

## JOINT AUDIT AND SCRUTINY PANEL WORK PLAN

<u>ITEM DESCRIPTION</u>		<u>REPORTING FREQUENCY</u>	<u>LEAD OFFICER</u>
<b>12 February 2015 – 12.30pm</b>			
1.	<b>(43)</b> Risk report on monitoring and actions for mitigation update	6 monthly	Force
2.	<b>(45)</b> Business Continuity compliance and assurance of testing and exercising plan lessons learned	Annually	Force
3.	<b>(46)</b> Publication Scheme monitoring, review and assurance	Annually	OPCC
4.	<b>(51) &amp; (49)</b> Information Management Policy monitoring, assurance and improvement outcomes. Records review, retention and disposal guidance and audit monitoring, review and assurance	Annually	Force
5.	<b>(35)</b> Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	OPCC
6.	Revenue Budget Management report	Annually	OPCC
7.	4 Year Capital Plan	Annually	OPCC
8.	Treasury Management Report	Annually	OPCC
	<b>Standard items:-</b>		
	Updates on scrutiny and other reviews	As required	
	PCC Update Report	Quarterly	OPCC
	<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC
	<b>(40)</b> Audit & Inspection Report	Quarterly	Force
<b>9 June 2015 – 2pm</b>			
1.	Election of Chair	Annually	OPCC
2.	<b>(5)</b> IPCC investigations, recommendations and actions (October – March)	6 monthly	Force
3.	<b>(36)</b> Force Improvement Activity Lessons Learned monitoring, IPCC lessons learned report (October - March)	6 monthly	Force
4.	<b>(6) &amp; (7)</b> Whistle Blowing Policy and review of compliance (October – March) and Anti-Fraud and Corruption Policy - review of compliance update (October – March)	6 monthly	Force
5.	<b>(35)</b> Force Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	OPCC
6.	<b>(11)</b> Draft Audit Plan (Annual Internal Audit Strategy and Audit Plan)	Annually	
7.	<b>(10) &amp; (42)</b> Force, PCC and Regional Draft Annual Governance Statements	Annually	OPCC & Force
8.	<b>(39)</b> Internal Audit Annual Assurance and Performance Report	Annually	OPCC CFO

<u>ITEM DESCRIPTION</u>		<u>REPORTING REQUENCY</u>	<u>LEAD OFFICER</u>
9.	Police and Crime Plan		OPCC CFO
10.	Verbal update on progress of Statement of Accounts		OPCC CFO
11.	Verbal update from External Audit		OPCC CFO
	<b>Standard items:-</b>		
	Updates on scrutiny and other reviews	As required	OPCC & Force
	PCC Update Report	Quarterly	OPCC
	<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC CFO
	<b>(40)</b> Audit & Inspection Report	Quarterly	ACO Resources
<b>8 September 2015– 2pm</b>			
1.	<b>(23 &amp; 24)</b> Statement of Accounts and Summary Statement of Accounts	Annually	OPCC & Force
2.	<b>(10 &amp; 42)</b> Annual Governance Statements	Annually	OPCC & Force
3.	External Audit – Annual Governance report	Annually	OPCC CFO
4.	<b>(43)</b> Risk report on monitoring and actions for mitigation update	6 monthly	OPCC & Force
5.	<b>(35)</b> Force Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	Force
6.	Regional Collaboration Update	Annually	Force
	<b>Standard items:-</b>		
	Updates on scrutiny and other reviews	As required	OPCC & Force
	PCC Update Report	Quarterly	OPCC
	<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC CFO
	<b>(40)</b> Audit & Inspection Report	Quarterly	ACO Resources
<b>7 December 2015 –</b>			
1.	<b>(5)</b> IPCC investigations, recommendations and actions (April – September)	6 monthly	Force
2.	<b>(36)</b> Force Improvement Activity Lessons Learned monitoring, IPCC lessons learned report (April – September)	6 monthly	Force
3.	<b>(6) &amp; (7)</b> Whistle Blowing Policy and review of compliance (April – September) and Anti-Fraud and Corruption Policy - review of compliance update (April – September)	6 monthly	Force & OPCC
4.	External Audit Annual Audit letter	Annually	OPCC CFO
5.	Verbal update on regional assurance work	Annually	OPCC CFO
	<b>Standard items:-</b>		

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Updates on scrutiny and other reviews	As required	OPCC & Force
PCC Update Report	Quarterly	OPCC
<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC CFO
<b>(40)</b> Audit & Inspection Report	Quarterly	ACO Resources