

JOINT AUDIT AND SCRUTINY PANEL WORK PLAN

<u>ITEM DESCRIPTION</u>		<u>REPORTING FREQUENCY</u>	<u>LEAD OFFICER</u>
24 September 2015– 2pm			
1.	(23 & 24) Statement of Accounts and Summary Statement of Accounts	Annually	OPCC & Force
2.	(10 & 42) Annual Governance Statements	Annually	OPCC & Force
3.	External Audit – Annual Governance report	Annually	OPCC CFO
4.	(43) Risk report on monitoring and actions for mitigation update	6 monthly	OPCC & Force
5.	Regional Collaboration Update	Annually	Force
	Standard items:-		
	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>
10 December 2015 –			
1.	(5) IPCC investigations, recommendations and actions (April – September)	6 monthly	Force
2.	(36) Force Improvement Activity Lessons Learned monitoring, IPCC lessons learned report (April – September)	6 monthly	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	Force & OPCC
4.	(35) 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
7	(66) Management Information Reports on contracts, assurance to relevant policy agreements	Annually	
	Standard items:-		
	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>
11 February 2016			
.	(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
	Standard items:-		
	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>
30 June 2016			
	Election of Chair		
1.	(5) IPCC investigations, recommendations and actions (October - March)	6 monthly	Force
2.	(36) Force Improvement Activity Lessons Learned monitoring, IPCC lessons learned report (April – September)	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 & OPCC
4.	(35) 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
	(11) Draft Audit Plan (Annual internal audit strategy and audit plan)	Annually	
	(10) & (42) Force, PCC and Regional draft Annual Governance Statements	Annually	OPCC & Force
	(39) Internal Audit Annual Assurance and Performance Report	Annually	OPCC CFO
	(23 & 24) Statement of Accounts and Summary Statement of Accounts - DRAFT	Annually	OPCC & Force
	Standard items:-		
	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>
15 September 2016			
1.	(23 & 24) Statement of Accounts and Summary Statement of Accounts	Annually	OPCC & Force
2.	(10 & 42) Annual Governance Statements	Annually	OPCC & Force
3.	External Audit – Annual Governance report	Annually	OPCC CFO
4.	(43) Risk report on monitoring and actions for mitigation update	6 monthly	OPCC & Force
5.	(35) Force Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	Force
6.	Regional Collaboration Update	Annually	Force
	Standard items:-		
	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