

Item	Task	Frequency	Completion date	Responsibility	Progress
1	Audit Committee Effectiveness <ul style="list-style-type: none"> Formally agree and adopt terms of reference Review terms of reference annually Carry out CIPFA Self assessment Determine and deliver training requirements for Audit members as required. 	At inaugural meeting Annually Annually As required	Feb 2013 Feb 2014 March 2013 (Dec 2012)	CFO CFO CFO/RPO CFO	Audit Committee training delivered by Head of Internal Audit (Dec 2012)
2	Internal Audit <ul style="list-style-type: none"> Monitor and review summary Internal Audit Reports of PCC and CC* Agree annual Internal Audit Plan 2013/2014 and associated fees Review Internal Audit Annual Reports (both PCC and Force)* 	Quarterly Annually Annually	At each meeting Mar 2013 June 2013	CFO/FCFO CFO CFO/FCFO	
3	External Audit <ul style="list-style-type: none"> Monitor progress of actions arising from external audit reports of PCC and CC* Agree annual External Audit Plan 2013/2014 and associated fees Consider Annual Audit Letter 	As required Annually Annually	As required Mar 2013 Sept 2013	CFO CFO CFO	
4	Financial Governance <ul style="list-style-type: none"> Consider Financial statements, and to consider and approve the annual Statement of Accounts for the PCC and Force* Approve Annual Audit Letter (External Audit) - PCC and Force* Review current Finance and Contract Regulations and proposals for change as required. Review effectiveness of internal controls in line with statutory requirements and good practice To determine the Annual Governance Statement and review Code of Corporate Governance Review Accounting policies 	Annually Annually Annually Quarterly Annually As required	June/Sept 2013 Sept 2013 3rd quarter (Dec 2012) As required June 2013 March 2013	CFO/FCFO CFO/FCFO CFO CFO CE/CC FCFO	

Item	Task	Frequency	Completion date	Responsibility	Progress
5	Risk Management <ul style="list-style-type: none"> Review and monitor the PCC and CC's risk management arrangements (including the PCC and Force Risk Management Strategy) 	6 monthly	March 2013	CFO/RPO/FRO	
6	Anti fraud and corruption <ul style="list-style-type: none"> Review PCC and Force's approach to anti-fraud and corruption 	Annually	Sept 2013	CFO/CC	
7	Inspection <ul style="list-style-type: none"> To monitor the implementation of recommendations from HMIC/others as required (ie those affecting risk, internal control and corporate control) 	As required	As required	CE	
8	Governance <ul style="list-style-type: none"> Advise the PCC and Force according to good governance principles (including value for money and equalities) To review any issue referred to the Committee by the PCC, CE, CFO or CC 	Ongoing As required	All meetings as required As required	CE/CFO CE/CFO	

Key

PCC - Police and Crime Commissioner

CC - Chief Constable

CFO - Chief Finance Officer

FCFO - Force Chief Finance Officer

RPO - Research and Performance Officer

HMIC - Her Majesty's Inspectorate of Constabulary

FRO - Force Risk Officer

* pending arrangements around Stage 2 transfer