



**INDEPENDENT MEMBER**

**APPOINTMENT TO THE  
JOINT INDEPENDENT AUDIT  
COMMITTEE**

**APPLICATION PACK**

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May 2022

Dear Applicant

**JOINT INDEPENDENT AUDIT COMMITTEE – INDEPENDENT MEMBERS**

Thank you for your interest in our vacancies in the Joint Independent Audit Committee.

We are looking to appoint two Independent Members who can work together to provide independent assurance on the adequacy of risk management and financial controls for West Yorkshire Police and for the Mayor's Police and Crime functions.

This is a unique opportunity to make a positive contribution and to share your expertise as the Committee plays an important role in supporting the Mayor and Chief Constable in ensuring the right governance and control mechanisms are in place to help to improve and strengthen the delivery of policing for our communities.

We are seeking someone with skills and experience in finance, accountancy, audit and risk-management or senior level business management, ideally in the public sector.

Whatever your background and expertise you will share our values to work impartially and with integrity contributing a wide range of experience which is of value to the Committee and be well-informed, interested and engaged in the issues facing the local West Yorkshire communities.

If you wish to be considered for this role, please provide:

- An up-to-date CV and a separate personal statement – stating which role(s) you are interested in, each no more than two sides of A4 in length (applications that exceed this limit will not be considered) that addresses the criteria set out in the person specification, using examples to demonstrate how you meet the requirements for the role(s).
- The names, positions and contact details for two referees. These must be people who know you in a professional capacity to comment on your suitability for the role. Your references will be taken prior to interview and may be shared with the selection panel.
- Complete, sign and return the application, reference and monitoring information form which accompanies this pack, and is available for download.

Please send your application to [policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk) before midnight on 29 May 2022.

Interviews will take place on Wednesday 22 and Thursday 23 June 2022.

Yours faithfully



Tracy Brabin  
Mayor of West Yorkshire



John Robins, QPM  
Chief Constable  
West Yorkshire Police

**Do you want to assist the Mayor and provide independent advice on corporate governance matters within West Yorkshire Police and the Mayor's Policing and Crime Team?**

We are looking to appoint two Independent Members to our Joint Independent Audit Committee who will provide independent assurance on the adequacy of risk management and financial controls for West Yorkshire Police and for the Mayor's PCC functions.

This is a unique opportunity to make a positive contribution and to share your expertise as the Committee plays an important role in supporting the Mayor and Chief Constable in ensuring the right governance and control mechanisms are in place to help to improve and strengthen the delivery of policing for our communities.

We are seeking someone with skills and experience in either finance, accountancy, audit and risk-management or with senior level business management, ideally in the public sector.

Whatever your background and expertise you will share our values to work impartially and with integrity contributing a wide range of experience which is of value to the Committee and be well-informed, interested and engaged in the issues facing the local West Yorkshire communities.

We are looking for high calibre candidates who have experience of effectively challenging and questioning at senior committees/boards with an ability to understand, interpret, discuss and question complex written material identifying the salient points to make balanced, reasonable and proportionate judgements to improve and strengthen the delivery of policing for our communities.

Successful applicants will be appointed for 3 years and remunerated for the services that they provide; the Member's annual allowance is £1,624. The formal Committee meets a minimum 4 times a year.

Applicants must be over the age of 18, live, work or study in the West Yorkshire area and be able to attend meetings in Wakefield or on-line during the working day.

We are committed to diversity and inclusion and welcome applications from under-represented communities.

To find out more about the role of the Joint Independent Audit Committee, the competencies required, and the eligibility criteria, please download an application pack here:

<https://www.westyorks-ca.gov.uk/policing-and-crime/joint-independent-audit-committee-recruitment/>

Completed applications should be returned to [policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk) by midnight on 29 May 2022. Interviews are scheduled to be held on Wednesday 22 June and Thursday 23 June 2022.

## BACKGROUND

### WEST YORKSHIRE KEY FACTS:

- Five local authorities of Bradford, Calderdale, Kirklees, Leeds and Wakefield.
- Fourth largest police service area in England and Wales.
- 2.3m people.
- 18.2% of the population from a minority ethnic background.
- An economy worth £55.4 billion.
- 22% of the population live in areas defined as the most deprived 10% in England.
- Home to 91,000 students based at seven higher education establishments.



