

WYPCC – Decision

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Timing:	Routine
Purpose:	To agree future arrangements for the Joint Independent Audit Committee
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SUBJECT OF ADVICE Future arrangements for the Joint Independent Audit Committee.

Summary: It is a requirement of the Home Office Code of Practice on Financial Management that the Police and Crime Commissioner (PCC) and the Chief Constable should establish an Independent Audit Committee, and the Code recommends that this be a combined body.

In December 2012 the PCC and Temporary Chief Constable agreed to the formation of a Joint Independent Audit Committee on an interim basis, subject to a review in twelve months time.

The Audit Committee has agreed an annual report for the PCC and the Chief Constable setting out its activities over the last year as a basis for the review. The Chair of the Audit Committee presented this report to the Community Outcomes Meeting on 14 October 2013.

Recommendation: Having considered the annual report, the PCC and Chief Constable will need to consider and agree future arrangements for the committee, including

- Membership
- Term of appointment
- Remuneration
- Provision of remote working IT facilities.

Consideration: The background to the formation of the current interim Joint Independent Audit Committee is set out in its annual report. This describes the committee's activities over the past year in accordance with its terms of reference and its role in providing assurance to the PCC and Chief Constable on governance and risk management arrangements. A self assessment was also conducted against the requirements of the Chartered Institute of Public Finance and Accountancy guidance on Audit Committees and the outcome of that is included in the report.

Differing approaches were initially adopted across the country to the establishment of audit committees. Some were put in place on an interim basis prior to the election of PCCs, while others were recruited following the elections by open advertisement. An analysis of the current arrangements of similar areas is provided at Appendix A (to be tabled at the meeting).

Membership

In determining future arrangements, the PCC and Chief Constable will need to consider the benefits of retaining continuity and experience as against recruiting from an open advertisement, including the cost implications of recruitment and induction.

Term of appointment

A fixed term of appointment is recommended to provide some certainty and stability in the committee. Consideration could be given to ensuring there is continuity beyond the next PCC elections.

Remuneration

Differing approaches were also adopted to remuneration, with some opting for a daily rate and others an annual figure based upon estimated workloads. Appendix A includes some comparative figures for similar areas.

Provision of remote working IT facilities

Members of the interim committee had requested that in the interests of efficiency and sustainability, agenda papers and other information be made available electronically through the provision of remote working IT facilities. This was deferred due to the interim nature of the committee and cost considerations, but the PCC and Chief Constable are requested to review this as part of the future arrangements for the committee.

Affordability: The current payments scheme is set out at Appendix B. The estimated cost of the committee is around £14,500, including £10,500 for attendance at formal committee meetings, workshops, and training and development sessions, £3,000 in expenses (predominantly mileage) and a training budget of £1,000. Payments made to audit committee members are included on the PCC website. The anticipated cost of providing remote working facilities is between £1,800 and £4,500.

APPENDICES

A Audit Committee arrangements in similar areas (to be tabled)

B Audit Committee Payments Scheme



JOINT INDEPENDENT AUDIT COMMITTEE

WEST YORKSHIRE POLICE AND CRIME COMMISSIONER AND WEST YORKSHIRE POLICE

Audit Committee members may invoice the OPCC for the services they provide in connection with their duties in accordance with the following rates:

Full day £232.44 (over 4 hours including preparation and travelling time)

Half day £115.12 (4 hours or less)

Expenses

Audit Committee members will be reimbursed expenses in accordance with the Determination made by the Home Secretary on police and crime commissioner expenses, relevant extracts of which are set out below.

Expenses may be paid in respect of:

- travel expenses
- subsistence expenses
- exceptional expenses

The amounts which may be claimed have been determined by the Secretary of State as:

TYPE OF EXPENSE	KEY RESTRICTION	RATES
Train	In the course of business	Reimbursed up to standard class rates
Mileage	Only if necessary	As per HMRC rates

		(currently 45p per mile)
Taxis	Only where public transport not available	Cost of taxi fare
Hotel accommodation	Value for money and best use of public funds – lower priced suitable accommodation	No explicit limitation on star standard of hotel accommodation
Subsistence	Only paid for evening meals and, where applicable, breakfast (not lunch)	Breakfast £10 Dinner £30
Exceptional expenses not falling within any other types	Reasonably incurred in carrying out business of the commissioner	Subject to prior approval by the Chief Executive

All expense claims must be supported by receipts and sufficient details of the expense incurred and the reason for it, otherwise it will not be possible to pay the claim.

The payments made to members of the Audit Committee will be published on the Commissioner's website.