**Joint Audit Committee Chair - FAQs**

On behalf of the residents of Avon and Somerset, Police and Crime Commissioner (PCC) Mark Shelford ensures that Avon and Somerset Police delivers the best possible service and meets the needs of its communities.

The Joint Audit Committee (JAC) is an independent body that plays a key part in the governance and risk management of the Office of Police and Crime Commissioner (OPCC) and the Office of the Chief Constable.

The Joint Audit Committee (JAC) is an important, independent means of enhancing public trust and confidence in the governance of the Office of the PCC (“OPCC”) and Avon & Somerset Police. It also assists the Police & Crime Commissioner (PCC) in discharging statutory responsibilities in holding the Police Force to account. This is achieved by;

* Advising the OPCC and Chief Constable according to good governance principles;
* Providing independent assurance on the adequacy and effectiveness of the OPCC and Avon & Somerset Police internal control environment and risk management framework;
* Overseeing the effectiveness of the framework in place for ensuring compliance with statutory requirements;
* Independently scrutinising financial and non-financial areas (e.g. HR, Operations, IT systems) to the extent that it affects the OPCC and Avon & Somerset Police exposure to risks and weakens the internal control environment;
* Overseeing the financial reporting process;
* Overseeing audit functions.

The aim of this document is to answer questions from those interested in becoming an independent chair of the Joint Audit Committee. We know these questions are not exhaustive so if you still have an outstanding question, please us on PCCRecruitment@avoandsomerset.police.uk

 **FAQS**

**1. Is this a paid role?**

The Police & Crime Commissioner’s Scheme provides for payment of allowances and expenses as per the Commissioner for Public Appointments rates. Please refer to the Scheme of Allowances [Joint Audit Committee (JAC) Reports | OPCC for Avon and Somerset (avonandsomerset-pcc.gov.uk)](https://www.avonandsomerset-pcc.gov.uk/reports-publications/joint-audit-committee-reports/)

**2. How many hours will I be expected to work each month?**

Ideally you will be able to provide a regular commitment according to the needs of the role profile. Other than the formal JAC meeting day which includes a panel pre-meet and member briefings/training and which may be held at Police HQ, you would be expected to allocate sufficient time to attend virtual agenda planning meetings, respond to calls/teams requests/ emails from members/ officers and their teams /auditors as needed to deliver the role and therefore need to be able to respond in a timely manner.

**3. Do I need to attend as a Chair in person or can it be done virtually?**

All preparatory work for meetings can be completed at home but quarterly meetings may be held in person at police HQ. There may be occasions where the meeting or individual members may attend virtually via Teams if required.

**4. What training will be provided for the role and will I be given an induction before I start?**

Training will be provided dependent on existing experience and inductions will be undertaken locally to ensure that the Chair meets key partners and stakeholders and are familiar with the relevant police buildings for health and safety purposes and to introduce them to the OPCC team.

The Chair will be supported by OPCC Chief Finance Officer and OPCC staff as well as JAC members.

**5. Would I have to undergo any security or vetting checks?**

Yes, you will need to complete a Police vetting process prior to appointment – this will take place only after you have been through the initial application process and you will be advised what it entails.

**6. Do I need to have any specific qualifications or work experience?**

Please refer to the role profile and the person specification for the role.

Generally, we are looking for are people who are honest, have high integrity, and professionalism. We are seeking individuals who are willing to undertake the role with selflessness, integrity, objectivity, openness, accountability, honesty and leadership.

We would also be looking for Chair leadership experience. Evidence of chairing committees and or senior level experience, responsible for leading significant teams. The ability to facilitate the contribution of all members of the Joint Audit Committee and other participants.

**7. Eligibility?**

The Chair and members should be and seen to be appropriate and Independent of the Police & Crime Commissioner and Chief Constable. As such the following are not eligible to be Chair or Members of the Joint Audit Committee

**8. What does the selection process involve?**

Submission of an application form and Equality Monitoring Form

Shortlisting process will be held by an appointment panel
Candidates will be asked to attend an interview with the appointment panel at police HQ, Portishead. The selection process will involve an exercise and an interview. The interview will be for approximately 60 minutes.
Vetting checks

You will be contacted either way about your application status at each stage of the process.

**9. Can I talk to someone about the role to find out more?**

We can arrange for you to speak to the OPCC Chief Finance Officer and/or the current JAC Chair. Please email PCCRecruitment@avonandsomerset.police.uk to request a 15 minute call.

You can also visit the PCC website to find out more about the Joint Audit Committee [Joint Audit Committee (JAC) Reports | OPCC for Avon and Somerset (avonandsomerset-pcc.gov.uk)](https://www.avonandsomerset-pcc.gov.uk/reports-publications/joint-audit-committee-reports/)