

POLICE AND CRIME COMMISSIONER FOR WILTSHIRE AND CHIEF CONSTABLE OF WILTSHIRE POLICE

AGENDA

Meeting: AUDIT COMMITTEE
Date: Wednesday 19th December 2012
Time: 9.30am
Place: Police Headquarters, London Road, Devizes – Neville Room

If you require copies of any papers or have any queries concerning this agenda, please contact Sean Cooper on the details below:

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PART I: Items to be considered whilst the meeting is open to the public

1. **Membership of Committee**
2. **Appointment of Chairman**
3. **Apologies**
4. **Declarations Of Interest** Members are reminded that a member with a personal interest in a matter which is considered at a meeting of the Independent Audit Committee must disclose to that meeting the existence and nature of that interest before the matter is considered or when the interest becomes apparent’.
5. **Minutes of the WPA Audit and Risk Committee Meeting held on 24th September 2012** Copy attached for reference
6. **Committee Terms of Reference** In January 2012 the Home Office issued a Financial Management Code of Practice for the Police Service of England and Wales which is to apply when Police and Crime Commissioners are appointed. It says in relation to Audit Committees:

‘The PCC and the Chief Constable should establish an independent Audit Committee. It is recommended that this be a combined body which will consider the internal and external audit reports of both the PCC and the Chief Constable. This committee will advise the PCC and the Chief Constable according to good governance principles and to adopt appropriate risk management arrangements in accordance with proper practices. In setting up the Audit Committee, the PCC and the Chief Constable should have regard to the CIPFA Guidance on Audit Committees.

Membership: the Audit Committee should comprise between three and five members who are independent of the PCC and the force.

Terms of Reference: the Audit Committee should establish formal terms of reference, covering its core functions, which should be formally adopted and reviewed on an annual basis. Best practice principles should be considered in determining the activities of the Audit Committee.

PCC and Chief Constable representation: the executive of the PCC and the Force

Command Team should be represented at meetings of the Audit Committee.’

A proposed statement of purpose and terms of reference for the Committee are attached for Members’ approval.

7. **Arrangements for Future Meetings and Membership of the Independent Audit Committee** A report by the Chief Executive will be circulated in advance of the meeting.
8. **Outstanding Actions from the WPA Audit Committee Report** attached.
9. **External Audit Update**
10. **Internal Audit: Assurance Report** A copy of a report submitted to the 28 November 2012 meeting of the Corporate Management Board but updated to December 2012 is attached.
11. **Internal Audit: Progress Report**
12. **Dates of Future Meetings**
Wednesday 27th March 2013
Wednesday 26th June 2013
Wednesday 25th September 2013
Thursday 19th December 2013
13. **Urgent Items** Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency.