

Joint Audit Committee Self-Assessment Action Plan

Please find below the actions that occur annually and will be included on every action sheet and also those that have rolled over from the 2016/17 action sheet. Once the outcomes of the self-assessment process for 2016/17 have been discussed and the actions to be taken forward agreed, this action sheet will be updated with the new agreed actions for progression and discussion at future meetings during 2017/18.

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.		Governance					
1.1	2016/17	Ensure the Terms of Reference (ToR) clearly set out: <ul style="list-style-type: none"> The purpose of the Joint Audit Committee (JAC); and The core areas identified in CIPFA's Position Statement. 	<ul style="list-style-type: none"> Review the ToR to ensure accuracy. 	Annually.	Chair/Chief Finance Officer (CFO)/Assistant Chief Officer – Resources (ACOR)	<ul style="list-style-type: none"> The ToR remains fit for purpose. Amendments to the ToR and Operating Principles are approved by the Commissioner and CC. 	<p>Review planned for March 2017 meeting.</p> <p>Review of MoCG report including JAC ToR on agenda for March 2017.</p> <p>JAC requested ToR and Eligibility criteria were merged. On June agenda for agreement.</p>
1.2	2016/17	Assess whether the Committee has fulfilled its ToR during the previous year and that adequate consideration was given to all core areas.	<ul style="list-style-type: none"> Evaluation of the JAC compliance against the TORs. 	Annually in line with reporting requirements.	Information Officer (IO)	<ul style="list-style-type: none"> The Commissioner and Chief Constable are assured of the JAC's continued effectiveness. Any gaps in compliance are identified and addressed by the JAC. 	<p>Completed for 2015/16.</p> <p>This is likely to be an action that is re-visited every year. Add to 2017/18 action sheet for review.</p>
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. 	By March 2017. In line with new Member appointments. Annually.	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>
3.		Information					
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 	Annually in line with the Chair election process. In line with new Member appointments.	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>

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			the 'Gwent Guardian'.				<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>