

**GREATER MANCHESTER JOINT AUDIT PANEL****(POLICE AND CRIME)****RECRUITMENT PACK FOR MEMBERS**

If you could take on a key role overseeing the use of resources available to the Mayor and Chief Constable for Policing in Greater Manchester, you may be the right person to serve as a member of the Joint Audit Panel. In particular you will be overseeing and providing advice to the Mayor and Chief Constable on areas such as finance, accountancy, risk management and governance.

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## **Frequently Asked Questions**

### **1. What is the Joint Audit Panel?**

The election of the Mayor for Greater Manchester, in May 2017, saw the functions of the Police and Crime Commissioner for the area transferring to the Greater Manchester Combined Authority (GMCA) to be exercised by the Mayor. GMCA established an Audit Committee to oversee its full range of accountabilities but the Mayor and Chief Constable agreed that to give sufficient focus to the resources allocated to Policing, a separate Joint Audit Panel would be established to advise them on their respective responsibilities.

### **2. What does the Joint Audit Panel do?**

As Police and Crime Commissioner, the Mayor is responsible for determining the budget for Policing in Greater Manchester and for the Police element of Council Tax bills. Whilst the GMCA has statutory responsibility for all monies raised, the Mayor is required to maintain a separate Police Fund account for the use of such monies. In turn the majority of those monies are delegated to the Chief Constable who, as a Corporation Sole, maintains his own statutory accounts. The Joint Audit Panel is responsible for overseeing the arrangements for managing the totality of the resources of the Police Fund including the Chief Constable's final accounts, internal and external audit arrangements, risk management and the annual governance review of the Police Force.

### **3. Does the Joint Audit Panel deal with other GMCA/Mayoral functions?**

The GMCA has an Audit Committee with responsibility for other areas of activity and for overseeing, through operation of the Joint Audit Panel, the Police Fund.

### **4. How does the Joint Audit Panel work?**

The Panel normally meets five times each year. These meetings public although parts of the meeting may need to be private.

### **5. Who sits on the Joint Audit Panel?**

There are five independent members of the Panel who are appointed by the Mayor in consultation with the Chief Constable.

### **6. Why be a member of the Joint Audit Panel?**

Each year the Mayor agrees a budget of over £500m for Policing in Greater Manchester. Part of this is funded by a council tax charge on every household within GM. In turn the majority of this is delegated to the Chief Constable.

The Panel is responsible for overseeing that proper arrangements are in place for the accounting for and auditing of these resources and ensuring there are appropriate arrangements in place for governance, risk management and internal control.

Being a member of the Panel is a way to contribute to that oversight ensuring that there are arrangements in place for the appropriate use of that Police Fund.

**7. What will I be expected to do?**

You will be expected to attend and participate in all meetings of the Panel. Further details of the roles and responsibilities of members can be found in Appendix 1.

**8. Are there any rules about conduct or standards?**

At all times, Panel members must maintain the highest standards of conduct and ethics. You will be expected to abide by the same rules as local councillors. For example, when carrying out Police and Crime Panel work you must not:

- Use your position to improperly advantage yourself, your own organisation or your community
- Disclose confidential information

If appointed, you will also be required to give details of any pecuniary interests and such other interests required by the Code of Conduct.

**9. How much time is involved?**

The typical commitment required from a panel member is expected to be about 6 days including preparation time over a 12 month period.

All panel members will receive introductory information and other appropriate training to support them in their role.

**10. Will I receive any payment?**

Members of the Panel will receive an annual allowance of £1,485. You will also be able to claim the costs of travel and other expenses involved in carrying out Panel work.

**11. How long will I be a member?**

Initially, members will be appointed for a term of three years. Members will be able to serve on the Panel for a maximum of two terms although some extensions may be less than three years to ensure that all Panel members are not being replaced at the same time.

**12. What qualities do I need?**

We are looking for people with a wide range of knowledge, skills and experience, particularly relating to finance, auditing, risk management and governance. The knowledge, skills and experience required are set out in Appendix 1.

**13. Who can be an independent member?**

You must be at least 18 years old.

