

# **POLICE & CRIME COMMISSIONER FOR LEICESTERSHIRE JOINT AUDIT, RISK & ASSURANCE PANEL**

PAPER MARKED

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Report of	<b>OFFICE OF POLICE AND CRIME COMMISSIONER</b>
Subject	<b>JARAP ANNUAL PLAN (DRAFT)</b>
Date	<b>FRIDAY 9 DECEMBER 2016 – 13.00PM</b>
Author :	<b>CHIEF FINANCE OFFICER/FINANCE DIRECTOR/CHAIR OF THE JOINT AUDIT AND ASSURANCE PANEL (JARAP)</b>

## **Purpose of Report**

1. This report is submitted for the JARAP to consider its draft annual plan which includes standing items, scheduled regular reports and areas suggested for further scrutiny and assurance following JARAP feedback.
2. This report also seeks input from JARAP members to enable further items for scrutiny and assurance for inclusion on the agenda.

## **Recommendation**

3. The Panel are recommended to discuss the report, consider the areas suggested and identify further areas for inclusion in the JARAP Annual Plan.

## **Annual Plan (Draft)**

4. Work on setting the JARAP meeting dates for 2017 is underway and these will be added to the Annual Plan when finalised.
5. To enable a broad range of scrutiny to be undertaken by the JARAP which supports existing mechanisms (such as Internal Audit and the force based internal audit team), which is in line with its Terms of Reference and recognised good practice. In 2015 and 2016, the JARAP set an annual plan and it is proposed this practice continues for 2017.
6. This approach provides the JARAP with assurance on key areas, enabling scheduled and targeted areas of scrutiny and assurance for consideration by JARAP members. It will also give officers the opportunity to ensure planned and full reports or presentations are available in a timely and appropriate format for the JARAP to review.

7. The annual plan (draft) is intended to provide JARAP members with a framework for discussion which gives an opportunity to balance standing items which are required (for example the Statement of Accounts), for consideration at the panel and scheduled regular reports, together with specific areas to be covered in more depth (as a “deep dive”).
8. One element of the Terms of Reference which is not currently covered in the workplan but has previously been highlighted by members (and is included within CIPFA’s ‘Audit Committee / Practical Guidance for Local Authorities and Police, 2013) is the opportunity for the JARAP to regularly review their working arrangements, this could potentially be in the form of a development/workshop session.
9. Recognising some of the time critical reports are considered at the JARAP meeting in February, July and September each year, it is suggested that the May meeting could be suitable for such a session (either with or without officers).
10. Meetings of individual members with the Chair could potentially take place in the first half of the meeting, with the workshop/development session to follow.
11. Members’ views are sought on the potential of a workshop/development session. Should members wish to take this forward, work on a proposed workshop format etc. will be undertaken to enable consideration by members.
12. A draft annual plan for the next twelve months has been discussed with the Chair and the force and is attached to facilitate discussion at the meeting.
13. The top half of the draft plan includes standing items which are required for discussion at every/most JARAP meetings, the second half of the plan highlights scheduled reports which are required /should be considered at appropriate intervals.
14. The Chief Finance Officer has reviewed the Terms of Reference with the Chair and all items included in the Terms of Reference are covered within the draft plan with the exception of Performance and Financial Monitoring, although assurance in this regard is provided by both Internal and External Audit. However, as discussed previously, these reports are tabled and discussed fully at the Strategic Assurance Board and the Public Police and Crime Panel, where papers for the latter meeting are publicly available.
15. In addition, there is an opportunity to include thematic or “deep dive” updates and reviews in the second half of the year to enable and included in the suggested plan so far are:
16. The draft plan is attached to promote discussion and members are requested to consider whether these areas are appropriate, and/or whether further areas could and should be included.

## **Implications**

Financial :	There are no financial implications associated with this report.
Legal :	<p>The JARAP delivers the requirements of the Office of the Chief Constable and the Office of the Police and Crime Commissioner in meeting the Accounts and Audit (England) Regulations 2011.</p> <p>These Regulations highlight how local authorities are responsible <i>‘for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body’s functions and which includes arrangements for the management of risk.’</i></p>
Equality Impact Assessment :	There are no equality issues associated with this report.
Risks and Impact :	An annual plan will complement the approach to managing and scrutinising risks, providing additional assurances where required.
Link to Police and Crime Plan :	The JARAP provides a valuable role in respect of assurance and scrutiny for the delivery of the Police and Crime Plan.

## **List of Appendices**

Annual Plan (draft) for discussion

## **Background Papers**

None

## **Person to Contact**

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