

Joint Audit Committee Self-Assessment Action Plan

Green text denotes addition/update since previous meeting.

Please Note: The year refers to the year the action plan was reviewed and is based upon the self-assessment for the previous financial year ie 2016/17 action plan refers to the 2015/16 Self-Assessment exercise.

| | <u>Self-Assessment Action Plan Year</u> | <u>Action</u> | <u>Activity</u> | <u>Timescale</u> | <u>Owner</u> | <u>Outcome</u> | <u>Latest Update</u> |
|-----|---|---|---|---|-------------------------------------|---|---|
| 1.3 | 2016/17 | Undertake a Member skills audit against the JAC ToRs. | <ul style="list-style-type: none"> Undertake an initial audit exercise for the current JAC. Undertake an audit exercise with new Members as part of the induction process. Ensure the skills 'register' is updated and accurate. | <p>By March 2017.</p> <p>In line with new Member appointments.</p> <p>Annually.</p> | CFO/ACOR/IO | <ul style="list-style-type: none"> Sufficient coverage, breadth and depth of Member skills and knowledge. Better understanding of individual Member's expertise across the JAC. | <p>Consider assigning 'lead' Members based on their experience.</p> <p>Lead member roles discussed in March 17.</p> <p>Briefing paper covering key areas over the last 2 months included on agenda for JAC to assign lead members.</p> <p>Discussions were postponed from June to September when more members would be available to make a decision.</p> <p>At the September meeting it was agreed that all members would consider the list of key areas and highlight those that they could lead on to the Chair. The Chair has circulated this information to officers for feedback. This is also included as an action on the action sheet for the December meeting.</p> |
| 3.1 | 2016/17 | Provide information on the role and purpose of the JAC across the Force and OPCC. | <ul style="list-style-type: none"> Information on the role and purpose of the JAC is available on the Intranet. Changes to the existing Membership/ structure are communicated via the 'Gwent Guardian'. | <p>Annually in line with the Chair election process.</p> <p>In line with new Member appointments.</p> | CFO/IO/ Communications Manager (CM) | <ul style="list-style-type: none"> The role and purpose of the JAC is communicated across the Force and OPCC. | <p>Suggest a high-level briefing/ presentation to Team Gwent around the MoCG following review by the Commissioner. Include as forward activity in the Action Plan.</p> <p>Link to JAC webpage on intranet home page.</p> <p>A request has been made for a slot at the next Team Gwent meeting in May. CC to decide if appropriate for inclusion.</p> <p>Will be discussed with the new Chief Constable once appointment has been confirmed.</p> <p>Now raised in previous 2 self-assessment processes (2015/16 and 2016/17 process).</p> <p>Appointment of the new Chief Constable was confirmed by the Police and Crime Panel on 1st August 2017.</p> <p>The ACOR has spoken to the Chief Constable who recognises the importance of governance and the role of the JAC. The CC has ensured that the new meeting</p> |

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|-----|---|---|--|------------------|--------------------------|---|---|
| | | | | | | | structure discusses all outstanding internal audit recommendations enabling the DCC to scrutinise the timeliness of the actions. Complete. |
| 4. | 2017/18 | Development of a Board Assurance Framework | <ul style="list-style-type: none"> Assist in understanding assurances in place, gaps and any measures needed to address the gaps. | Ongoing | CFO | <ul style="list-style-type: none"> Greater understanding of the organisation | <p>The CFO has contacted the other 3 Welsh CFOs in Wales and has received responses. South Wales are the most advanced with the implementation. As Gwent Police has just implemented a fundamental review of its board and meeting structure, it is timely that consideration of a BAF is progressed. The CFO and CoS will engage with Service Development to explore further.</p> <p>Further work is on-going.</p> |
| 12. | 2017/18 | Ensure adequate secretariat and administrative support is provided to the JAC | <ul style="list-style-type: none"> Support to the JAC needs to be reviewed in line with the OPCC organisation review. Consideration needs to be given as to whether an increase in capacity is required. | Ongoing | Chief of Staff (CoS)/CFO | <ul style="list-style-type: none"> Ensure that the JAC are supported appropriately | <p>The OPCC organisation review is currently in progress. JAC members will be informed as to how any changes made will affect the secretariat and administrative support provided.</p> <p>The Chair informed us that the implementation of lead members should not increase the workload of the Information Officer in the support of the JAC. The CoS informed us that Governance and Administration had been identified as 'pinch points' within the OPCC during the review. Work was on-going to ensure the JAC get the service needed. A discussion would need to take place regarding capacity if there was any further work the JAC required to be completed. The review had not yet been finalised but any changes that impacted on the JAC would be communicated asap.</p> <p>Complete.</p> |
| C1. | 2017/18 | Increase cyber awareness of JAC members. | <ul style="list-style-type: none"> Arrange deep dive/training | Ongoing | CFO/ACOR | <ul style="list-style-type: none"> Ensure JAC have sufficient knowledge and expertise to scrutinise this area. | <p>This will be considered during new member recruitment. The deep dive on cybercrime/security has been brought forward to September 2017.</p> <p>Deep dive was completed in September. A new member has also been appointed who has previous experience in the field of Information Technology.</p> <p>Complete.</p> |