



Recruitment Information Pack

Audit and Assurance Board (AAB)

**Independent Non-Executive Director -
Chair of AAB - Vacancy**

Commencing in post December 2023



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Welcome

The Audit and Assurance Board (AAB) is delighted that you have expressed an interest in the role of Independent Non-Executive Director – Chair of the Audit and Assurance Board (AAB) for the National Police Chiefs' Council (NPCC).

The AAB was established in 2015, to increase public and stakeholder confidence in the important work undertaken by the NPCC. Initially the AAB focused on dealing with the some of the structural and legal issues relating to the disestablishment of the previous body and ensuring that it the AAB was fit for purpose. Since then, the AAB has been working hard to ensure its work adds value and provides vigorous and healthy challenge. You can find more information about the NPCC via the [NPCC website](#).

The composition of the board includes:

- 1 x Independent Non-Executive Chair
- 2 x Independent Non-Executive Directors
- 1 x Chair of NPCC (Chief Constable rank – For more info, [see following link](#))
- 3 x Police and Crime Commissioners (PCCs) nominated by the Association of Police and Crime Commissioners (APCCs)
- 1 x nominee of the Chief Police Officers Staff Association (CPOSA)
- 1 x nominee of the Home Office

The AAB is seeking to appoint a new Independent Non-Executive Chair, following the end of contract for the current Chair. It is looking for someone with significant demonstrable experience of being both a Chair and a Non-Executive Director. Someone with knowledge and experience in strategic HR background would also be welcomed but is not essential. This will help to strengthen the skill base of the Audit and Assurance Board and provide additional external perspective and challenge, resulting in increased public accountability.

British Policing is built on the Peelian principles of 'the police are the public and the public are the police'. This is critical to enabling policing by consent and building public trust and confidence. Therefore, ensuring that the police workforce reflects the diverse communities it serves, is vital in helping to achieve this mission. The NPCC Audit and Assurance Board has welcomed having a diverse board make-up, in which each member is valued for the skills, knowledge and lived experience they bring. The AAB wants to maintain a diverse and representative membership, recognising the benefits of having an inclusive mix of board members with a range of skills, lived experiences and perspectives. Applications are therefore welcomed from a range of individuals and diverse backgrounds.

I hope you find the information in this pack useful; however, should you want to ask further questions about this role please contact Kelly.Navarra-Lee@npcc.police.uk.



About NPCC

The National Police Chiefs' Council (NPCC) brings UK police leaders together to set direction in policing and drive progress for the public. It enables Chief Constables and their forces to work collectively and collaboratively to help policing coordinate operations, reform, improve and provide value for money.

Policing is operating in a time of global change and uncertainty, the public and our staff need a service which is responsive, able to tackle future challenges and embrace opportunity. The NPCC aims to support our operationally independent chief officers in their ambition to meet this need. We have been able to do this by adhering to the NPCC principles of coordination, collaboration and communication, through the strength of our policing network and effective partnership working.

Chief officers support the NPCC by taking responsibility for crime and policing issues from a national operational perspective. This work is managed through Chief Constables' Council which provides the key decision-making forum for operationally independent Chief Constables to meet and agree common approaches and coordinate national responses.

The NPCC has the following functions:

1. The co-ordination of national operations including defining, monitoring and testing force contributions to the Strategic Policing Requirement working with the National Crime Agency where appropriate.
2. The command of counter terrorism operations and delivery of counter terrorist policing through the national network as set out in the Counter Terrorism Collaboration Agreement.
3. The co-ordination of the national police response to national emergencies and the co-ordination of the mobilisation of resources across force borders and internationally.
4. The national operational implementation of standards and policy as set by the College of Policing and Government.
5. To work with the College of Policing, to develop joint national approaches on criminal justice, value for money, service transformation, information management, performance management and technology.
6. Where appropriate, to work with the College of Policing in order to develop joint national approaches to staff and human resource issues, including misconduct and discipline, in line with the Chief Officers' responsibilities as employers.



About the NPCC AAB

The Audit and Assurance Board (AAB) provides assurance to the Parties to the National Police Collaboration Agreement in relation to the coordinating body known as the National Police Chiefs' Council (NPCC). Its terms of reference, agreed and updated in September 2017, are as follows:

Purpose of the AAB:

The AAB seeks to assure NPCC business is conducted in accordance with the law and proper standards (Nolan Principles) in an open and transparent way. It seeks to ensure that public money is safeguarded and properly accounted for, and resources are managed in an effective, efficient and economical way in achieving the NPCC objectives. The AAB also provides scrutiny and approval of NPCC business operations including business plans, risk management, budgets and proposals for capital assets or liabilities.

You can find more information about the NPCC and the makeup of AAB via the following link [Governance and Accountability > Audit and Assurance Board \(npcc.police.uk\)](https://npcc.police.uk/governance-and-accountability/audit-and-assurance-board).

