**Joint Audit Committee Evidence of Compliance with Terms of Reference**

|  | **Terms of Reference** | **Meeting Dates 2022/23** | **Other Methods** | **Comments** |
| --- | --- | --- | --- | --- |
| 9th June | 28th July | 8th September | 8th December | 2nd March |  |  |
| **1.** | **Financial Management** |  |
| 1.1 | Review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit of the financial statements that need to be brought to the attention of the PCC and/or the Chief Constable. | Draft Accounts 2021/22 | Statement of Accounts 2021/22 |  | Management Letter |  |  |  |
|  |  |  | Audit Wales Annual Audit Letter  |
| 1.2 | Consider the external auditor’s report to those charged with governance on issues arising from the audit of the financial statements. |  | Annual Audit of Financial Statements (ISA 260) |  | Management Letter |  |  |  |
| Audit Wales Annual Audit Letter  |
| 1.3 | Consider and comment upon any policy or strategy regarding reserves. |  |  |  | Reserves and Committed Funds Strategy |  |  |  |
| 1.4 | Consider and comment upon the budget planning process. | Draft Accounts 2021/22  | Statement of Accounts 2021/22 | MTFP – Funding Scenarios and Budget Setting Timetable | Budget Setting Update  | Budget Setting Verbal Update |  |  |
| 1.5 | Consider and comment upon the Financial Strategy (Medium Term Financial Plan). | Year End Financial Performance Report |  | MTFP – Funding Scenarios and Budget Setting Timetable  | Budget Setting Update  | Budget Setting Verbal Update | Deep Dive – Year End Commissioning Performance & Tour of New HQ |  |
| External Funding and Income Generation Strategy |  |  | Financial Performance Report  | Draft Commissioning Intentions |
| 1.6 | Consider and comment upon any policy or strategy regarding loans, investments or borrowing. | TM Year End Report |  |  | TM 6 Month Update Report |  |  |  |
| TM Strategy 23/24 |
| **2.** | **Governance, Risk and Control** |  |
| 2.1 | Review and recommend approval of the joint annual governance statement prior to final approval and consider whether it properly reflects the governance, risk and control environment and supporting assurances and identify any actions required for improvement.  | Draft Joint AGS 2021/22 | Final Joint AGS 2021/22 |  |  |  |  |  |
| 2.2 | Recommend approval of any Code of Corporate Governance for the Force or the OPCC. |  |  | Changes to the MoCG |  | MoCG Annual Review |  |  |
| 2.3 | Consider the arrangements to secure Value for Money and review assurances and assessments on the effectiveness of these arrangements.  |  |  |  | Audit Wales Annual Audit Letter  |  | Deep Dive on Forensics |  |
| 2.4 | Consider and comment upon anti-fraud and anti-corruption arrangements including “whistle blowing”.  | Gwent Police Anti-Fraud and Corruption Policy |  |  |  |  |  |  |
| 2.5 | Consider and comment upon any policy or strategy regarding asset management. | Verbal Update on the Estate Strategy Review |  |  |  | Estate Strategy Review Findings - Presentation | Deep Dive – Year End Commissioning Performance & Tour of New HQ |  |
| 2.6 | Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions. | Outstanding Audit Recs  | Annual Audit of Financial Statements (ISA 260) | Outstanding Audit Recs  | Outstanding Audit Recs  | Outstanding Audit Recs  | Deep dive on People Services Strategy |  |
| IA Reports  | Force Management Statement Update | IA Reports | IA Reports | IA Reports  |
| IA (TIAA) Annual Report | Audit Wales Annual Audit Letter  | Draft IA Annual Strategy & Plan 2022/23 (TIAA)  | Deep dive on Environmental and Social Governance  |
| Draft TCBC SRS Internal Audit Strategy 2023/24 |
| Update from Finance on the Actions in the Audit Wales Management Letter |
| IA Annual Report (TCBC for SRS) | Culture Strategy – Verbal Update |
| 2.7 | Commission assurance work e.g. specialist advice or audit. | Not applicable during this financial year |  |  |
| 2.8 | Consider the board assurance framework and ensure that it adequately addresses the risks and priorities of the OPCC and Force. | Not applicable during this financial year | The BAF and proposed internal monitoring process was provided to JAC in March 2021. Feedback was provided and further work undertaken. A meeting was held on 20/02/23 with the BAF leads who supported the amended template. Work is ongoing to take this forward. |  |
| 2.9 | Consider and comment upon the business interests and gift & hospitality policies | Gwent Police Gifts & Hospitality Procedure |  | Gwent Police Business Interests Policy | Business Interests Presentation |  |  | \*Since approval of the amended ToR in Dec 2019, the JAC now only see the policies when they are amended. Monitoring of the registers will be shared via links to the PCC Decisions Made email sent monthly to JAC members. |
| 2.10 | Consider and comment upon any reports from external organisations that are considered to be of relevance by officers.  | Verbal Briefing on PEEL Inspection |  |  |  |  | Deep Dive – verbal update on PEEL Inspection  |  |
| 2.11 | Monitor the effective development and operation of risk management, review the risk profile, and monitor progress of the PCC and the Chief Constable in addressing risk-related issues reported to them. | Discuss Changes to Risk Ratings |  | Risk Register | Risk Register | Risk Register |  |  |
| Risk Register | Risk Management Strategy |
| Annual Risk Management Strategy | Risk Discussion Meeting |
