

RULES FOR THE CONDUCT OF MEETINGS AND PROCEEDINGS
OF THE JOINT AUDIT AND ETHICS COMMITTEE

1. ANNUAL MEETING

- 1.1 The Joint Committee shall in every year hold an Annual Meeting.
- 1.2 The first meeting held after 30 June in any Year shall be the Annual Meeting
- 1.3 The Annual Meeting shall be held not later than 31 July every Year.
- 1.4 The Joint Committee will hold a minimum of four meetings every Year, which includes the Annual Meeting.

2. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

- 2.1 The Police and Crime Commissioner and the Chief Constable shall appoint a Member of the Joint Committee to the office of Chair for a period to be determined by the Police and Crime Commissioner and the Chief Constable.
- 2.2 In the event that the Member resigns from the office of Chair or ceases to be a Member of the Joint Committee the Police and Crime Commissioner and the Chief Constable shall appoint a Member of the Joint Committee to the office of Chair as set out in rule 2.1 above.
- 2.3 Subject to rule 2.4 below the Joint Committee shall at its Annual Meeting appoint one of its Members to the office of Vice Chair who shall, unless he/she resigns his/her office or ceases to be a Member of the Joint Committee, continue in office for a period of one year or until his/her successor becomes entitled to act.
- 2.4 Until the Annual Meeting in 2016 Karol Sanderson will continue to hold the office of Vice Chair.
- 2.5 Nothing in these Rules prevent a Member being appointed to the office of Vice Chair in consecutive Years.

2.6 CASUAL VACANCIES

- 2.7 On a casual vacancy occurring in the office of Vice Chair of the Joint Committee the vacancy shall be filled by the appointment by the Joint Committee of one of

its Members at the next meeting and the person so appointed shall hold office until the date upon which the person in whose place he/she is appointed would regularly have retired.

3. CONDUCT OF MEETINGS

- 3.1 At a meeting of the Joint Committee the Chair if present shall preside.
- 3.2 If the Chair is absent for a meeting of the Joint Committee the Vice Chair shall preside.
- 3.3 If both the Chair and Vice Chair of the Joint Committee are absent another Member of the Joint Committee chosen by a majority of the Members of the Joint Committee present and voting shall preside as Chair for that meeting.
- 3.4 The Member presiding at the meeting of the Joint Committee may exercise any power or carry out any duty of the Chair.

4. CALLING OF MEETINGS

- 4.1 The Secretary of the Joint Committee shall summon the Members to such meetings as may:
 - have been agreed in accordance with rule 1.4 above;
 - be requisitioned by any two Members of the Joint Committee giving notice in writing signed by them to the Secretary of the Joint Committee specifying the nature of the business to be transacted, or
 - be requisitioned by the Police and Crime Commissioner and/or the Chief Constable giving notice in writing signed by them to the Secretary of the Joint Committee specifying the nature of the business to be transacted.
- 4.2 Unless the persons giving notice requisitioning a meeting in accordance with rule 5.1.2 or rule 5.1.3 above agree to a later date any meeting consequent upon such a requisition shall so far as practicable be held within 10 working dates of the date of receipt of the requisition by the Secretary to the Joint Committee.

4.3 In the event that the Police and Crime Commissioner and/or the Chief Constable give notice to the Secretary of the Joint Committee that an urgent meeting should be convened within five working days, identifying the special circumstances necessitating such meeting, then subject to the agreement of the Chief Executive of the Office of the Police and Crime Commissioner the special meeting shall be so convened.

4.4 No business shall be transacted at a meeting requisitioned by the Members of the Joint Committee or by the Police and Crime Commissioner or Chief Constable other than that specified in the agenda.

5. NOMINATED OFFICERS TO ATTEND

5.1 The Chief Finance Officer, the Director of Resources and the Deputy Monitoring Officer will attend each meeting of the Committee. The Commissioner, Chief Constable and Director may attend the Committee. The Deputy Chief Constable and Assistant Chief Constables may also attend the Committee in relation to ethical matters as will the Head of Professional Standards. Other relevant officers may also attend if necessary for them to brief the Committee direct on specific items. The Committee should also meet with Internal and External Audit at least annually without officers.

6. MEETINGS IN PUBLIC

6.1 Meetings of the Joint Committee shall be held in public except when considering restricted information in which case the Joint Committee shall meet in private.

7. QUORUM

7.1 No item of business shall be transacted at a meeting of the Joint Committee unless at least three Members are present.

- 7.2 During any meeting of the Joint Committee if the Chair counts the number of Members present and declares that there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business will be considered at the next ordinary meeting of the Joint Committee.

8. PROCEEDINGS OF MEETINGS

- 8.1 Minutes of the proceedings of every meeting of the Joint Committee shall be drawn up and signed at the next following meeting of the Joint Committee by the person presiding thereat and any minute purporting to be so signed shall be received in evidence without further proof. The only part of the minutes which can be discussed is their accuracy.
- 8.2 A copy of the minutes of the proceedings at each meeting of the Joint Committee shall be sent to the Joint Management Board.

10. VOTING

- 10.1 Each Member of the Joint Committee present at a meeting of the Joint Committee shall have one vote on any question arising before the Joint Committee.
- 10.2 All questions coming or arising before the Joint Committee shall be decided by a majority of the Members of the Joint Committee present and voting thereon at a meeting of the Joint Committee.
- 10.3 In the case of an equality of votes the person presiding at the meeting shall have a casting vote.
- 10.4 The method of voting at meetings of the Joint Committee shall be by show of hands.
- 10.5 The names of the Members present at the meeting of the Joint Committee shall be recorded.