

Task	24-Jan-18	19-Apr-18	25-May-18	25-Jul-18	31-Oct-18	23-Jan-19
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1. Audit Committee Effectiveness						
• Review Forward Plan & JIAC Effectiveness Audit Action 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
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 HMICFRS/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)	✓ → (preliminary)		✓ (draft)	✓ (final)		✓ (preliminary)
• Receive a report of compliance with governance arrangements, incl. review and monitoring of Professional Standards.	✓	✓		✓	✓	✓
• Review Scheme of Arrangements for the discharge of functions (inc Finance and Contract Regulations)	✓ →				✓ (if req'd)	✓
• Review PCC and Force's approach to anti-fraud, corruption and whistleblowing (review updates before policy is finalised)				✓		
• 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)					✓ (provisional date)	
• Re-appointment of JIAC members, tenure/succession planning				✓	✓	
• Alternate Member's/ *Chairman's meeting with the PCC and CC	*✓	✓		*✓	✓	*✓

Key

PCC - Police and Crime Commissioner

CC - Chief Constable

CFO - Chief Finance Officer

CE - Chief Executive

HMICFRS - Her Majesty's Inspectorate of Constabulary & Fire and Rescue Services

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

* The meeting of 24 January was cancelled due to member illness, rearranged for March, which then had to be cancelled due to heavy snow. Specific items from that meeting have been carried forward to April and are highlighted above by the arrows.