

Consideration	
Public/Non Public	Public
Report to:	Audit and Scrutiny Panel
Date of Meeting:	23rd September 2014
Report of:	The Chief Executive
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Agenda Item:	10

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>
10 December 2014 – 2pm				
1.	(5) IPCC investigations, recommendations and actions (April – September)	6 monthly	Good Governance	Force
2.	(36) Force Improvement Activity Lessons Learned monitoring, IPCC lessons learned report (April – September)	6 monthly	Good Governance	Force
3.	(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	Counter Fraud and Corruption	Force & OPCC
4.	External Audit Annual Audit letter	Annually	External Audit	OPCC CFO
5.	(66) Management Information Reports on contracts, assurance to relevant policy agreements	Annually	Financial Reporting/Good Governance and Value for Money/Best Value	ACO Resources
	Standard items:-			
	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
	(12) & (40) Internal Audit Progress Report	Quarterly	Internal Audit	OPCC CFO
	(40) Audit & Inspection Report	Quarterly	Internal Audit	ACO Resources