

Joint Audit Committee Action Plan 2016-17

Green text denotes addition/update since previous meeting.

	<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. 	<p>Aug 2016: Review planned for March 2017 meeting.</p> <p>March 2017: Review of MoCG report including JAC ToR on agenda for March 2017.</p>
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. 	By March 2017.	CFO/ACOR/IO	<ul style="list-style-type: none"> Sufficient coverage, breadth and depth of Member skills and knowledge. 	Aug 2016: Consider assigning 'lead' Members based on their experience.

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		<ul style="list-style-type: none"> Undertake an audit exercise with new Members as part of the induction process. Ensure the skills 'register' is updated and accurate. 	<p>In line with new Member appointments.</p> <p>Annually.</p>		<ul style="list-style-type: none"> Better understanding of individual Member's expertise across the JAC. 	<p>March 2017: Lead member roles are on the March agenda for discussion after the development day in January.</p>
2.	Training					
2.1	Ensure arrangements are in place to support the JAC with briefings and training.	<ul style="list-style-type: none"> Deep dives. Review deep dive schedule to ensure priority and relevance. All-Wales training day. Ad hoc briefings related to specific issues/themes. 	<p>As per meeting timetable.</p> <p>Annually (September).</p> <p>Annually.</p> <p>As required.</p>	IO/CFO/ACOR	<ul style="list-style-type: none"> Members are properly trained with appropriate knowledge. Members have the appropriate knowledge to fulfil their role. 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 (Sept); and Value for Money Profiles (Dec). <p>Sep 2016: Autumn training day arrangements are in progress.</p> <p>October 2016: Deep dive list circulated to Members. Deep dives suggested for 2016/17:</p> <ul style="list-style-type: none"> Value for Money Profiles (Dec 2016) Information Security incl. IT Disaster Recovery (Mar 2017) Operating Model

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						(June 2017) • Niche/Force Control Room (Sept 2017).
2.2	Provide new Members with a clear induction and training programme.	<ul style="list-style-type: none"> • Risk and control and audit familiarisation sessions. • Treasury Management Strategy briefing. 	In line with new Member appointments.	CFO/ACOR/IO	<ul style="list-style-type: none"> • Members understand Gwent-specific processes. • Members have the appropriate knowledge to fulfil their role. 	Aug 2016: an induction pack is now available.
3.	Information					
3.1	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>June 2016: 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>Sept 2016: Link to JAC webpage on intranet home page.</p> <p>March 2017: Discussed possibility of an update being provided at Team Gwent. Was raised as an action at the meeting in December.</p>

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						A request has been made for a slot at the next Team Gwent meeting in May.