

ORIGINATOR: PCC CHIEF FINANCE OFFICER

DECISION NUMBER: 11 – 2024

REASON FOR SUBMISSION: FOR DECISION

SUBMITTED TO: POLICE AND CRIME COMMISSIONER

SUBJECT: APPOINTMENT OF MEMBERS TO THE AUDIT COMMITTEE

SUMMARY:

1. This paper provides for a decision to be made upon the appointment of members to the joint Audit Committee of the Police and Crime Commissioner (PCC) and Chief Constable (CC).

RECOMMENDATION:

The Police and Crime Commissioner is requested to:

1. Agree to the recommendation to re-appoint Hugh May to the Audit Committee for four-years from 1 March 2024 to 29 February 2028 on the terms set out in this report.
2. Agree to the recommendation to appoint Rachel Ashley-Caunt, Karen Chapman, Tim Greenacre and Lindsey Hoy to the Audit Committee for four-years from 1 March 2024 to 29 February 2028 on the terms set out in this report.
3. Agree to the recommendation to increase the allowance for Audit Committee members from £250 per meeting to £300 per meeting.

APPROVAL BY: PCC

The recommendation set out above is agreed.

Signature:

Handwritten signature of Tim Parmore in cursive script.

Date: 28 February 2024

DETAIL OF THE SUBMISSION

1. KEY ISSUES FOR CONSIDERATION:

- 1.1 The joint Audit Committee of the PCC and the CC consists of five members: Ian Blofield, Robert Millea, Andrew Peck, David Rowe and Hugh May.
- 1.2 Ian Blofield, Robert Millea, Andrew Peck and David Rowe were appointed as Audit Committee members in October 2013 for an initial term of four years (Decision Number: C20-2013).
- 1.3 These appointments were extended twice between 2013 and 2023 and were due to expire on 31 December 2023 (Decision Number: 17 – 2017 and Decision Number: 11-2020).
- 1.4 In November 2020 a fifth member, Hugh May, was appointed to the Audit Committee to provide additional resilience and expertise (Decision Number: 25 -2020). Hugh's term was aligned to the other four members and was also due to expire on 31 December 2023.
- 1.5 Whilst the PCC and CC are satisfied with how the business of the Committee has been conducted under the five existing members, guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA) suggests that a period of two terms of four years as an audit committee member would be reasonable¹. Four of the existing five members have been appointed for two and a half four-year terms as set out above. Therefore, in advance of 31 December 2023, a recruitment campaign for new committee members was undertaken.
- 1.6 The recruitment sought to appoint four new members to the Audit Committee. Hugh May has been appointed as an Audit Committee member for one term of three years and remains within CIPFA guidelines to be appointed for a second term. It is also considered beneficial to have an existing member of the Audit Committee re-appointed for the following term to provide some continuity to the Committee. It is therefore recommended that Hugh May is reappointed to the Audit Committee for a second term of four-years from 1 March 2024 until 29 February 2028.
- 1.7 In September 2023 an advertisement for independent audit committee members was posted on the PCC, Suffolk Constabulary and Suffolk Jobs Direct websites which resulted in 13 applications being received. Of these applications, six were shortlisted and interviewed by a panel consisting of the Constabulary's Assistant Chief Officer, the Office of the PCC's Chief Executive Officer, the Office of the PCC's Chief Finance Officer and Hugh May, an existing Audit Committee member. Four applicants were successful, subject to vetting.
- 1.8 On 7 December 2023 it was agreed to extend the term of current members of the Audit Committee by two months from 31 December 2023 to 29 February 2024 (Decision Number C40 – 2023). This enabled the completion of the last Audit Committee meeting which had been re-scheduled to 25 January 2024 and the completion of the vetting process for new members.
- 1.9 The vetting process is now complete for all successful applicants. It is recommended that Rachel Ashley-Caunt, Karen Chapman, Tim Greenacre and Lindsey Hoy are appointed as Audit Committee members from 1 March 2024 to 29 February 2028.

¹ CIPFA, *Audit Committees: practical guidance for local authorities and police. 2022 edition*, 40.

1.10 The Committee will continue to meet around four times per year at Police Headquarters, Martlesham, with meetings lasting approximately 3 hours. Alongside reading of documents in advance of meetings, there may also be informal briefing/training sessions.

1.11 It is recommended that an Audit Committee member's allowance is increased from £250 to £300 per meeting, with reimbursement for reasonable travel expenses in connection with their role at the HMRC approved rate.

2. FINANCIAL IMPLICATIONS:

2.1 The financial consequences of the payment of allowance and expenses to Audit Committee members are estimated at £6,000, with these costs being met from within the PCC corporate budget.

3. OTHER IMPLICATIONS AND RISKS:

3.1 There are no other implications associated with the recommendations.

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
Have all relevant ethical factors been taken into consideration in developing this submission?	Yes

In relation to the above, please ensure that all relevant issues have been highlighted in the 'other implications and risks' section of the submission.

APPROVAL TO SUBMIT TO THE DECISION-MAKER

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: 23 February 2024