Subject: Audit Committee members – Extension of term

Originator: Chief Finance Officer for the Office of the Police and Crime Commissioner for Norfolk

Decision no. 40/2026

Reason for submission: For decision

Submitted to: Colin Sutton - Police and Crime Commissioner for Norfolk

Summary:

1. The Audit Committee is a key component of the corporate governance arrangements of the Police and Crime Commissioner (PCC) for Norfolk and the Chief Constable of Norfolk. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

2. The Committee comprises a maximum of six named members with appropriate experience and who are independent of the Police and Crime Commissioner for Norfolk (PCC) and the Constabulary. To be quorate at least three members must be in attendance.

3. The Terms of Reference of the Committee state: "The members will be able to serve no more than 2 terms and the maximum term to be 4 years. To ensure continuity, were possible, members shall be rotated on and off the Committee in turn rather than as a group, therefore the term of membership will be reviewed as appropriate."

4. The committee currently operates in a very effective manner with all of the external members of the committee bringing experience from other audit committees.

5. However, a number of them are coming to the end of their term and it is the view of the Chief Finance Officer of the PCC and the Assistant Chief Officer of the constabulary that consistency of committee membership would be advantageous between now and the likely move to a mayoralty model of governance in May 2028.

6. It is proposed that all of the existing members have their terms of office extended until May 2028.

Recommendation:

That the Police and Crime Commissioner for Norfolk approve the extension of the term of office for all of the existing members of the Audit Committee until May 2028

Outcome/approval by: Colin Sutton – Police and Crime Commissioner for Norfolk

The recommendations as outlined above are approved.

Signature:

Date: 24.09.2026

Detail of the submission

1. Objective:

1.1 To ensure continuation of advice and support to "those charged with Governance" (The PCC and the CC) between now and the move to the Mayoral model.

2. Background:

2.1 The Audit Committee is a key component of the corporate governance arrangements of the Police and Crime Commissioner (PCC) for Norfolk and the Chief Constable of Norfolk. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

2.2 The purpose of the Audit Committee is to provide independent advice and recommendation to the PCC and the Chief Constable on the adequacy of the governance and risk management frameworks, the internal control environment, and financial reporting, thereby helping to ensure efficient and effective assurance arrangements are in place.

2.3 To this end, the Committee is enabled and required to have oversight of, and to provide independent review of, the effectiveness of the governance, risk management and control frameworks, financial reporting and annual governance processes, and internal audit and external audit.

2.4 The Terms of Reference of the Committee state: "The members will be able to serve no more than 2 terms and the maximum term to be 4 years. To ensure continuity, were possible, members shall be rotated on and off the Committee in turn rather than as a group, therefore the term of membership will be reviewed as appropriate."

2.5 The committee currently operates in a very effective manner with all of the external members of the committee bringing experience from other audit committees.

2.6 However, a number of them are coming to the end of their term and it is the view of the CFO of the PCC and the ACO of the constabulary that consistency of committee membership would be advantageous between now and the likely move to a mayoralty model of governance in May 2028.

2.7 It is proposed that all of the existing members have their terms of office extended until May 2028.

3. Areas for consideration:

It is proposed that the terms of office for members of the Audit Committee are extended to align with the proposed change in governance to a mayoralty model in May 2028.

4. Other options considered:

4.1 To recruit replacement committee members.

5. Strategic aims/objective supported:

5.1 The committee provides key Corporate Governance advice to allow the PCC and Chief Constable to discharge their duties as "those charged with governance" as they pertain to the financial management of both the PCC and the Constabulary.

6. Financial and other resource implications:

6.1 No additional budget is required.

7. Carbon emissions and other environmental implications:

7.1 Carbon Emissions:

No material implications.

7.2 Environmental Implications:

No material implications.

8. Other implications and risks:

8.1 No material implications.

Originator checklist (must be completed)	**Please state 'Yes' or 'No'**
Has legal advice been sought on this submission?	**NO**
Has the PCC's Chief Finance Officer been consulted?	**YES**
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	**NO**
Have human resource implications been considered?	**YES**
Is the recommendation consistent with the objectives in the Police and Crime Plan?	**YES**
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	**No**
Has communications advice been sought on areas of likely media interest and how they might be managed?	**NO**
Have sustainability and environmental factors been considered (e.g. biodiversity, employee commuting, business travel, waste and recycling, water, air quality, food and catering and estates construction)?	**YES**
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	**YES**

Is this report a Confidential Decision? **No**

If yes, please state reasons below having referred to the [PCC Decision Making Policy]

Approval to submit to the decision-maker (this approval is required only for submissions to the PCC).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC.

Signature:

Date: 22/09/2026

Chief Finance Officer (Section 151 Officer)

I certify that:

a) there are no financial consequences as a result of this decision,

Or

b) the costs identified in this report can be met from existing revenue or capital budgets,

Or

c) the costs identified in this report can be financed from reserves,

And

d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

Signature:

Date: 22/09/2026

Public access to information: Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential.' Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.