| 2.12 | To have an understanding of any ethical risks and any initiatives to improve ethical behaviour within the Force and OPCC. |  |  |  | Compliance with the Code of Ethics Annual Report |  |  |  |
| 2.13 | To review the governance and assurance arrangements for significant partnerships or collaborations. |  |  |  |  | Headquarters Update - Verbal |  |  |
| 2.14 | Consider and comment upon the information governance annual reports |  |  | Gwent Police Information Management Annual Report |  |  |  | ToR updated to include information governance annual reports in 2021/22. |
| OPCC Data Protection Annual Report |
| **3.** | **Internal Audit** |  |
| 3.1 | Review the internal audit plan and any proposed revisions to the internal audit plan. | IA Strategy & Annual Audit Plan (TIAA) |  |  |  | Draft IA Strategy & Plan 2023/24 (TIAA)  |  |  |
| IA Annual Audit Plan (TCBC for SRS – plan contained in update report) | Draft TCBC SRS Internal Audit Strategy 2023/24 |
| 3.2 | Have oversight of the appointment approach and consider the adequacy of the performance of the internal audit service and its independence. | IA Reports |  | IA Reports | IA Reports | IA Reports  |  |  |
| Outstanding Audits Recs  |
| IA Annual Report (TIAA) | Outstanding Audit Recs  | Outstanding Audit Recs  | Outstanding Audit Recs  |
| IA Strategy & Annual Audit Plan (TIAA) |
| IA Annual Report (TCBC for SRS) |
| IA Annual Audit Plan (TCBC for SRS – plan contained in update report) |
| 3.3 | Receive and review internal audit reports and monitor the progress of implementing any recommendations, providing challenge against completion times. | IA Reports |  | IA Reports | IA Reports | IA Reports  |  |  |
| Outstanding Audits Recs | Outstanding Audit Recs  | Outstanding Audit Recs  | Outstanding Audit Recs  |
| 3.4 | Consider the head of internal audit’s annual report and opinion. | IA Annual Report (TIAA) |  |  |  |  |  |  |
| IA Annual Report (TCBC for SRS) |
| 3.5 | Receive a regular summary of the progress of internal audit activity against the audit plan. | IA Reports |  | IA Reports | IA Reports | IA Reports  |  |  |
| Outstanding Audits Recs  |
| 3.6 | Ensure that the performance of all internal audit providers complies with the Public Sector Internal Audit Standards. | IA Annual Report (TIAA)\* |  |  |  |  |  | \*Confirmation of TIAA’s compliance with the PSIAS is included in their Annual Report. \*\* Reference to the PSIAS is included in the TCBC Annual Report |
| IA Annual Report (TCBC for SRS)\*\* |  |
| **4.** | **External Audit** |  |
| 4.1 | Consider the external auditor’s annual management letter, relevant reports and the report to those charged with governance. |  | Annual Audit of Financial Statements (ISA 260) | Update Report | Update Report |  |  |  |
| Annual Audit Plan |  | Management Letter | Update Report |
| Annual Audit Letter | Update from Finance on the Actions in the Audit Wales Management Letter |
| 4.2 | Receive a regular summary of the progress of external audit activity and monitor the progress of implementing any recommendations, providing challenge against completion times. | Outstanding Audits Recs  |  | Outstanding Audit Recs  | Outstanding Audit Recs  | Outstanding Audit Recs  |  |  |
|  |  | Update Report | Update Report | Update Report |
| 4.3 | Comment on the scope and depth of external audit work, its independence and whether it gives satisfactory value for money. |  | Annual Audit of Financial Statements (ISA 260) | Update Report | Update Report | Update Report |  |  |
| Outstanding Audits Recs  |  | Outstanding Audit Recs | Outstanding Audit Recs  | Outstanding Audit Recs |
| Annual Audit Plan | Annual Audit Letter |
| 4.4 | Consider specific reports as agreed with the external auditor. |  |  |  | Learning from Cyber Attacks |  |  |  |
| 4.5 | Consider the level of fees charged.  |  |  |  |  | Update Report including Fees Update |  |  |
| 4.6 | Advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies. |  |  |  |  |  |  |  |
| **5.** | **Accountability Arrangements** |
| 5.1 | On a timely basis report to the PCC and the Chief Constable with its advice and recommendations in relation to any matters that it considers relevant to governance, risk management and financial management. | PCC in attendance | PCC in attendance | PCC and CC in attendance | PCC and DCC in attendance | DPCC & DCC in attendance |  |  |
| 5.2 | Provide an Annual Report to the PCC and the Chief Constable on its findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions | Draft JAC Annual Report 2021/22 | Final JAC Annual Report 2021/22 |  |  |  |  | \*ToR compliance and the Annual Report are both published on the JAC webpage of the OPCC website. |
| 5.3 | Review its performance against its terms of reference and objectives on an annual basis and report the results of this review to the PCC and the Chief Constable. | Terms of Reference Compliance Table (appendix 2 of draft annual report) |  |  |  |  |  | \*ToR compliance and the Annual Report are both published on the JAC webpage of the OPCC website. |
| 5.4 | Undertake an annual self-assessment process to ensure the JAC is carrying out its duties effectively and is receiving the support required. | Agree Self-Assessment Action Plan (appendix 3 of draft annual report) |  | Self-Assessment Action Plan | Self-Assessment Action Plan | Self-Assessment Action Plan |  |  |