To ensure that members can be sufficiently independent of the Mayor and the Chief Constable the following are not eligible for appointment:

- a) The Mayor/Deputy Mayor (Police and Crime)
- b) A member of the Combined Authority or substitute member acting in their place
- c) A Councillor member of the Police and Crime Panel for Greater Manchester
- d) A serving police officer
- e) A member of staff of the Greater Manchester Combined Authority
- f) A member of the civilian staff of Greater Manchester Police

#### **14. How do I apply?**

Please download and complete the application which can be located at :

<https://www.greatermanchester-ca.gov.uk/who-we-are/accounts-transparency-and-governance/>

On the application form you will need to explain why you wish to become an independent member, what you would bring to the Panel and your relevant skills and experience. You should then email your completed application back to [steve.annette@greatermanchester-ca.gov.uk](mailto:steve.annette@greatermanchester-ca.gov.uk)

Applications must be received by **5pm on Friday 15 November 2019**.

#### **15. What happens next?**

A selection panel of senior staff from Greater Manchester Police and GMCA will consider all applications. The selection panel will shortlist, interview and agree candidates to recommend to the Mayor and Chief Constable.

Shortlisting will take place on 18 November 2019 and interviews will take place late November 2019. Formal appointments will be made by the end of December 2019 once the Mayor and Chief Constable have considered the recommendations of the selection panel.

#### **16. How can I find out more?**

If you have any questions please contact [steve.annette@greatermanchester-ca.gov.uk](mailto:steve.annette@greatermanchester-ca.gov.uk).

#### **17. Will I receive feedback on my application?**

The selection panel will offer feedback to any applicant who is shortlisted for interview but unsuccessful in the appointment.

#### **18. Other useful information**

You can find out more information on the following websites:

<https://www.gmp.police.uk/foi-ai/greater-manchester-police/how-we-make-decisions/joint-audit-panel/>

<https://www.greatermanchester-ca.gov.uk/what-we-do/police-plus-fire/>

## **Appendix 1 – Role Profile**

### **Greater Manchester Joint Audit Panel Role Description**

This role description for members of the Greater Manchester Combined Authority (GMCA) and Greater Manchester Police (GMP) Joint Audit Panel highlights some of the experience and qualities needed to undertake this role successfully.

#### **EXPERIENCE**

Audit Panel members may come from a variety backgrounds, but those with experience in the following professions would be particularly welcomed:

- Accountancy
- Internal Audit
- Risk Management
- Governance and legal
- IT and data systems governance

Finally, we would welcome applicants who have previously served on an audit committee or board of other public, private or community sector organisation.

#### **SKILLS AND ABILITIES**

Audit Panel Members will be expected to be able to:

- Think strategically with an ability to focus on ‘material’ issues for the GMP;
- Evaluate information in an objective way;
- Frame questions that draw out relevant facts and explanations and, where necessary, challenge in a constructive way;
- Maintain a focus on the continual improvement of the GMP’s governance, risk management and control environment.

#### **ROLE**

Committee members will be expected to:

- Prepare for and regularly attend Audit Panel meetings (between four and six a year);
- Familiarise themselves with the Audit Panel’s terms of reference;
- Attend any training and induction sessions arranged for Audit Panel members;
- Make contributions to meetings to progress the Panel’s work in a business like way;
- Bring constructive challenge to the Panel’s work.

## **KNOWLEDGE**

Audit Panel members will be provided with a handbook, an induction and ongoing training to support them in their role. Audit Panel members will need an understanding of the following to enable them to discharge their role effectively:

- The governance and decision-making structures of the GMP and GMCA, including an understanding of the Audit Panel's role within these structures;
- Good governance, and the arrangements in place to uphold ethical standards for members and staff;
- The principles of good financial management and the financial statements that the GMCA (in relation to the Police Fund) and the Chief Constable as a Corporation Sole is required to produce;
- The arrangements of the delivery of the internal audit function;
- The Head of Internal Audit, Assistant Chief Officer and GMCA Treasurer roles are and how these roles are discharged;
- The role and functions of the external auditor, who undertakes this role, and the key reports and assurances that the external auditors will provide;
- The main areas of risk (including fraud risk) that GMP is exposed to and how these risks are managed, including the GMP's whistleblowing arrangements.