

<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>18<sup>th</sup> February 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>15</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>LEAD OFFICER</u>
<b>17 June 2014 – 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>(10) &amp; (42)</b> Force, PCC and Regional Draft Annual Governance Statements	Annually	OPCC & Force
6.	<b>(39)</b> 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
	<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>23 September 2014 – 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 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

<b><u>ITEM DESCRIPTION</u></b>		<b><u>REPORTING REQUENCY</u></b>	<b><u>LEAD OFFICER</u></b>
	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>10 December 2014 – 2pm</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
	<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