## TRACY BRABIN, MAYOR FOR WEST YORKSHIRE:

- Tracy Brabin was elected as the first Mayor for West Yorkshire in May 2021. The Mayor has the Police and Crime Commissioner responsibilities for West Yorkshire as well as specific powers on transport, housing and finance.
- The Mayor is responsible for securing the maintenance of an efficient and effective police force and holding the Chief Constable to account and also has responsibility for commissioning services including services to support victims and reduce reoffending.
- The Mayor must also determine police and crime objectives by setting a Police and Crime Plan and maintains the police fund, setting the Council Tax precept and budget requirement.
- The Mayor consults with and represents the communities in West Yorkshire in holding the Chief Constable to account and works with partners at a local and national level to ensure there is a unified approach to preventing and reducing crime.
- The Mayor has appointed a Deputy Mayor for Policing and Crime, Alison Lowe, and is supported by staff employed by the West Yorkshire Combined Authority.

Further information on the work of the Mayor and the statutory framework in which the Mayor works can be found here: <https://www.westyorks-ca.gov.uk/policingandcrime/>

The Mayor is supported and scrutinised by a separate Police and Crime Panel. The Panel is made up of 12 representatives from the five councils in West Yorkshire and two independent members. Information on the work of the Panel can be found at [www.westyorkshire-pcp.gov.uk](http://www.westyorkshire-pcp.gov.uk)



Tracy Brabin,  
Mayor for West Yorkshire

## **JOHN ROBINS QPM, CHIEF CONSTABLE - WEST YORKSHIRE POLICE:**

- The Chief Constable holds office under the crown but is appointed by the Mayor.
- The Chief Constable is operationally independent but has a statutory responsibility to take cognisance of the Mayor's Police and Crime Plan. The Chief Constable manages an annual budget of £500m and has 10,500 officers, staff and volunteers.
- The Chief Constable has a number of responsibilities which include:
  - Delivery of efficient and effective policing, whilst ensuring value for money.
  - In delivering the strategic direction and objectives outlined in the Police and Crime plan, the Strategic Policing Requirement, Codes of Practice issued by the Secretary of State and legislation are all complied with.
  - Maintain effective and efficient arrangements in respect to:
    - Collaboration Agreements Section 22A of the Police Act 1996
    - Engaging with local people (Section 34)
    - Value for money (Section 35)
    - Safeguarding of children and in the promotion of child welfare.
  - Maintaining operational independence in the service of the public.
  - Improving confidence and satisfaction of the communities of West Yorkshire, whilst ensuring the legitimacy of Policing.

The Chief Constable is supported in his work by the Force Chief Officer Team which includes the Deputy Chief Constable, five Assistant Chief Constables and an Assistant Chief Officer.



John Robins, QPM  
Chief Constable, West Yorkshire Police

## **Joint Independent Audit Committee Terms of Reference**

### **Statement of Purpose**

1. The Joint Independent Audit Committee is a key component of corporate governance for West Yorkshire Police and Mayor's PCC functions. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of the Joint Independent Audit Committee is to provide independent advice and recommendation to the Mayor (for the PCC functions) and the Chief Constable on the adequacy of the governance and risk management frameworks, the internal control environment, and financial reporting, thereby helping to ensure efficient and effective assurance arrangements are in place. To this end the committee is enabled and required to have oversight of, and to provide independent review of, the effectiveness of West Yorkshire Police and the Mayor's (for the PCC functions) governance, risk management and control frameworks, the financial reporting and annual governance processes, and internal audit and external audit.
3. These terms of reference will summarise the core functions of the committee in relation to the Mayor's PCC functions and to the Force and describe the protocols in place to enable them to operate independently, robustly and effectively.

### **Governance, Risk and Control**

The committee will provide advice and recommendations to the Mayor (for the PCC functions) or Chief Constable in relation to the following areas:

4. Review the corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.
5. Review the annual governance statements prior to approval and consider whether they properly reflect the governance, risk and control environment and supporting assurances and identify any actions required for improvement.

