

JOINT INDEPENDENT AUDIT COMMITTEE

SUMMARY ACTION LOG – 28 MARCH 2014

Ref	Meeting Date	Minute No	Resolution	Actioned by	Progress	Updated
1	29 Nov 2013	27/13	Action Log be created to assist members in tracking actions agreed by the Committee.	CAO	Complete.	17 Mar 2014
2	29 Nov 2013	28/13	The terms of reference be approved subject to the following amendment: Point 15: amend “ <i>To review any issue referred to it...</i> ” to read “ <i>To consider for review any issue referred to it...</i> ”	CAO	Complete.	17 Mar 2014
3	29 Nov 2013	28/13	The terms of reference be supplemented by additional procedural rules to include changes to membership and the number of terms a member can serve on the Committee.	CAO	Supplementary procedures around changes to the JIAC membership are currently being drafted. These will be completed and circulated for comment by the end of March 2014.	17 Mar 2014
4	29 Nov 2013	28/13	The potential impact of revisions made to the Government Protective Marking Scheme be considered prior to the implementation date of April 2014.	CAO	The police service is due to implement the new Government Security Classifications (GSC) at the beginning of October 2014. The OPCC will adopt the GSC to ensure a consistent approach to information security. Transitional arrangements will be developed in tandem with the Force.	17 Mar 2014
5	29 Nov 2013	29/13	Members of the Committee sign a declaration to abide by the Code of Conduct.	CAO	Complete.	17 Mar 2014

6	29 Nov 2013	29/13	Members of the Committee complete and sign a declaration of interests form.	CAO	Complete.	17 Mar 2014
7	29 Nov 2013	30/13	A copy of the Audit Plan be circulated to all members of the Committee.	RPO	Complete.	17 Mar 2014
8	29 Nov 2013	30/13	Consideration be given to providing a briefing to members on the Internal and External Audit functions.	CFO / RPO	Complete. Session provided on 28 March 2014.	17 Mar 2014
9	29 Nov 2013	31/13	The number of recommendations carried forward under ' <i>Follow Up of Previous Internal Audit Recommendations</i> ' at Appendix A be amended from '1' to '2'.	DCC	Complete.	19 Mar 2014
10	29 Nov 2013	31/13	Consideration be given to providing a briefing to members on the T-Police function.	CFO / RPO	Complete – at the Audit Committee training session on 5 March 2014.	17 Mar 2014
11	29 Nov 2013	32/13	Information sets required under the Elected Local Policing Bodies (Specified Information) Order 2011 be published on the Commissioner's website before the next Committee meeting.	CAO	Information sets have been published: http://www.lincolnshire-pcc.gov.uk/Document-Library/Transparency-Schedule---Mar-2014.pdf Oral update to be given on a recent audit by the HO Crime & Policing Group on PCC compliance with the Specified Information Order.	17 Mar 2014
12	29 Nov 2013	32/13	Members be provided with a link to the Statement of Accounts 2012/13 published on the Commissioner's website.	RPO	Complete.	17 Mar 2014
13	29 Nov 2013	33/13	A further update [be] provided at the next ordinary meeting [on the implementation of recommendations from the Independent Review of PCSO Remuneration]	DCC	Oral update will be provided by the FCFO.	20 Mar 2014

14	29 Nov 2013	33/13	Consideration be given as to the assurance mechanism for t-Police.	CFO	Complete. Internal Audit have been asked to focus on t-Police as part of their financial systems audits. Once Phase 2 is implemented it is envisaged that a post Implementation Review will be completed.	19 Mar 2014
15	29 Nov 2013	34/13	Members be circulated with a copy of the Internal Audit report on Capital and be furnished with a list of previous audits.	RPO	Complete.	17 Mar 2014
16	29 Nov 2013	35/13	Consideration be given to providing members with a briefing session on the Accounting policies prior to the next meeting.	CFO / RPO	Covered in part at the Audit Committee training session on 5 March 2014. Also on the 28 March 2014 meeting agenda.	17 Mar 2014
17	29 Nov 2013	36/13	Members be provided with copies of the Police and Crime Commissioner's quarterly report to the Police and Crime Panel.	CAO	Complete.	17 Mar 2014
18	29 Nov 2013	36/13	Members be provided with a copy of the Police and Crime Commissioner's Scheme of Delegation.	CAO	Complete.	17 Mar 2014
19	29 Nov 2013	37/13	The target exposure risk for the Critical Risk Register be reviewed.	RPO	Complete.	17 Mar 2014
20	29 Nov 2013	41/13	The probability score for Risk 4 [in the Lincolnshire Police Risk Register] be reviewed.	DCC / RPRO	Complete – reviewed at Risk Management Board 16 January 2014	18 Mar 2014
21	29 Nov 2013	41/13	A copy of the terms of reference for the Risk Management Board be included in the report for the next ordinary Committee meeting.	RPRO	Complete – ToR sent with Risk Register paper (Reviewed at Risk Management Board 16 January 2014)	18 Mar 2014

Key

DCC - Deputy Chief Constable (Lincolnshire Police)
 FCFO - Force Chief Finance Officer (Lincolnshire Police)
 FFO - Force Finance Officer (Lincolnshire Police)
 RPRO - Risk Policy Review Officer (Lincolnshire Police)

CFO - Chief Finance Officer (OPCC)
 CAO - Corporate Administration Officer (OPCC)
 RPO - Research and Performance Officer (OPCC)