

Consideration	
Public/Non Public	Public
Report to:	Audit and Scrutiny Panel
Date of Meeting:	12th December 2013
Report of:	The Chief Executive
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Agenda Item:	13

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 REQUENCY</u>	<u>LEAD OFFICER</u>
18th February 2014 – 2pm			
1.	(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
2.	(11) Draft Audit Plan (Annual Internal Audit Strategy and Audit Plan)	Annually	OPCC CFO
3.	(43) Risk report on monitoring and actions for mitigation update	6 monthly	OPCC & Force
4.	(45) Business Continuity compliance and assurance of testing and exercising plan lessons learned	Annually	OPCC & Force?
5.	(46) Publication Scheme monitoring, review and assurance	Annually	OPCC & Force?
6.	(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?
7.	Future Scrutiny Topics – from current work plan	Annually	OPCC
8.	(35) Force Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	Force
9.	Revenue Budget Management report	Annually	ACO Resources
10.	Capital Expenditure Outturn and Slippage	Annually	ACO Resources
11.	Treasury Management Report	Annually	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
June 2014			
1.	(5) IPCC investigations, recommendations and actions (October – March)	6 monthly	Force
2.	(36) Force Improvement Activity Lessons Learned monitoring, IPCC lessons learned report (October - March)	6 monthly	Force
3.	(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
4.	(10) & (42) Force and PCC Draft Annual Governance Statements	Annually	OPCC CFO & ACO

<u>ITEM DESCRIPTION</u>		<u>REPORTING REQUENCY</u>	<u>LEAD OFFICER</u>
			Resources
5.	(39) Annual Internal Audit Assurance Report	Annually	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

MEETING DATES AND AGENDA PUBLICATION DATES

<u>Agenda publication</u>	<u>Date of Committee</u>
4 th December 2013	12 th December 2013
10 th February 2014	18 th February 2014