In practice the main responsibilities are contained within the AAB terms of reference and are follows:

Finance, Audit and Risk:

- Scrutinise and review the three-year financial plan, making recommendations to the Parties on variations to the plan if required.
- Review the annual budget against the three-year financial plan before the start of the financial period and review in year progress and risks relating to the annual budget, reporting any concerns to the Parties.
- Seek assurance that the NPCC's financial arrangements, financial processes, management of assets and internal controls comply with the schemes of the host force and that these are fit for purpose, proportionate and relevant to the NPCC.
- Scrutinise, review and comment on the NPCC's liabilities.
- Scrutinise, review and make recommendations on internal control and risk management arrangements.
- Commission appropriate internal and external audit work, ensuring this work focuses and provides assurance on the key areas of risk and that any agreed audit recommendations are implemented in a timely way.
- Review and publish an annual statement of financial accountability, seeking assurances that this provides a materially accurate account of the financial position and transactions of the NPCC.



Governance and Legal:

- Scrutinise and make recommendations to the Parties on any changes to the Section 22 Agreement (S22A).
- Perform such functions in relation to Dispute Resolution as set out in Schedule 3 of the S22A.
- Seek assurance that the NPCC has appropriate and effective processes in place for compliance with relevant regulatory, legal and code of conduct requirements.
- Receive a report from the Performance Committee at least annually in respect of the NPCC Chair reporting any concerns to the Parties.
- In the event of a Party seeking to withdraw from the S22A agreement, agree a date of withdrawal with the Party and review any agreement by the Chair to meet any financial claim.
- Call an extraordinary meeting within 1 month of a decision by Parties to terminate the agreement.

Review and Monitor:

- Scrutinise, review and comment on the Annual Delivery Plan and monitor and review progress and risks relating to the plan.
- Scrutinise the work of Co-ordination Committees in delivering the NPCC objectives.
- Seek assurance that the NPCC Chair has an effective process for all NPCC media positions.

Accountability: AAB is accountable to all the stakeholders that contribute to the NPCC. It will publish papers, minutes and an annual report and financial accountability statement. It will carry out an annual self-assessment.



Job Description

Organisation:	National Police Chiefs' Council
Vacancies:	1
Job Title:	Audit and Assurance Board Independent Non-Executive Chair
Sectors:	HR, Finance & Audit Skills, Business, Charity & Public Sector, Judicial, Prison & Policing
Skills required:	Chair and Non-Executive Director experience, with the ability to scrutinise and provide assurance on an organisation's strategic HR, Audit and Risk, Governance, and on Business and Commercial information and proposals.
Location:	NPCC offices are currently based at 10 Victoria Street, London SW1H 0NN. Meetings are currently held virtually via MS teams, although occasional travel to in person meetings is required.
Duration:	3-year term
Remuneration:	£8750 per annum
Time Requirements:	25 days a year
Vetting Requirement:	RV/CTC
Reporting To:	Chair of NPCC (Chief Constable)



Main Duties and Responsibilities

1. The Independent Non-Executive Chair of the AAB, is responsible for ensuring NPCC fulfils its responsibilities to its stakeholders, and key partners.
2. The Independent Non-Executive Chair is an equal and corporate member of the AAB. Thus, nominees sit as equal individual members and not as representatives. All members abide by all the corporate decisions of the AAB. The Chair shall have a second or casting vote in the event of equality of votes of the AAB or shall consider whether it is appropriate to defer the matter to the next AAB meeting.
3. The Independent Non-Executive Chair will support the Chair of NPCC (Chief Constable rank) and other AAB members to achieve the objectives of the AAB Terms of Reference. However, the postholder will be expected to constructively challenge the NPCC, and other AAB members, on matters of strategic governance – which fall within the responsibilities of the Audit and Assurance Board – ensuring the AAB operates within its framework and avoids ‘agenda drift’.
4. The Independent Non-Executive Chair will specifically: establish and agree the meeting agendas; read all the meeting papers; share views and expertise on agenda items; listen to others and help achieve consensus; be politically astute, with the ability to assimilate and deal with a variety of complex information, ensuring the AAB clearly articulates any concerns/observations in a professional manner and maintains its focus within the remit of the AAB; be an ambassador for NPCC ensuring the organisation and the AAB achieve their objectives; and determine ways by which AAB could improve its operations. In addition, the Chair will liaise with the Chair of the NPCC Performance Sub Committee to inform the annual appraisal of the Chair of NPCC.
5. The Independent Non-Executive Chair, with the support of the AAB, will review and approve the NPCC Business Plan (strategic plan) and financial plans, supporting audits of finances and signing these off.
6. The Independent Non-Executive Chair, with the support of the AAB, will review proposals for the NPCC to acquire capital assets or liabilities, along with any proposals for variations of the membership (Section 22A agreements).
7. The Independent Non-Executive Chair, with the support of the AAB, will ensure legal responsibilities of the NPCC in relation to health and safety, diversity and environmental matters are being addressed.
8. The Independent Non-Executive Chair, with the support of the AAB will agree the internal control and risk management arrangements, proposed by the NPCC.
9. The Independent Non-Executive Chair, will foster and create a culture and team dynamic which enables all AAB members to have a voice and brings out the best of individuals, recognising their experiences and skills.
10. At each meeting, the Independent Non-Executive Chair, with the support of the AAB will need to declare if they perceive a conflict of interest with any item to be discussed.



