Independent Audit Committee Work Plan Feb 2013 - March 2014

Appendix 1

Item	Task	Frequency	Completion date	Responsibility	Progress
1	**Audit Committee Effectiveness**				
	• Formally agree and adopt terms of reference	At inaugural meeting	Feb 2013	CFO	Initial consideration (Feb 2013). Review March 2013. **Complete.**
	• Review terms of reference annually	Annually	Feb 2014	CFO	
	• Carry out CIPFA Self assessment	Annually	March 2013	CFO/RPO	**Complete**
	• Determine and deliver training requirements for Audit members as required.	As required	(Dec 2012)	CFO	Audit Committee training delivered by Head of Internal Audit (Dec 2012)
2	**Internal Audit**				
	• Monitor and review summary Internal Audit Reports of PCC and CC*	Quarterly	At each meeting	CFO/FCFO	**Ongoing**
	• Agree annual Internal Audit Plan 2013/2014 and associated fees	Annually	Mar 2013	CFO	On March 2013 agenda. **Complete.**
	• Review Internal Audit Annual Reports (both PCC and Force)*	Annually	June 2013	CFO/FCFO	On June 2013 agenda.
3	**External Audit**				
	• Monitor progress of actions arising from external audit reports of PCC and CC*	As required	As required	CFO	**Ongoing**
	• Agree annual External Audit Plan in respect of 2012/13 accounts and associated fees	Annually	Mar 2013	CFO	On March 2013 agenda.
	• Consider Annual Audit Letter	Annually	Sept 2013	CFO	
4	**Financial Governance**				
	• Consider Financial statements, and to consider and approve the annual Statement of Accounts for the PCC and Force*	Annually	June/Sept 2013	CFO/FCFO	**On agenda.**
	• Approve Annual Audit Letter (External Audit) - PCC and Force*	Annually	Sept 2013	CFO/FCFO	
	• Review current Finance and Contract Regulations and proposals for change as required.	Annually	3rd quarter (Dec)	CFO	
	• Review effectiveness of internal controls in line with statutory requirements and good practice	Quarterly	As required	CFO	
	• To receive the Annual Governance Statement and review Code of Corporate Governance	Annually	June 2013	CE/CC	**On June 2013 agenda.**
	• Review Accounting policies	As required	March 2013	FCFO	On March 2013 agenda. **Complete.**

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5	**Risk Management** • Review and monitor the PCC and CC's risk management arrangements (including the PCC and Force Risk Management Strategy)	**Quarterly**	March 2013 June 2013 Sept 2013	CFO/RPO/FRO	**On March 2013 agenda. Complete. Agreement to receive quarterly. On June 2013 agenda.**
6	**Anti fraud and corruption** • Review PCC and Force's approach to anti-fraud and corruption	Annually	Sept 2013	CFO/CC	**Policy reviewed by Force and OPCC in June 2013. On agenda for Sept 2013**
7	**Inspection** • To monitor the implementation of recommendations from HMIC/others as required (ie those affecting risk, internal control and corporate control)	As required	As required	CE	**Force confirmation - no significant issues or risks related to HMIC Inspections. NB Awaiting 'HMIC Valuing the Police 3' formal feedback. No other inspection work to report on since the last meeting.**
8	**Governance** • Advise the PCC and Force according to good governance principles (including equalities) • To review any issue referred to the Committee by the PCC, CE, CFO or CC	Ongoing As required	All meetings as required As required	CE/CFO CE/CFO	
9	**Value for Money** • Oversee arrangements for securing VfM - consider VfM issues on an ongoing basis as part of scrutiny and audit role. • Review the Value for Money Strategy	Ongoing Dec 2013	All meetings as required Dec 2013	CE/CFO CE/CFO	Ongoing.

Key

PCC - Police and Crime Commissioner
CC - Chief Constable
CFO - Chief Finance Officer
FCFO - Force Chief Finance Officer
RPO - Research and Performance Officer
HMIC - Her Majesty's Inspectorate of Constabulary
FRO - Force Risk Officer

*** pending arrangements around Stage 2 transfer**