

Joint Audit Committee Action Plan 2016-17

	<u>Action</u>	<u>Activity</u>	<u>Timescale</u>	<u>Owner</u>	<u>Outcome</u>	<u>Latest Update</u>
1.	Governance					
1.1	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. 	Aug 2016: Review planned for December meeting.
1.2	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. 	Aug 2016: Completed for 2015/16.
1.3	Provide the JAC self-assessment form to Members to review its format and question set.	<ul style="list-style-type: none"> Circulate the form to Members prior to each self-assessment exercise. 	Annually in line with reporting requirements.	IO	<ul style="list-style-type: none"> The self-assessment form is fit for purpose. 	Aug 2016: The form has been revised following comments from June 2016 meeting.
1.4	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 	By December 2016. In line with new Member	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 	Aug 2016: Consider assigning 'lead' Members based on their experience.

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		<p>Members as part of the induction process.</p> <ul style="list-style-type: none"> • Ensure the skills 'register' is updated and accurate. 	<p>appointments.</p> <p>Annually.</p>		<p>expertise across the JAC.</p>	
2.	Training					
2.1	<p>Ensure arrangements are in place to support the JAC with briefings and training.</p>	<ul style="list-style-type: none"> • Deep dives • All-Wales training day • Ad hoc briefings related to specific issues/themes. 	<p>As per meeting timetable.</p> <p>Annually.</p> <p>As required.</p>	IO/CFO/ACOR	<ul style="list-style-type: none"> • Members are properly trained with appropriate knowledge. • Feedback provided via self-assessment. 	<p>Aug 2016: Deep dives planned for 2016 are:</p> <ul style="list-style-type: none"> • Strategic Policing Requirement/ Strategic Assessment (Sep); and • Value for Money Profiles (Dec). <p>Sep 2016: Autumn training day arrangements are in progress.</p>
2.2	<p>Provide new Members with a clear induction and training programme.</p>	<ul style="list-style-type: none"> • Risk and control and audit familiarisation sessions. • Treasury Management Strategy briefing. 	<p>In line with new Member appointments.</p>	CFO/ACOR/IO	<ul style="list-style-type: none"> • Members understand Gwent-specific processes. • Members have the appropriate knowledge to fulfil their role. 	<p>Aug 2016: an induction pack is now available.</p>
3.	Information					
3.1	<p>Provide information on the role and purpose of the JAC across the Force and OPCC.</p>	<ul style="list-style-type: none"> • Information on the role and purpose of the JAC is available on the 	<p>Annually in line with the Chair election</p>	CFO/IO/ Communications Manager (CM)	<ul style="list-style-type: none"> • The role and purpose of the JAC is communicated across 	<p>June 2016: Suggest a high-level briefing/ presentation to Team</p>

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		Intranet. <ul style="list-style-type: none"> Changes to the existing Membership/structure are communicated via the 'Gwent Guardian'. 	process. In line with new Member appointments.		the Force and OPCC.	Gwent around the MoCG following review by the Commissioner. Include as forward activity in the Action Plan. Aug 2016: Suggest adding an information link to the intranet that directs people to the JAC webpage.