

JOINT AUDIT AND SCRUTINY PANEL WORK PLAN

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

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6.	(39) Internal Audit Annual Assurance and Performance Report	Annually	OPCC CFO
7.	Police and Crime Plan		OPCC CFO
8.	Verbal update on progress of Statement of Accounts		OPCC CFO
9.	Verbal update from External Audit		OPCC CFO
	Standard items:-		
	Updates on scrutiny and other reviews	As required	OPCC & Force
	PCC Update Report	Quarterly	OPCC
	(12) & (40) Internal Audit Progress Report	Quarterly	OPCC CFO
	(40) Audit & Inspection Report	Quarterly	ACO Resources
XX September 2015– 2pm			
1.	(23 & 24) Statement of Accounts and Summary Statement of Accounts	Annually	OPCC & Force
2.	(10 & 42) Annual Governance Statements	Annually	OPCC & Force
3.	External Audit – Annual Governance report	Annually	OPCC CFO
4.	(43) Risk report on monitoring and actions for mitigation update	6 monthly	OPCC & Force
5.	(35) Force Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	Force
6.	Regional Collaboration Update	Annually	Force
	Standard items:-		
	Updates on scrutiny and other reviews	As required	OPCC & Force
	PCC Update Report	Quarterly	OPCC
	(12) & (40) Internal Audit Progress Report	Quarterly	OPCC CFO
	(40) Audit & Inspection Report	Quarterly	ACO Resources
XX December 2015 – 2pm			
1.	(5) IPCC investigations, recommendations and actions (April – September)	6 monthly	Force
2.	(36) Force Improvement Activity Lessons Learned monitoring, IPCC lessons learned report (April – September)	6 monthly	Force
3.	(6) & (7) 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 CR to check frequency
4.	External Audit Annual Audit letter	Annually	OPCC CFO
5.	Verbal update on regional assurance work – to be added for December meeting -		C Radford

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see email		
Standard items:-		
Updates on scrutiny and other reviews	As required	OPCC & Force
PCC Update Report	Quarterly	OPCC
(12) & (40) Internal Audit Progress Report	Quarterly	OPCC CFO
(40) Audit & Inspection Report	Quarterly	ACO Resources

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