6. Review treasury management policies, practices and activities including an annual strategy and plan.
7. Consider the arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
8. Consider the framework of assurance and ensure that it adequately addresses the risks and priorities of the Mayor's PCC functions/the Force.
9. Monitor the effective development and operation of risk management, review the risk profile, and monitor progress of the Mayor's PCC functions/the Chief Constable in addressing risk-related issues reported to them.
10. Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
11. Review arrangements for the assessment of fraud risks and potential harm from fraud and corruption and monitor the effectiveness of the counter fraud strategy, actions and resources.
12. To review the governance and assurance arrangements for significant partnerships or collaborations.
13. To receive requests from, and provide advice to, the Treasurer, Force Chief Finance Officer, Monitoring Officer and Head of Internal Audit.

### **Internal Audit**

The committee will provide advice and recommendations to the Mayor (for PCC functions) or Chief Constable in relation to the following areas:

14. Annually review the internal audit charter and resources.
15. Review the internal audit plan and any proposed revisions to the internal audit plan.
16. Oversee the appointment process and consider the adequacy of the performance of the internal audit service and its independence.
17. Consider the Head of Internal Audit's annual report and opinion, and a regular summary of the progress of internal audit activity against the audit plan, and the level of assurance it can give over corporate governance arrangements.
18. To consider the Head of Internal Audit's statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit.

19. Consider summaries of internal audit reports and such detailed reports as the committee may request from the Mayor (for PCC functions)/the Chief Constable, including issues raised or recommendations made by the internal audit service, management response and progress with agreed actions.
20. Consider a report on the effectiveness of internal audit to support the AGS, where required to do so by the Accounts and Audit Regulations (England) 2015.
21. To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Internal Audit. To make recommendations on safeguards to limit such impairments and periodically review their operation.

### **External Audit**

The committee will provide advice and recommendations to the Mayor (for PCC functions) or chief constable in relation to the following areas:

22. Support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by either PSAA or the auditor panel as appropriate.
23. Comment on the scope and depth of external audit work, its independence and whether it gives satisfactory value for money.
24. Consider the external auditor's annual management letter, relevant reports and the report to those charged with governance.
25. Consider specific reports as agreed with the external auditor.
26. Advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

### **Financial reporting**

The committee will provide advice and recommendations to the Mayor (for PCC functions) or Chief Constable in relation to the following areas:

27. Review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit of the financial statements that need to be brought to the attention of the Mayor (for PCC functions) and/or the Chief Constable.
28. Consider the external auditor's report to those charged with governance on issues arising from the audit of the financial statements.

## **Accountability arrangements**

Through its committee meetings the committee will deliver the following:

29. On a timely basis report to the Mayor (for PCC functions) and the Chief Constable with its advice and recommendations in relation to any matters that it considers relevant to governance, risk management and financial management.
30. Report to the Mayor (for PCC functions) and the Chief Constable on its findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
31. Review its performance against its terms of reference and objectives on an annual basis and report the results of this review to the Mayor (for PCC functions) and the Chief Constable.
32. Report to the Governance and Audit Committee of the Combined Authority on an annual basis on the work of the committee and any matters relating to accounts and audit functions.
33. Publish an annual report on the work of the committee.

## **Constitution**

4 members independent of the Mayor and the Chief Constable, one of whom is the appointed Chair.

## **Quorum**

3 members, including the Chair. In the absence of the Chair members present will appoint a Chair for that meeting.

10 May 2021



## **PERSON SPECIFICATION – JOINT INDEPENDENT AUDIT COMMITTEE MEMBER**

### **SUMMARY OF THE ROLE:**

The West Yorkshire Mayor with West Yorkshire Chief Constable holds a Joint Independent Audit Committee which is composed of four independent members, including a chairperson.

### **MEMBER RESPONSIBILITIES:**

- To provide independent assurance on the adequacy of the risk management framework and the associated control environment.
- To provide independent scrutiny of processes to get re-assurance regarding the organisation's financial and non-financial performance to the extent that it affects exposure to risk and weakens the control environment.
- To oversee the financial reporting process.

Members must contribute to the development and effective discharge of the Terms of Reference of the Joint Independent Audit Committee. Members will be strategic thinkers with the ability to analyse and interpret complex information and then challenge constructively.

Please refer to the Committee terms of reference for completeness.

