



JOINT INDEPENDENT AUDIT COMMITTEE (JIAC)

TERMS AND CONDITIONS

1.0 Key Responsibilities

- 1.1 To contribute to the effective discharge of the JIAC Terms of Reference.
- 1.2 To develop and maintain effective working relationships with JIAC Independent Members, the Police and Crime Commissioner, the Chief Constable, Section 151 officers and internal and external auditors.
- 1.3 To be diligent in preparing for JIAC meetings and making an effective contribution to those meetings to provide independent assurance of the governance, internal control and finance, risk and performance management arrangements of the Office of the Police and Crime Commissioner and the Office of the Chief Constable.

2.0 Composition

- 2.1 The JIAC will comprise 5 Independent Members (one of whom will be the Chairperson), appointed jointly by the Police and Crime Commissioner for Lincolnshire and the Chief Constable.

3.0 Duration of Appointment

- 3.1 The duration of appointment will be for a period of four years.

4.0 Reporting Line

- 4.1 The JIAC will report directly to the Police and Crime Commissioner for Lincolnshire and the Chief Constable.

5.0 Remuneration

- 5.1 Independent Members will receive a basic allowance. This allowance is fixed having regard to the Member Role Description.
- 5.2 The Basic allowance is £1,000 per year.

- 5.3 A special responsibility allowance will be paid to the Chairperson of the JIAC. This allowance will be fixed having regard to the Chairperson Role Description.
- 5.4 The special responsibility allowance is £3,000 per year. This amount will be paid in addition to the basic allowance.
- 5.5 Allowances will be subject to taxation and national insurance deductions at the appropriate rates.

6.0 Travel Costs

6.1 Public Transport

- 6.1.1 Independent Members will be reimbursed actual travel expenses incurred when using public transport in the performance of official duties.
- 6.1.2 Rail tickets will have an equivalent value up to and including the cost of a Standard class open return on the route booked. Tickets will normally be booked and paid for in advance to minimise costs. Members will provide details of any discount or concessionary entitlement available to them.
- 6.1.3 Taxis will only be used when public transport is not a reasonable or practical alternative.

6.2 Mileage Allowance

- 6.2.1 Independent Members will claim Her Majesty's Revenue and Customs (HMRC) approved mileage allowances for the performance of official duties whilst using their own private motor vehicle/motor cycle/bicycle.
- 6.2.2 Mileage rates, at time of publishing:

Motor Vehicle	- up to 10,000 miles a year 45p/mile - over 10,000 miles a year 25p/mile
Motor Cycle	24p/mile
Bicycle	20p/mile
- 6.2.3 Rates of mileage allowance are PAYE tax and national insurance contributions (NIC) free, except when travelling from home to HQ and return.
- 6.2.4 Travel to/from home to normal place of work (HQ) is classed as ordinary commuting and as such the expense claimed for these miles is liable to PAYE/NIC deductions.
- 6.2.5 When travelling to alternative external locations (e.g. conference) the total miles can be claimed, this expense will be PAYE/NIC free.

6.3 Passenger Allowance

- 6.3.1 Independent Members may claim a rate of 5p per mile, per passenger, for the carriage of Members/employees in performance of official duties.
- 6.3.2 Rates are set nationally and are subject to periodic review by HMRC.

7.0 Time Commitment

- 7.1 It is envisaged that the JIAC will meet formally four times a year, plus one workshop on the Financial Statements/AGS, it is expected that Independent Members will attend all meetings. Wherever possible, mutually convenient dates will be sought, and reasonable notice of meetings given. Further meetings may be required but will be agreed with the Chairperson.

8.0 Conduct

- 8.1 It is the responsibility of Independent Members to comply with the provisions of the Code of Conduct including the declaration of any personal interests that might influence, or be perceived to influence, the way they fulfil their role.

9.0 Location

- 9.1 The JIAC will be primarily based at Lincolnshire Police Headquarters however meetings may take place at any site across the county as required, or virtually.

10.0 Vetting

- 10.1 Before appointment to the JIAC is confirmed, successful applicants will need to be vetted. If an applicant has previously been vetted they may be asked to update their vetting checks.
- 10.2 Applicants who have un-discharged bankrupts will not be eligible for appointment to the JIAC.

11.0 Residence

- 11.1 There must be no employment restrictions, or time limit on a candidate's permitted stay in the United Kingdom.

12.0 Equality and Diversity

- 12.1 Both the Police and Crime Commissioner for Lincolnshire and Lincolnshire Police are committed to promoting equality of opportunity irrespective of gender, ethnic origin, disability, religious belief, sexual orientation, age, or any other factor.

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