

**PART ONE**

**ITEM 21**

**To: Joint Audit Committee**  
**Date: 17<sup>th</sup> March 2016**  
**By: Ian Perkin, Treasurer**  
**Title: Work Programme 2016/17**

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**1).Purpose of Report/Issue:**

The Joint Independent Audit Committee Work Programme for 2016/17 is outlined below. The Committee is asked to review the work plan and comment if it believes that any further changes to the plan are required.

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**Introduction**

1. This report outlines a proposed draft work programme for the Joint Independent Committee for the next twelve months. It reflects the recommendations of the Committee's Self-Assessment Review, regarding the items that should be included on future Committee meeting agendas and the frequency with which each of those items should be considered.

**Recommendation**

2. The Committee is asked to approve the work programme for 2016/17
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June 2016	<ul style="list-style-type: none"> <li>• Internal Audit End of Year Report</li> <li>• Review of Internal Audit Arrangements for Surrey/Sussex Collaborative Services</li> <li>• External Audit Fees Letter</li> <li>• Progress report on producing the Annual Governance Statements and Financial Accounts for 2014/15</li> <li>• Annual Treasury Management Governance Report</li> <li>• Surrey County Council Treasury Management Internal Audit Report</li> <li>• Monitoring of audit and inspection recommendations</li> <li>• Report on OPCC Partnership Working</li> <li>• Report on Risk Register Changes</li> <li>• Bad Debt Write-off Report</li> <li>• Review of Register of Gifts</li> <li>• Annual Governance Review</li> </ul>
September 2016	<ul style="list-style-type: none"> <li>• Annual Governance Statement and Financial Statements for 2014/15</li> <li>• External Audit Annual Governance Report</li> <li>• Police and Crime Commissioner Expenses</li> <li>• Chief Constable Expenses</li> <li>• Any Other Matters to be raised with the internal auditors (includes responses to IA recommendations)</li> <li>• Monitoring of audit and inspection recommendations</li> <li>• Collaboration Update</li> <li>• Report on Risk Register Changes</li> <li>• ICT Disaster Recovery Plan</li> <li>• Exclusion Notice</li> <li>• Private meeting with members and auditors</li> <li>• Report on PCC Grant Funding – DPCC to attend meeting</li> <li>• Contract Waivers – Update Report</li> </ul>
December 2016	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report</li> <li>• External Audit Management Letter</li> <li>• Gifts and Hospitality</li> <li>• Force Risks – high level and shared risks</li> <li>• Monitoring of audit and inspection recommendations</li> <li>• OPCC Risk Register and Assurance Framework Annual Review</li> <li>• Force Risk Register Annual Review</li> <li>• Whistle-blowing – annual comprehensive report on how the Force deals with all aspects of whistle-blowing (not just the anonymous reporting system) including examples of cases.</li> <li>• Whistle- blowing – OPCC Annual Report</li> <li>• Report on Sponsorship Strategy</li> <li>• Contract Waiver Report</li> </ul>

	<ul style="list-style-type: none"> <li>• Review of Gifts to Third Parties</li> <li>• Exclusion Notice</li> <li>• Private meeting with members and auditors</li> <li>• Annual Review of Risk Management Arrangements</li> <li>•</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>• Internal Audit Plan for 2016/17</li> <li>• External Audit Plan for 2015/16 – including timetable</li> <li>• Audit Committee Annual Self-Assessment Review</li> <li>• Annual Review of Work Programme</li> <li>• Any Other Matters to be raised with the internal auditors (including responses to</li> <li>• Internal Audit Recommendations)</li> <li>• Monitoring of audit and inspection recommendations</li> <li>• OPCC Risk Register and Assurance Framework Work Programme</li> <li>• People Paper: (Equality, Policies, Survey Results, Culture, Ethics)</li> <li>• Report On Grants To Third Parties.</li> <li>• Collaboration Update</li> <li>• Annual JAC Attendance Record</li> <li>• Annual Governance Review</li> <li>• Report on Risk Register Changes</li> <li>• Exclusion Notice</li> <li>• Private meeting with members and auditors</li> </ul>