Candidates should demonstrate the following requirements:

<b>Essential Requirements</b>	
1.	Graduate calibre or equivalent experience at Board Level or equivalent.
2.	Knowledge and understanding of corporate management and corporate governance.
3.	Proven ability to review or work within robust governance arrangements and monitor performance, ideally encompassing financial and risk management.
4.	Proven experience of effectively challenging and questioning at Committees/Boards/Panels to make balanced, reasonable and proportionate judgements.
5.	Proven ability to understand, interpret, discuss and question complex written material, including financial and statistical information and identify the salient points.
6.	Ability to treat people fairly and with respect, to recognise and acknowledge diversity and respond sensitively and constructively to difference of opinion.
7.	Ability to demonstrate integrity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.
8.	Willingness and ability to give the necessary time commitment.

<b>Desirable Requirements</b>	
1.	Proven experience of any of the following areas: finance, accountancy, audit, risk-management or senior level business management ideally in the public sector.
2.	Proven experience of the review of internal financial controls including governance at a senior level.
3.	Hold a relevant financial professional qualification or equivalent experience relating to accountancy, internal or external auditing and/or legal qualification and associated professional membership e.g. CIPFA, ACCA, CIMA
4.	Knowledge and understanding of the functions and services of the police, their governance and financing.
5.	Knowledge and understanding of the role of Audit Committees in the police, local government or broader public sector.

Throughout the application process and any appointment term, candidates should abide by the Seven Principles of Public Life:

<b>Seven Principles of Public Life</b>	
1.	<b>Selflessness</b> Holders of public office should act solely in terms of the public interest.
2.	<b>Integrity</b> Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3.	<b>Objectivity</b> Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4.	<b>Accountability</b> Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5.	<b>Openness</b> Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6.	<b>Honesty</b> Holders of public office should be truthful.
7.	<b>Leadership</b> Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **ELIGIBILITY CRITERIA**

**Joint Independent Audit Committee Members are appointed for a 3-year term, confirmed upon appointment, and must: -**

- ✓ Reside or work in the county of West Yorkshire.
- ✓ Be over 18 years of age (at the time of appointment).
- ✓ Be a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland (Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply.)
- ✓ Be granted the necessary vetting clearance in accordance with West Yorkshire Police Vetting Policy.
- ✓ Provide two references.
- ✓ Agree to their name, declarations of interest and expense claims being made publicly available.
- ✓ Commit to the equivalent of 7 days per year to fulfil the role.

### **Applications will not be considered from:**

- ✗ A standing or ex-Police and Crime Commissioner/Mayor with Police and Crime Commissioner responsibilities or Chief Constable.
- ✗ A member or ex-member of a Police and Crime Panel.
- ✗ A serving police officer or an individual having served as a police officer within the last eight years.
- ✗ A serving member of staff of the Combined Authority or West Yorkshire Police.
- ✗ A serving officer of any county, city, borough or district councils within the force area.
- ✗ An individual who has significant professional, business or personal dealings with the Combined Authority or West Yorkshire Police.

- ✘ An individual who has a close relationship with or who are close personal associates of the Mayor or Chief Constable including immediate family members and as such may not have the requisite level of independence required for membership.
- ✘ A person who is currently or has previously received contact restriction under the Mayor's or Chief Constable's Unreasonably Persistent Complainant policy.
- ✘ An individual removed from a trusteeship of a charity.
- ✘ An individual who is under a disqualification order under the Company Directors Disqualification Act.
- ✘ A person who has been adjudged bankrupt or made a composition or arrangement with his creditors.
- ✘ A member or ex-member of the BNP or similar organisation whose constitution, aims, objectives or pronouncements may contradict the duty to promote race equality.
- ✘ A person convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine, within the last five years prior to their appointment.
- ✘ An elected or ex-local government councillor or someone who is active in local or national politics.
  - Political activity is not a bar to appointment. However, candidates must declare any significant political activity (which includes holding office, public speaking, making a recordable donation or candidate for election) which they have undertaken in the last five years. Details of a successful candidates declared political activity will be published.

If you have any concerns about your eligibility, please contact the Mayor's Policing and Crime Team.