Person Specification:

We are seeking to appoint an Independent Non-Executive Chair for the NPCC AAB. We are particularly interested in people with the following skills, knowledge and experience:

Essential Criteria

- Significant experience of being a Chair within a complex public, private or voluntary sector organisation; working successfully to support the strategic direction and development of the organisation.
- Experience of setting a strong governance framework and ensuring the organisation operates within the framework
- Experience of reviewing and seeking assurance on whether an organisation is conducting its business in accordance with the law and proper standards and ensuring that money is managed in an effective efficient and economic way in achieving its objectives.
- Experience of forming and successfully governing complex networks and able to clearly demonstrate an understanding of the challenges this presents.
- Experience as Non-Executive Director, being an active member of a board, constructively contributing to discussions within the remit of the board in respect of governance, planning and risk responsibilities.
- Proven track record of successfully engaging with a wide range of stakeholders, contributing to the effective oversight of all aspects of an organisations' policies and performance, adding value to discussions, and influencing at the highest level.
- Strong inter-personal, networking and relationship building skills, along with a collegial working style with other board members and staff.
- Excellent analytical skills and the ability to absorb complex information at speed.
- Experience of working in a public sector environment.

Desirable Criteria

- Strategic HR & People Services background
- A recognised HR qualification – Chartered Institute of Personnel and Development (CIPD) Level 7, Society for Human Resource Management – Senior Certified Professional (SHRM -SCP), HR degree or Master's degree in HR
- Experience of operating in an audit or risk committee either as a director or senior executive attendee.
- Interest in outcomes generated by policing.
- An awareness of current issues in national policing.

Please note this is not a Chief Executive Officer (CEO) role. The purpose of the AAB Chair, along with the other AAB members, is to help, support, guide and scrutinise the NPCC strategic framework, risks and financial plans and constructively challenge where appropriate.



Time Commitment & Remuneration

Remuneration: £8750 per annum in 12 equal payments (£350 per day). Any additional days over the 25 days per annum will be paid at a day rate of £350.

Time commitment: 25 days per annum, with a maximum of 10 additional days in each financial year following prior agreement with the Chair of NPCC. There are quarterly board meetings, an annual 'in person' two-day workshop and ad-hoc extraordinary or gateway meetings as required.

Payment Schedule: Paid monthly in arrears through PAYE. Please note Non-Executive Director roles do not attract any allowances and are not entitled to pension, holiday pay, sick pay etc.

Expenses: Direct travel and subsistence expenses are reimbursed.

Conflicts of Interest

The role is an independent member of the Audit and Assurance Board and as such, it would be a conflict of interest for any candidate that has recently or is currently employed within a policing environment.



How to Apply

The closing date for applications is **Sunday 24th September 2023 at 23:55**.

Please send all the below documents, clearly labelled, by email to: HR-Recruitment@npcc.police.uk. Please include the heading '**NPCC AAB – Independent Non-Executive Chair Application**' in the subject box.

1. A **comprehensive CV** (maximum three pages) setting out your career history and including details of any professional qualifications.
2. A **statement of suitability** (maximum two pages), giving evidence of the strength and depth of your ability to meet the person specification for the role. Please provide specific examples to demonstrate how you meet each of the criteria.
3. An '**equal opportunities**' monitoring form: This form will not be disclosed to anyone involved in assessing your application.
4. A '**conflict of interest**' form.
5. The names and contact details for **two referees**: These must be people who know you in a professional capacity to comment on your suitability for the post. Referees will not be contacted without your prior agreement.

Please note the following:

- We cannot accept applications submitted after the closing date.
- Applications will be assessed on the documentation provided. Please refer to the advert and requirements in the 'How to Apply' section to ensure you have provided the necessary documentation. We will assess it based solely on information provided.
- Applications will be acknowledged upon receipt.
- Feedback will only be given to unsuccessful candidates following interview.

<u>Attachments</u>
• <u>Equal Opportunities - NPCC</u>
• <u>Conflicts of Interest - NPCC</u>

Please note this post is NOT regulated by The Commissioner for Public Appointments.



Selection Process

Indicative Timetable

Please note that these dates are indicative at this stage and could be subject to change.

Advert/Recruitment Info Pack Launched	W/C 21 August 23	4 weeks
Advert Closing Date	24 September 23	
Panel Shortlist	25 September – 6 October 23	2 weeks
Final Panel Interviews*	W/C 16 or 23 October 23	MT Interview

* Preferred dates

The AAB will make a formal appointment based on a recommendation by the selection panel. This interview process will be chaired by a Police and Crime Commissioner (AAB member), one or two other AAB members and an independent advisor/consultant. The short-listing panel will assess each application against the essential criteria. Further details about the format will be provided to you in advance.

