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|--------------------------|--|
| <b>Consideration</b>     |  |
| <b>Public/Non Public</b> | <b>Public</b>  |
| <b>Report to:</b>        | <b>Audit and Scrutiny Panel</b>  |
| <b>Date of Meeting:</b>  | <b>17<sup>th</sup> June 2014</b>   |
| <b>Report of:</b>        | <b>The Chief Executive</b>   |
| <b>Report Author:</b>    | <b>Sara Allmond</b>  |
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| <b>Other Contacts:</b>   |  |
| <b>Agenda Item:</b>      | <b>18</b>  |

## **PANEL WORK PLAN AND MEETING SCHEDULE**

### **1. Purpose of the Report**

1.1 To provide the Panel with a programme of work and timetable of meetings

### **2. Recommendations**

2.1 To consider and make recommendations on items in the work plan and to note the timetable of meetings

### **3. Reasons for Recommendations**

3.1 To enable the Panel to manage its programme of work.

### **4. Summary of Key Points**

4.1 The Panel has a number of responsibilities within its terms of reference. Having a work plan for the Panel ensures that it carries out its duties whilst managing the level of work at each meeting.

### **5. Financial Implications and Budget Provision**

5.1 None as a direct result of this report

### **6. Human Resources Implications**

6.1 None as a direct result of this report

### **7. Equality Implications**

7.1 None as a direct result of this report

### **8. Risk Management**

8.1 None as a direct result of this report

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

- 9.1 This report meets the requirements of the Terms of Reference of the Panel and therefore supports the work that ensures that the Police and Crime Plan is delivered.

## **10. Changes in Legislation or other Legal Considerations**

- 10.1 None as a direct result of this report

## **11. Details of outcome of consultation**

- 11.1 None as a direct result of this report

## **12. Appendices**

- 12.1 Work Plan and schedule of meetings

## JOINT AUDIT AND SCRUTINY PANEL WORK PLAN

| <u>ITEM DESCRIPTION</u>        |   | <u>REPORTING FREQUENCY</u> | <u>PANEL ASSURANCE</u>                         | <u>LEAD OFFICER</u> |
|--------------------------------|---|----------------------------|--|---------------------|
| <b>23 September 2014 – 2pm</b> |   |                            |  |                     |
| 1.                             | <b>(23 &amp; 24)</b> Statement of Accounts and Summary Statement of Accounts  | Annually                   | Financial Reporting                            | OPCC & Force        |
| 2.                             | <b>(10 &amp; 42)</b> Annual Governance Statements   | Annually                   | Good Governance                                | OPCC & Force        |
| 3.                             | External Audit – Annual Governance report (ISA260 report)   | Annually                   | Good Governance and External Audit             | OPCC CFO            |
| 4.                             | <b>(43)</b> Risk report on monitoring and actions for mitigation update   | 6 monthly                  | Risk Management                                | OPCC & Force        |
| 5.                             | <b>(35)</b> Force Governance monitoring, assurance and improvement outcomes for decision making   | 6 monthly                  | Good Governance                                | Force               |
| 6.                             | Regional Collaboration Update   | Annually                   | Value for Money/ Best Value                    | Force               |
| 7.                             | Annual Review of Assurance mechanisms including statutory responsibilities  | Annually                   | Good Governance                                | OPCC CFO?           |
|                                |   |                            |  |                     |
|                                |   |                            |  |                     |
|                                | <b>Standard items:-</b>   |                            |  |                     |
|                                | Updates on scrutiny and other reviews   | As required                |  | OPCC & Force        |
|                                | PCC Update Report   | Quarterly                  | Good Governance and Value for Money/Best Value | OPCC                |
|                                | <b>(12) &amp; (40)</b> Internal Audit Progress Report   | Quarterly                  | Internal Audit                                 | OPCC CFO            |
|                                | <b>(40)</b> Audit & Inspection Report   | Quarterly                  | Internal Audit                                 | ACO Resources       |
| <b>10 December 2014 – 2pm</b>  |   |                            |  |                     |
| 1.                             | <b>(5)</b> IPCC investigations, recommendations and actions (April – September)   | 6 monthly                  | Good Governance                                | Force               |
| 2.                             | <b>(36)</b> Force Improvement Activity Lessons Learned monitoring, IPCC lessons learned report (April – September)  | 6 monthly                  | Good Governance                                | 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                  | Counter Fraud and Corruption                   | Force & OPCC        |
| 4.                             | External Audit Annual Audit letter  | Annually                   | External Audit                                 | OPCC CFO            |
|                                |   |                            |  |                     |

| <u>ITEM DESCRIPTION</u>                                  | <u>REPORTING REQUENCY</u> | <u>PANEL ASSURANCE</u>   | <u>LEAD OFFICER</u> |
|--|---------------------------|--|---------------------|
| <b>Standard items:-</b>                                  |                           |  |                     |
| Updates on scrutiny and other reviews                    | As required               |  | OPCC & Force        |
| PCC Update Report (including budget process information) | Quarterly                 | Good Governance, Value for Money/Best Value External Audit and Financial Reporting | OPCC                |
| <b>(12) &amp; (40)</b> Internal Audit Progress Report    | Quarterly                 | Internal Audit   | OPCC CFO            |
| <b>(40)</b> Audit & Inspection Report                    | Quarterly                 | Internal Audit   | ACO Resources       |