

OFFICE OF POLICE AND CRIME COMMISSIONER

OFFICE OF CHIEF CONSTABLE

TITLE: Manual of Corporate Governance Annual Review incorporating the Annual Review of the Joint Audit Committee Terms of Reference

DATE: 9th March 2016

TIMING: Routine

PURPOSE: For Consideration

1.	<p><u>RECOMMENDATION</u></p> <p>That the Joint Audit Committee (JAC) considers and recommends approval of the proposed amendments to the Manual of Corporate Governance (MoCG) and provides any comments as appropriate. To also discuss and agree any changes to the JAC Operating Principles and Terms of Reference (ToR) contained in Appendix 1.</p>
2.	<p><u>INTRODUCTION & BACKGROUND</u></p> <p>A review of the MoCG is undertaken on an annual basis by the joint Strategic Planning Group (SPG). An item in relation to the review of the MoCG has been included on the agenda for discussion at the SPG meetings held on 15th December 2015 and 21st January 2016.</p>
3.	<p><u>ISSUES FOR CONSIDERATION</u></p> <p>Amendments to Manual of Corporate Governance</p> <p>Recent changes in the structure of the Office of the Police and Crime Commissioner (OPCC) have led to the role of Chief Executive (CEX) being replaced by the role of Chief of Staff (CoS). The CoS role has the same legal responsibilities as the CEX role but certain delegated responsibilities from the Police and Crime Commissioner (Commissioner) have been changed and now fall under the responsibility of the Chief Finance Officer. There are also a small number of amendments which give responsibility to both statutory officers in order to provide resilience. All references to the CEX have been amended to the CoS.</p> <p>A copy of the updated MoCG with highlighted changes has been forwarded to members.</p> <p>Annual Review of JAC Operating Principles and ToR</p> <p>This report also covers the requirement for the JAC to annually review their Operating Principles and ToR.</p> <p>At the meeting held on the 16th September 2015, the ‘Tone from the top’ report published in June 2015 by the Committee on Standards in Public Life looking at ‘Leadership, ethics and accountability in policing’ was discussed. The CEX informed us that Recommendation 16 did not currently form part of the JAC ToR; we agreed to consider its inclusion at the annual review of the ToR. Recommendation 16 is worded as follows:</p> <p><i>“The Joint Audit Committee should scrutinise the basis of the assurances provided as</i></p>

	<p><i>to the integrity of crime data, including the related performance management systems”</i></p> <p>Commissioners and Chief Constables were subsequently required by the Committee on Standards in Public Life, to respond to the recommendations in the report by the 29th November 2015. The Commissioner and the Chief Constable felt that as Recommendation 16 was already subject to scrutiny by Her Majesty’s Inspectorate of Constabulary, asking the JAC to also consider and scrutinise this area would be a duplication of work. The recommendation was not supported. It is therefore suggested that this is not incorporated into the JAC ToR.</p> <p>The only amendment identified in the JAC ToR is amending the attendee list to remove the CEx and replace with the CoS.</p>
4.	<p><u>NEXT STEPS</u></p> <p>Once any comments made by the JAC have been incorporated into the MoCG it will be recommended for approval to the Commissioner and Chief Constable at the Strategy and Performance Board on 14th March 2016.</p> <p>Once approval has been received from the Commissioner and Chief Constable, the amended MoCG will be published to the OPCC website.</p>
5.	<p><u>FINANCIAL CONSIDERATIONS</u></p> <p>There are no financial considerations as a result of this report.</p>
6.	<p><u>PERSONNEL CONSIDERATIONS</u></p> <p>There are no personnel considerations as a result of this report.</p>
7.	<p><u>LEGAL IMPLICATIONS</u></p> <p>The Joint Legal Services department has been involved in the review of the MoCG, ensuring that any legal implications that have arisen have been resolved during the review process.</p>
8.	<p><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></p> <p>This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.</p> <p>Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.</p>
9.	<p><u>RISK</u></p> <p>Any risks identified during the review of the MoCG will be negated with the approval of the amended document.</p>
10.	<p><u>PUBLIC INTEREST</u></p> <p>This document can be made available to the public.</p>
11.	<p><u>CONTACT OFFICER</u></p> <p>Joanne Regan, Information Officer.</p>

12.	<u>ANNEXES</u> Appendix 1 – JAC ToR