

### JIAC Effectiveness Audit - Action Plan: Updated October 2018

Audit Ref	Action Required	Action Owner	Timescale	Progress
4.1 a	<p><b>Assessment of the Effectiveness of the JIAC</b></p> <p>An action plan arising from the agreed audit responses will be compiled and monitored at subsequent JIAC meetings.</p>	DCFO	JIAC meeting 24/01/18	This is the action plan and it is on the forward plan to be reviewed at every meeting until completed.
Two remaining actions:				
4.2	<p><b>JIAC Annual Report</b></p> <p>The Chairperson will complete a summary for the PCC and CC on the activities of the committee for the prior year. This will feed in to the production of the final AGS.</p>	JIAC Chair	By end April each year	First year this will be done is 2019.
4.1 c	An annual request for feedback will be made to the PCC and CC by the Chair during the Q4 post meeting discussion.	JIAC Chair	Q4 every financial year	First year this will be done is 2019.
All actions below this point are complete.				
4.1 b	A procedure document will be drafted to set out how the ToR is delivered including the process for an annual review of effectiveness. This will be an evolving document.	DCFO	First draft end March 2018	First draft circulated 06/04/18, reviewed as a group 25/05/18, updated version circulated 03/07/18. Procedure Document Approved at JIAC meeting 25/07/18 <b>Complete</b>
4.3	<p><b>Audit Committee Chairs Forum</b></p> <p>The Committee should continue to seek input / insight from other audit committees in the region with a view to driving best practice. B Welch was asked to produce a draft proposal based on his experiences within the region.</p>	IA	March 2018	A regional audit committee meeting has been arranged for 6th March 2018 at Mazars' Leicester office. Members of the five regional audit committees, together with their respective force/OPCC CFO's, have been invited. This meeting took place as planned, 3 JIAC members attended and the DCFO. <b>Complete.</b>
4.4	<p><b>JIAC Terms of Reference</b></p> <p>The use of the Forward Plan will be included in the procedure document.</p> <p>Minutes process and timeline to be included in</p>	DCFO	First draft	First draft circulated 06/04/18, reviewed as a group 25/05/18, updated version circulated 03/07/18.

	<p>the procedure document.</p> <p>Facility to call upon specialists is to be included in the procedure document</p> <p>The role of the JIAC in reviewing the Code of Conduct will be included in the procedure document. It is already on the committee agenda to review it annually.</p> <p>Training to be included in the procedure document (imminent induction plan to be circulated to existing members)</p> <p>The annual private meeting with internal and external auditors is already on the Forward Plan. Consideration will be given to including it in ToR at next review.</p>		<p>end March 2018</p> <p>January 2018</p> <p>October 2018</p>	<p>Procedure Document Approved at JIAC meeting 25/07/18 <b>Complete</b></p> <p>Induction plan was circulated and comments received, it was subsequently used for member's inductions. <b>Complete.</b></p> <p>Suggested change included on the ToR for approval at 31 October 2018 meeting. <b>Complete</b></p>
4.5	<p><b>Access to the JIAC Terms of Reference</b></p> <p>The JIAC home page on the OPCC website should include a link to the latest approved version of the JIAC ToR.</p>	PCC Corporate Admin Officer	End December 2017	<b>Complete</b>
4.6	<p><b>Invited Attendees</b></p> <p>Procedure document will make it clear who is in regular attendance with open invite to PCC/CC to attend as and when they choose.</p> <p>Development opportunities for others to attend e.g. interns to attend will also be included.</p>	DCFO	First draft end March 2018	First draft circulated 06/04/18, reviewed as a group 25/05/18, updated version circulated 03/07/18. Procedure Document Approved at JIAC meeting 25/07/18 <b>Complete</b>
4.7	<p><b>Further Officer Input</b></p> <p>Facility to call upon specialists is to be included</p>	DCFO	First draft end March 2018	First draft circulated 06/04/18, reviewed as a group 25/05/18, updated version circulated 03/07/18. Procedure Document Approved at JIAC meeting

	in the procedure document.			25/07/18 <b>Complete</b>
4.8	<p><b>Risk Management</b></p> <p>JIAC members can request any information on specific risks outside of formal meetings; this will be set out in the procedure document. The procedure document will also set out the facility to single out any particular area of risk for specific discussion at a formal meeting.</p> <p>JIAC member attendance at the Risk Management Board (RMB) to be part of the induction and ongoing training.</p>	DCFO	<p>First draft end March 2018</p> <p>RMB is quarterly</p>	<p>First draft circulated 06/04/18, reviewed as a group 25/05/18, updated version circulated 03/07/18. Procedure Document Approved at JIAC meeting 25/07/18 <b>Complete</b></p> <p>Will be part of the induction plan and open to existing members to attend on an on-going basis. Invites have been made, and will continue to be made, to members to attend. <b>Complete</b></p>
4.9	<p><b>Professional Standards</b></p> <p>Consideration should be given, subject to ensuring independence and avoiding duplication, to inviting representation from PSD periodically so that the Committee can explore how, for example, risks are being managed, lessons learnt are being applied, and the process around serious case reviews.</p> <p>As per 4.4 above: Facility to call upon PSD specialists is to be included in the procedure document.</p>	DCFO	<p>First draft end March 2018</p>	<p>First draft circulated 06/04/18, reviewed as a group 25/05/18, updated version circulated 03/07/18. Procedure Document Approved at JIAC meeting 25/07/18 <b>Complete</b></p>
4.10	<p><b>Administrative Support</b></p> <p>Communication arrangements should be reviewed to ensure that members are aware of any delays in the publication of minutes. Consideration should be given to issuing the actions from the meetings prior to the issue for the full minutes.</p>	DCFO	<p>First draft end March 2018</p>	<p>First draft circulated 06/04/18, reviewed as a group 25/05/18, updated version circulated 03/07/18. Procedure Document Approved at JIAC meeting 25/07/18 <b>Complete</b></p>

	This will be set out in the procedure document.			
4.11	<p><b>Member Induction Training</b> The induction programme to be reviewed and circulated to members.</p> <p>Periodic review of the programme will also be included in the procedure document</p>	DCFO	January 2018	Member induction plan was circulated to members and subsequently used for JIAC member inductions. <b>Complete.</b>
4.12	<p><b>Ongoing Member Training / Briefings</b> The website link to CC's monthly reports to be circulated to members, with the Official part of the report to be made available to members by appropriate means.</p> <p>The procedure document will set out the information available to JIAC members.</p>	DCFO	December 2017	Web link emailed to members and plans to give members sight of the Official section are in place. <b>Complete.</b>