

Task	24-Nov-15	23-Mar-16	06-Jun-16	19-Apr-16 TBC	27-Jul-16	27-Oct-16 TBC	25-Jan-17	05-Apr-17	24-May-17	19-Jul-17	25-Oct-17	24-Jan-18
1. Audit Committee Effectiveness												
• Review Forward Plan	✓	✓			✓	✓	✓	✓		✓	✓	✓
• Annual members meeting with PCC & CC				✓								
• Approve terms of reference and code of conduct (annually)	✓					✓					✓	
• Carry out self assessment (annually)					✓					✓		
• Hold an annual private meeting between the members of the committee and the external and internal auditors (no other persons present).					✓					✓		
• Hold an annual private meeting of the Committee to assess individual performance of all members (including the Chairman)					✓					✓		
• Determine and deliver training requirements for Audit members as required.	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
2. Internal Audit												
• Monitor and review summary Internal Audit Reports of PCC and CC (Progress Report and Implementation Progress Report)	✓	✓			✓	✓	✓	✓		✓	✓	✓
• Review Internal Audit Charter					✓					✓		
• Review annual Internal Audit Plan and associated fees		✓					✓					
• Review Internal Audit Annual Reports (both PCC and Force)					✓					✓		
3. External Audit & Inspection												
• Monitor progress of actions arising from external audit reports of PCC & CC	✓	✓			✓	✓	✓	✓		✓	✓	✓
• Agree annual External Audit Plan in respect of the year's accounts and associated fees.		✓					✓					✓
• Report to those charged with governance (inquiries of management)		15/16 ✓					16/17 ✓					17/18 ✓
• External Audit Value for money conclusion					✓					✓		
• Review/take stock of the year's accounts process.	✓					✓					✓	
• Consider the Annual Audit Letter and any responses made to the External Auditor's recommendations (as required)	✓					✓					✓	
• Monitor the implementation of recommendations from HMIC/others as required (ie those affecting risk, internal control and corporate control)	✓	✓			✓	✓	✓	✓		✓	✓	✓
• Appointing External Auditor							✓			✓	✓	
4. Financial Reporting												
• Review accounting policies	✓	✓ (if req'd)				✓	✓ (if req'd)				✓	✓ (if req'd)
• Finance Review - report (summary and actions)	✓	✓			✓	✓	✓	✓		✓	✓	✓
• Consider annual financial statements (draft & final)			✓		✓				✓	✓		
5. Governance & Standards												
• Advise the PCC and Force according to good governance principles and have due regard to equal opportunities generally (including equalities, anti-discrimination and human rights)	△	△			△	△	△	△		△	△	△
• Review any issue referred to the Committee by the PCC, CE, CFO or CC as required	✓	✓			✓	✓	✓	✓		✓	✓	✓
• Review effectiveness of internal controls in line with statutory requirements and good practice	△	△			△	△	△	△		△	△	△
• Receive draft and agree final Annual Governance Statement			✓		✓				✓	✓		
• Receive a report of compliance with governance arrangements	✓	✓			✓	✓	✓	✓		✓	✓	✓
• Review Scheme of Arrangements for the discharge of functions (inc Finance and Contract Regulations)		✓ (if req'd)			✓			✓ (if req'd)			✓	
• Review PCC and Force's approach to anti-fraud, corruption and whistleblowing (review draft before policy is finalised)					✓					✓		
• Consider and note the Codes of Corporate Governance		✓						✓				
6. Value for Money												

PCC ELECTION 5-May-16 (Date TBC)

PCC Appoints External Auditor - December 2017

Task	24-Nov-15	23-Mar-16		06-Jun-16	19-Apr-16 TBC	27-Jul-16	27-Oct-16 TBC	25-Jan-17	05-Apr-17	24-May-17	19-Jul-17	25-Oct-17		24-Jan-18
• Oversee arrangements for securing VfM - consider VfM issues on an ongoing basis as part of scrutiny and audit role.	△	△				△	△	△	△		△	△		△
• Review the Value for Money Plan		✓							✓					
7. Risk Management & Assurance														
• Review and monitor the PCC and CC's risk management arrangements (including the PCC and Force Risk Management Strategy)	✓	✓				✓ Strategy	✓	✓	✓		✓ Strategy	✓		✓
• Review and monitor the PCC and CC's Assurance Map	✓	✓				✓	✓	✓	✓		✓	✓		✓
• Review and monitor professional standards arrangements (receive updates from Professional Standards Governance meeting)	★	★				★	★	★	★		★	★		★

**Key**  
PCC - Police and Crime Commissioner  
CC - Chief Constable  
CFO - Chief Finance Officer  
CE - Chief Executive  
HMIC - Her Majesty's Inspectorate of Constabulary  
★ An update to be provided to the Committee as and when significant issues arise.  
△ Reviewed at every meeting as a core consideration of reports (specific report not necessarily provided).

Chairman's Meeting with PCC/CC:  
To be arranged