

Task	12-Sep-17	31-Oct-17	24-Jan-18	19-Apr-18	25-May-18	25-Jul-18	31-Oct-18	23-Jan-18
1. Audit Committee Effectiveness								
• Review Forward Plan		✓	✓	✓		✓	✓	✓
• Approve terms of reference and code of conduct (annually)		✓					✓	
• Carry out self assessment (annually)						✓		
• Internal audit of JIAC effectiveness	✓	✓						
• Hold an annual private meeting between the members of the committee and the external and internal auditors (no other persons present).						✓		
• Determine and deliver training requirements for Audit members as required.		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
2. Internal Audit								
• Monitor and review summary Internal Audit Reports of PCC and CC (Progress Report and Implementation Progress Report)		✓	✓	✓		✓	✓	✓
• Review Internal Audit Charter						✓		
• Review annual Internal Audit Plan and any revisions			✓					
• Review Internal Audit Annual Reports (both PCC and Force)						✓		
3. External Audit & Inspection								
• Monitor progress of actions arising from external audit reports of PCC & CC		✓	✓	✓		✓	✓	✓
• Agree annual External Audit Plan in respect of the year's accounts and associated fees.								✓
• Report to those charged with governance (inquiries of management)			17/18 ✓					
• External Audit Value for money conclusion						✓		
• Review/take stock of the year's accounts process.		✓					✓	
• Consider the Annual Audit Letter and any responses made to the External Auditor's recommendations (as required)		✓					✓	
• Monitor the implementation of recommendations from HMIC/others as required (i.e. those affecting risk, internal control and corporate control)		✓	✓			✓	✓	✓
• Appointing External Auditor, incl. progress updates		✓						
4. Financial Reporting								
• Review accounting policies and consider progress on prior year audit recommendations			✓					✓
• Finance Review - report (summary and actions)		✓	✓	✓	✓	✓	✓	✓
• Consider annual financial statements (draft & final)				✓	✓			
5. Governance & Standards								
• Advise the PCC and Force according to good governance principles and have due regard to equal opportunities generally (including equalities, anti-discrimination and human rights legislation)		△	△			△	△	△
• Review any issue referred to the Committee by the PCC, CE, CFO or CC as required		✓	✓			✓	✓	✓
• Review effectiveness of internal controls in line with statutory requirements and good practice		△	△			△	△	△
• Receive draft and agree final Annual Governance Statement (Preliminary view on potential issues for inclusion in AGS statements in January)				✓ (draft)	✓ (final)			✓ (preliminary)
• Receive a report of compliance with governance arrangements, <i>incl. review and monitoring of Professional Standards</i> .		✓	✓		✓	✓	✓	✓
• Review Scheme of Arrangements for the discharge of functions (inc Finance and Contract Regulations)		(if req'd)	✓				✓ (if req'd)	✓
• Review PCC and Force's approach to anti-fraud, corruption and whistleblowing (<i>review updates before policy is finalised</i>)					✓			
• Consider and note the Codes of Corporate Governance			✓					
6. 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 Plan			✓					
7. Risk Management & Assurance								
• Review and monitor the PCC and CC's risk management arrangements (including the PCC and Force Risk Management Strategy)		✓	✓		✓ Strategy	✓	✓	✓
• Review and monitor the PCC and CC's Assurance Map		✓	✓		✓	✓	✓	✓
8. JIAC Accountability								
• Hold an annual private meeting of the Committee to assess individual performance of all members (including the Chairman)		✓					✓	
• Re-appointment of JIAC members, tenure/succession planning		✓				✓	✓	
• Alternate Member's/ *Chairman's meeting with the PCC and CC		✓	*✓	✓		*✓	✓	*✓

Appointment of External Auditor - December 2017

Key

PCC - Police and Crime Commissioner

CC - Chief Constable

CFO - Chief Finance Officer

CE - Chief Executive

HMIC - Her Majesty's Inspectorate of Constabulary

△ Reviewed at every meeting as a core consideration of reports (specific report not necessarily provided).