

TERMS AND CONDITIONS OF APPOINTMENT AND REMUNERATION

Term of Appointment and Reappointment

- The appointment is for a period of three years with the option to extend by a further two years, (without going through a recruitment exercise) subject to satisfactory performance.
- Following a term of five years, the appointment may be renewed for one further term of three years with an option to extend by a further two years, subject to going through an open recruitment exercise.
- No individual will serve on the Joint Audit Committee for more than 10 years in total.
- Members applying for the post for a subsequent term will be not be favoured over new applicants by the Panel, all appointments will be based on merit.
- The Joint Audit Committee will meet four times a year. The overall commitment time required is likely to be 8-10 days a year; this will include preparation and reading time.

Date and Acceptance of Appointment

- The appointment will commence when the successful candidate returns the Appointment Acceptance Form to the Chief Executive of the OPCC and when vetting clearance has been received, whichever is the latest.
- If the applicant fails to receive vetting clearance based on the NPCC National Vetting Policy, the appointment will not be approved.
- By signing the Appointment Acceptance Form the successful candidate attests that he/she has read the Terms and Conditions of Appointment, agrees to be bound by them and accepts the appointment.
- If the Appointment Acceptance Form is not signed the appointment will not be approved.

Resignation and Termination

- Notice to resign by a Member shall be given in writing three months prior to the intended date of termination.
- The intention to resign should be addressed to the Chief Executive of the OPCC.
- The Chief Executive of the OPCC may by notice terminate the appointment of a Joint Audit Committee Member if satisfied that:-

- o The member has failed to receive vetting clearance based on the NPCC National Vetting Policy. (Vetting clearance is required every 7 years for Members of the Committee).
- o If the member fails to comply with the NPCC National Vetting Policy by not completing the vetting forms within the given deadline they will automatically cease to be a member of the Joint Audit Committee.
- o If the member is unable to carry out his/her duties as a Joint Audit Committee Member by reason of physical or mental illness.
- o If the member has been absent for more than three consecutive Joint Audit Committee Meetings without a satisfactory reason they will automatically cease to be a member of the Joint Audit Committee.
- o The member is otherwise unable to discharge the functions of a member of the Joint Audit Committee, or is unsuitable to continue as a Joint Audit Committee Member.

REMUNERATION

Allowances

The Chair of the Joint Audit Committee will received an allowance of £2,500 per annum paid in 12 instalments.

Each Member of the Committee will be paid £2,250 per annum paid in 12 instalments. Members of the Committee will be expected to take on specified responsibilities as agreed with the Chair of the Joint Audit Committee.

Payment of the allowance will be suspended due to non-attendance without good reason provided. The Chief Executive of the OPCC will have the ultimate decision on whether the allowance can be paid following non-attendance at a meeting.

Joint Audit Committee Members may be asked to carry out some one-off additional work (separate from an additional responsibility), this will be paid at the hourly rate of £25.00. This must be approved in advance by either the Chief Finance Officer of the Director of Finance and Resources.

There will be no additional allowance to attend training courses or conferences.

Business Travel and Other Expenses

The most practical, economic and sustainable method of travel should be used (which includes car sharing).

The OPCC will book all public transport and accommodation when requested to do so.

- Rail travel – this can be booked through the OPCC, or can be reimbursed up to standard class.
- Bus fares – actual receipted expenditure
- Motor vehicles and bicycles – to be reimbursed at HMRC approved rates.
- Taxi – where public transport is unavailable or impractical, actual receipted expenditure

Parking fines, speeding tickets etc. will NOT be refunded.

Payment of mileage claims may be refused if the offer of car sharing was refused without good grounds

These rates are the standard rates set by HMRC. They are valid from 22 November 2012 onwards and subject to review.

Motor mileage rate	To cover business travel by private motor car	45p per mile for the first 10,000 miles, 25p thereafter
Motorcycle mileage	To cover business travel by private motorcycle	24p per mile
Bicycle mileage	To cover business travel by private cycle	20p per mile

There is no provision for payment of travelling time.

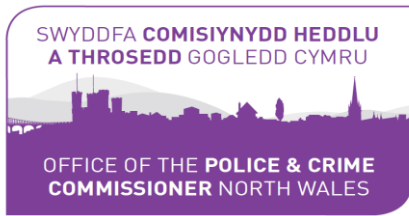
Payment of Expenses

In order to comply with HMRC requirements expenses reimbursed will only be made on production of receipts or invoices, except in limited instances for which receipts are not provided e.g. road and bridge toll charges.

All claims for expenses must be made on the claim form provided by the OPCC; no other expense claim form will be accepted. Payment of expenses will be checked by the Executive Officer and authorized by the Chief Finance Officer.

Payments will be made on the basis of claims made in line with the above scheme. Claims received by the last working day of the month will normally be paid on the 16th of the following month, or, if the 16th is a non-working day, the last working day before the 16th.

The normal method of payment for any claim will be the BACS (Bankers Automated Clearing System) method. Tax and National Insurance deductions will be made in accordance with the legal requirements.



HEDDLU GOGLEDD CYMRU
Gogledd Cymru diogelach

NORTH WALES POLICE
A safer North Wales

Expenses claims must be submitted within 3 months of the expense being incurred. Any claims submitted after this deadline may not be reimbursed and have to be additionally authorised by the Chief Executive.

Pension

The appointment is not pensionable

Personal Liability

The OPCC and North Wales Police do not issue any indemnity in respect of work as an appointed member of the Joint Audit Committee. However, individual members who have acted honestly, reasonably, in good faith and without negligence will not have to meet out of their own personal resources any personal civil liability which is incurred in execution or purported execution of their board functions.

Annual Leave

The position does not attract any paid annual leave

Publicity

At the end of each financial year, details of allowances paid to each member will be published in the Statements of Accounts and separately on the Commissioner's website.