member Role

As a Member of the Audit Committee you will play a key role in enhancing public trust and confidence in the governance of the OPCC and Cleveland Police, and assisting the PCC to discharge their statutory responsibilities in holding Cleveland Police to account.

Key Responsibilities:

1. Assisting the Audit Committee Chair in advising the PCC and the Chief Constable of Cleveland Police and/or their nominated representatives of key risk, compliance and governance issues that arise in conducting Audit Committee business.
2. Reviewing Committee papers and attending Committee meetings four times a year.
3. Assisting the Audit Committee Chair in effectively discharging the Committee's key responsibilities:
 - Providing independent assurance on the adequacy and effectiveness of the internal control environment (including risk management) in operation within the Office of the PCC and Cleveland Police, advising the PCC and the Chief Constable as appropriate.
 - Overseeing the effectiveness of the framework in place for ensuring compliance with statutory requirements, in particular those in respect of financial reporting audit.
 - Independently scrutinising financial and non-financial performance to the extent that it affects the Office of the PCC and Cleveland Police exposure to risks and weakens the internal control environment.
 - Overseeing the financial reporting process.
 - Advising the PCC and Chief Constable on the appropriate arrangements for external and internal audit and ensuring an appropriate response to audit reports and findings.

4. Maintaining an up to date knowledge and awareness of national and local policing and crime issues.
5. Attending relevant training events to keep knowledge up to date.
6. Promoting equality of opportunity and work to eliminate unlawful discrimination.
7. Complying with all relevant codes of conduct and maintaining the highest standards of conduct and ethics.