JOINT INDEPENDENT AUDIT COMMITTEE

4

SUMMARY ACTION LOG – 6 MARCH 2024

Ref	Meeting Date	Minute No	Resolution	Actioned by	Progress	Updated
410	02/08/2023	30/23	That future Internal Audit Plans provide a 3 to 5 year summary of those functions that had been audited with a forward look at those functions that were likely to be scheduled for audit in the future. This forward plan to be shared with the Committee when the 2024/25 Audit Plan is presented for consideration.	IA	Noted for Audit Planning 2024/25.	24/08/2023
	04/10/2023	44/23	That the wording of the resolution for Minute 30/23 be amended to read as follows: 'That Internal Audit provide a 3 to 5 year summary of those functions that have been audited, with a forward look at those functions that are likely to be scheduled for audit in the future. This forward plan to be shared with Members at the next available meeting prior to the 2024/25 Audit Plan being presented to the Committee in March 2024.'	IA/CAO	Complete. A 3 to 5 year summary has been uploaded to Glasscubes for the information of Committee members. The IA Plan going to JIAC on 6 March 2024 will include a forward look at potential audits.	27/02/2024

411	02/08/2023	35/23	That actions from the Risk Management workshop be included in future [PCC Risk Register] reports.	RPO/CAO	Update on actions included as part of the PCC's Risk Register report to be presented to the Committee on 6 March 2024.	27/02/2024
415	04/10/2023	44/23	That the committee receive an update on issues relating to the risks, controls and governance of the Force Digital and Data Strategy on an annual basis.	CDIO	The update will be scheduled for a future Committee meeting in 2024 (meeting dates for 2024/25 in the process of being set).	27/02/2024
416	04/10/2023	44/23	That the wording of resolution (2) for minute 30/23 of the 2 August 2023 JIAC minutes be amended to read as follows: 'That Internal Audit provide a 3 to 5 year summary of those functions that have been audited, with a forward look at those functions that are likely to be scheduled for audit in the future. This forward plan to be shared with Members at the next available meeting prior to the 2024/25 Audit Plan being presented to the Committee in March 2024.'	CAO	Complete. Noted in the minutes. (See also ref no 410)	27/02/2024
417	04/10/2023	44/23	That minute 29/23, para 2, of the 2 August 2023 JIAC minutes, be amended to read as follows: 'Members expressed significant concerns on learning that there was no EDI policy or regular training in	CAO	Complete. Noted in the minutes.	27/02/2024

			place, and this posted a significant risk to the organisations.'			
418	04/10/2023	45/23	That future meetings of the Committee be scheduled for afternoons, where possible.	CAO	Noted.	27/02/2024
419	04/10/2023	45/23	That full copies of finalised Internal Audit reports be uploaded to the Glasscubes secure portal as and when they are made available by Internal Audit.	IA/CAO	Noted. Full copies of IA reports will be uploaded to Glasscubes secure portal once they have been received from Internal Audit.	27/02/2024
420	04/10/2023	47/23	That the header on page 7 of the IA Annual Report 2022/23 be amended to read as follows: 'Internal Audit Work Undertaken in 2022/23'. The amended report to be re-circulated.	IA	Complete. Copy of the amended report has been uploaded to Glasscubes secure portal.	27/02/2024
421	04/10/2023	48/23	That the following amendments be made to the Chief Constable's AGS: (a) Amend para (5.25) to show the date of the JIAC meeting as 'October 2023'. (b) Ensure that all dates are presented in the same format. (c) Amend paragraph numbers within Sections 7 and 8 of the AGS to reflect the sub-headings.	HoF	Agreed, these changes are currently being made as revisions to the draft 2022-23 Annual Accounts containing the AGS and will be fully reflected in the final accounts and AGS documents post audit.	27/02/2024

422	04/10/2023	49/23	That the Codes of Corporate Governance be reviewed to ensure that paragraph numbering is correct.	HoF	Agreed, this was amended in the final revised governance documents uploaded to the external website in January 2024.	27/02/2024
423	04/10/2023	50/23	That the accuracy of the terms of reference for the Committee provided at Section 11 of the 'Scheme of Consent' be checked against the current terms of reference (V3.8 Dec 2022 refer).	HoF	All terms of reference included in the Scheme of Consent were checked and agreed to the current terms of reference, however the current terms of reference have more detail for accountability arrangements and procedure that are not included in the Section 11 of the Scheme of Consent. Following review of the Terms of Reference (ToR) in November being presented at the 6 March 2024 JIAC meeting, consultation with members and stakeholders will be undertaken to agree the extent of ToR to be incorporated into the next iteration of the Scheme of Consent.	27/02/2024
424	04/10/2023	55/23	That Mr P Stone liaise with the HoF to get a better understanding of the balance sheet and how it is being used to support longer term planning. This will enable Mr Stone to brief Members on the balance sheet report prior to being formally reviewed at committee.	HoF/ Paul Stone	Yet to be arranged.	27/02/2024

425	04/10/2023	56/23	That the Forward Plan be updated to include an annual review of issues relating to the risks, controls and governance of the Force Digital and Data Strategy.	HoF	To be included following discussion with members to agree time and format of this review.	27/02/2024
426	04/10/2023	58/23	That consideration be given to the Force providing performance data either in the form of a report to the Committee or as background reading for Members.	HoF	Not yet complete.	27/02/2024
427	04/10/2023	58/23	That Members be sign-posted to where they can access copies of the PCC's quarterly update report to the Lincolnshire Police and Crime Panel on progress with delivering his Police and Crime Plan.	HoF	Lincolnshire Police and Crime Panel meeting papers and minutes can be accessed from the East Lindsey District Council website via the following link: https://democracy.e-lindsey.gov.uk/ieListMeetings.aspx?CId=573&Year=0	27/02/2024

Key

DCC	- Deputy Chief Constable	CFO	- Chief Finance Officer	HoF	- Head of Finance
DFCS	- Director of Finance and Corporate Services	CAO	- Corporate Administration Officer	RPRO	- Risk Policy Review Officer
RPO	- Research and Performance Officer	IA	- Internal Auditor	EA	- External Auditor