

## JOINT AUDIT AND SCRUTINY PANEL WORK PLAN

<u>ITEM DESCRIPTION</u>	<u>REPORTING FREQUENCY</u>	<u>LEAD OFFICER</u>
<b>24 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. Regional Collaboration Update	Annually	Force
<b>Standard items:-</b>		
Updates on scrutiny and other reviews	As required	OPCC & Force
PCC Update Report	Quarterly	OPCC
HMIC Inspections and Recommendations	Every meeting	OPCC
<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC CFO
<b>(40)</b> Audit & Inspection Report	Quarterly	ACO Resources

<u>ITEM DESCRIPTION</u>		<u>REPORTING REQUENCY</u>	<u>LEAD OFFICER</u>
<b>10 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.	<b>(35)</b> Force Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	Force
5.	External Audit Annual Audit letter	Annually	OPCC CFO
6.	Verbal update on regional assurance work	Annually	OPCC CFO
<b>7</b>	<b>(66)</b> Management Information Reports on contracts, assurance to relevant policy agreements	Annually	
	<b>Standard items:-</b>		
	Updates on scrutiny and other reviews	As required	OPCC & Force
	PCC Update Report	Quarterly	OPCC
	HMIC Inspections and Recommendations	Every meeting	OPCC
	<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC CFO
	<b>(40)</b> Audit & Inspection Report	Quarterly	ACO Resources

<u>ITEM DESCRIPTION</u>	<u>REPORTING REQUENCY</u>	<u>LEAD OFFICER</u>
<b>11 February 2016</b>		
. (43) Risk report on monitoring and actions for mitigation update	6 monthly	OPCC & Force
(35) Force Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	
(45) Business Continuity compliance and assurance of testing and exercising plan lessons learned	Annually	Force
(46) Publication Scheme monitoring, review and assurance	Annually	OPCC
(51) & (49) Information Management Policy monitoring, assurance and improvement outcomes. Records review, retention and disposal guidance and audit monitoring, review and assurance	Annually	Force
Revenue Budget Management report	Annually	OPCC
4 Year Capital Plan	Annually	OPCC
Treasury Management Report	Annually	OPCC
<b>Standard items:-</b>		
Updates on scrutiny and other reviews	As required	OPCC & Force
PCC Update Report	Quarterly	OPCC
HMIC Inspections and Recommendations	Every meeting	OPCC
(12) & (40) Internal Audit Progress Report	Quarterly	OPCC CFO
(40) Audit & Inspection Report	Quarterly	ACO Resources

<u>ITEM DESCRIPTION</u>	<u>REPORTING REQUENCY</u>	<u>LEAD OFFICER</u>
<b>30 June 2016</b>		
Election of Chair		
1. <b>(5)</b> IPCC investigations, recommendations and actions (October - March)	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 (October - March) and Anti-Fraud and Corruption Policy - review of compliance update (October - March)	6 monthly	Force & OPCC
4. <b>(35)</b> Force Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	Force
5. External Audit Annual Audit letter	Annually	OPCC CFO
6. Verbal update on regional assurance work	Annually	OPCC CFO
<b>(11)</b> Draft Audit Plan (Annual internal audit strategy and audit plan)	Annually	
<b>(10) &amp; (42)</b> Force, PCC and Regional draft Annual Governance Statements	Annually	OPCC & Force
<b>(39)</b> Internal Audit Annual Assurance and Performance Report	Annually	OPCC CFO
<b>(23 &amp; 24)</b> Statement of Accounts and Summary Statement of Accounts - <b>DRAFT</b>	Annually	OPCC & Force
<b>Standard items:-</b>		
Updates on scrutiny and other reviews	As required	OPCC & Force
PCC Update Report	Quarterly	OPCC
HMIC Inspections and Recommendations	Every meeting	OPCC
<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC CFO
<b>(40)</b> Audit & Inspection Report	Quarterly	ACO Resources

<u>ITEM DESCRIPTION</u>	<u>REPORTING REQUENCY</u>	<u>LEAD OFFICER</u>
<b>15 September 2016</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
HMIC Inspections and Recommendations	Every meeting	OPCC
<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC CFO
<b>(40)</b> Audit & Inspection Report	Quarterly	ACO Resources