

<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>
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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 REQUENCY</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 FREQUENCY</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