

		<b><u>ACTION PLAN</u></b>		
		Key: <b>Green = On-going</b> <b>Blue = Completed</b>		
<b><u>Questionnaire Number and Question</u></b>		<b><u>Comments</u></b>	<b><u>Suggested Resolution</u></b>	<b><u>Agreed Resolution</u></b> <b>(To be completed at the meeting)</b>
4.	Do the committee's terms of reference explicitly address all the core areas identified in CIPFA's Position Statement.	<p><b>Assurance Framework</b> Majority of feedback suggested people were happy this was covered, although not explicitly mentioned. Development of a Board Assurance Framework was mentioned.</p> <p><b>Action rolled over from previous financial year:</b> A pictorial representation of the sources of assurance that make up the framework could be beneficial, indicating opportunities for triangulation.</p>	<p>Development of a Board Assurance Framework will be considered once the internal audit report is received.</p> <p>For discussion at meeting.</p>	<p><b>Note: This action has rolled over from the previous action sheet and has also been raised again in the self-assessment process from 2018/19.</b></p> <p>An internal audit is being undertaken in this area. Once the outcome of the audit has been received we will consider how this could be progressed further.</p> <p>Update March 2019: Not yet received. Suggest roll over to action plan produced as a result of the 2018/19 self-assessment process.</p> <p>Update June 2019: Audit Report now received. Agreement from CFO that this would be looked at and progressed.</p> <p>Update September 2019: CFO, ACOR, CEx &amp; HoAC to meet on 20/09/19 to discuss further. This is the earliest date available based on diary commitments and annual leave over the summer months.</p> <p>Update December 2019: Initial meeting has taken place. HoAC drafting template and will share with officers for comment. A meeting will then be arranged to fill in the document before sharing with JAC members at a future meeting.</p> <p><b>Update March 2020:</b> Template has been drafted. HoAC meeting with CFO and CEx on 17/02/20 to fill in OPCC sections to ensure the document works. A meeting will then be arranged with the force to complete the whole document prior to sharing with JAC members at a future meeting.</p>
C1	Amendments to Self-Assessment	<p>Comment 1: Amendments to Self-Assessment.</p> <p>1. Referring to the JAC Self assessment Comparison file provided, I believe that our JAC would be strengthened by including Q1-19 inclusive in our self assessment process and if everyone was in agreement perhaps we could have an early supplementary S/A to include these or preferably a</p>	<p>1. The review of the self-assessment form will be looked at once the review of the CIPFA guidance for audit committees has taken place and the ToR updated. The March deep dive is still free so this could be used to discuss amendments to the self-assessment form prior to the next process if required.</p>	<p>Update June 2019: 1) Suggestion that a deep dive could take place on the self-assessment form once the review of the ToR has taken place.</p> <p>Update September 2019</p>

		<p>deep dive discussion for us to collectively brainstorm and creatively address.</p>	<p>2. A review of the JAC recruitment information contained in the self-assessment forms could be undertaken in future if this is something the JAC were interested in but there is currently no resource to do this.</p>	<p>Agreed deep dive would take place on collaboration in March 2020. HoAC to review self-assessment form and to circulate for comment.</p> <p>Update December 2019: Self-assessment form review has not yet been started due to larger projects such as the BAF being worked on. The form will be reviewed and shared with members prior to the start of the next process in March 2020.</p> <p><b>Update March 2020:</b> Self-assessment form has been amended and circulated for comment to JAC members. Request for responses to be received by 10/02/20. Amended form to be used for March 2020 process. Action complete.</p>
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