Email: [policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk)

Phone: 0113 2517272

(please leave a message for the Policing and Crime Team and we will return your call)



## REMUNERATION POLICY AND TERMS OF APPOINTMENT

### REMUNERATION POLICY

Joint Independent Audit Committee members will be remunerated for the services that they provide in connection with their duties in accordance with the following rates:

#### **Member of the Committee**

£1,624 per annum, based upon an estimated workload of 7 days

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The remuneration is taxable through payroll but the appointment is not pensionable.

**Tax and National Insurance** – Your remuneration is taxable under “chargeable as employment income” and subject to Class 1 National Insurance contributions. Any queries on these arrangements should be taken up with HM Revenue and Customs.

You are entitled to receive remuneration only in relation to the period for which you hold office. You do not have any entitlement for compensation for loss of office should your appointment come to an end before the end of the term set out in your appointment letter.

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### **Expenses**

Joint Independent 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	Where necessary in the course of business.	As per HMRC rates (currently 45p per mile).
Taxis	Only where public transport is 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. Evening Meal £30.
Exceptional expenses not falling within any other types	Reasonably incurred in carrying out business of the Committee.	Subject to prior approval by the Head of Policing and Crime.

All expenses 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 Joint Independent Audit Committee will be published on the Combined Authority's website.

## **TERMS OF EMPLOYMENT**

Successful applicants will be appointed for 3 years and remunerated for the services that they provide.

Meetings will normally, but not exclusively, be held in Wakefield or on-line.

This is a public appointment and not employment and therefore does not fall within the jurisdiction of Employment Tribunals.

**Vetting clearance:** The successful candidate will be required to have or be willing to obtain vetting clearance to NPPV level 2 (full). Pre-appointment checks will also be undertaken on immigration and criminal convictions. The role will be offered on a conditional basis until the successful candidate has passed all checks.

You are expected to make every reasonable effort to attend all meetings of Committee and to undertake any training and development required to ensure that you are able to fulfil your role and responsibilities.

**Removal from office** - When you cease to hold your appointment, for whatever reason, you agree to immediately return all Combined Authority and Police Force property which is in your possession or under your control; and irretrievably delete or destroy any electronic or other information relating to the business of the Combined Authority or Police Force which is in your possession or under your control outside of the Combined Authority or Force premises; and if requested, provide a signed statement that you have complied with this obligation.

- a. **Resignation** – You may resign at any time by giving three months' notice in writing to the Head of Policing and Crime in the Combined Authority.
- b. **Termination of appointment** – your appointment may be terminated with immediate effect. Subject, but not exclusively to the following:
  - i. If you are, or become, disqualified for appointment.
  - ii. If it is considered that it is not in the interests of the Combined Authority or Police Force that you should continue to hold office.
  - iii. If you do not attend a meeting of the Committee for a period of six months.
  - iv. If you do not properly comply with the requirements regarding pecuniary interests in matters under discussion at Committee meetings (eg a failure to disclose such an interest).
  - v. If you fail to disclose a non-pecuniary conflict of interest.

The following list provides examples of matters which may indicate that it is no longer considered to be in the interests of the Combined Authority or Police Force that you continue in office. It is not intended to be exhaustive or definitive; each case on its merits, taking account of all relevant factors.

- vi. If you no longer enjoy the confidence of your Chair, other Committee members, the Combined Authority or Police Force, public or local community, in a substantial way.
- vii. If there is a breakdown in essential relationships, e.g. between you and the Chair, you and the Combined Authority, you and the Police Force or between you and other members of the committee.
- viii. If an investigation into allegations of wrongdoing results in a finding against you.
- ix. If a capability or other Committee effectiveness review indicates that you are not making a full contribution to the Committee.
- x. If the Combined Authority or West Yorkshire Police has reviewed the contribution of the Committee independent members and identified performance issues and / or skills gaps.

If you are disqualified from continuing as an independent member on any of the grounds set out above, you should immediately give notice in writing to the Head of Policing and Crime at the Combined Authority. You are also required to declare immediately if you are ever arrested, have any pending prosecutions or convictions (including driving offences) or if you have accepted any police cautions.

**JOINT INDEPENDENT AUDIT COMMITTEE –  
INDEPENDENT MEMBER MAY 2022  
APPOINTMENT TIMETABLE**

