

## Committee Terms of Reference following September 2015 Meeting

<b>STATEMENT OF PURPOSE</b> To provide independent assurance to the PCC and Chief Constable on the adequacy of the governance and control processes within their organisations.
<b>Corporate Governance and Regulatory Framework</b> To support the Police and Crime Commissioner for Wiltshire, Chief Constable and statutory officers in ensuring that effective governance is in place and functioning efficiently and effectively, and making any recommendations for improvement.
To review any issue referred to it by the Police and Crime Commissioner for Wiltshire and Chief Constable and make recommendations as appropriate
To make recommendations for any improvements to the arrangements and policies in place in relation to “raising concerns at work”, anti fraud and corruption strategies and complaints processes, in the light of its experience.
To review its own effectiveness on an annual basis
To have regard to the CIPFA Guidance on Audit Committees.
To meet quarterly to review all internal and external audit reports.
To review the Commissioner and Chief Constable’s arrangements for securing value for money.
<b>Internal and External Audit</b>
To have oversight of the development of the internal audit strategy and annual audit planning, and to agree the proposed strategy and annual plan as being effective in providing assurance.
To consider the head of internal audit’s annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over corporate governance arrangements, and make recommendations as appropriate
To consider summaries of internal audit reports, and make recommendations as appropriate.
To consider reports dealing with the management and performance of the providers of internal audit services, and make recommendations as appropriate.
To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale and make recommendations as appropriate.
To consider the external auditor’s annual plan, annual governance report, annual audit letter and relevant specific reports as agreed with the external auditor, and make recommendations as appropriate.
<b>Accounts/Finance</b>
To scrutinise the draft statements of accounts, annual governance statements, and annual audit letter, considering whether appropriate accounting policies have been followed and making any recommendations as appropriate.
<b>Corporate Risk Management</b> To consider the continuing effectiveness of the Police and Crime Commissioner and Chief Constable’s risk management policy and risk management arrangements.
To provide assurance that organisational risks are being managed effectively.

To comment on and monitor the insurance programme, insurance and broker appointment/renewal processes and the arrangements for risk financing.

To seek assurance as to the continuing effectiveness of the Police and Crime Commissioner and Chief Constable's business continuity arrangements.

To review the whistle blowing policy and if the Committee has concerns to escalate them to the Police and Crime Panel, then to the IPCC, then to the Home Secretary.

**How the Audit Committee will exercise its independence**

All Committee meetings will be held in public

The Committee will have access to all audit reports, plans, accounts, and audit letters.

If necessary the Committee can have access to the Commissioner and / or Chief Constable at any time.

The Commissioner and Chief Constable will see every report that is submitted to the Committee. The Commissioner and Chief Constable will treat seriously and respond quickly to any issue raised by the Committee.

The intention and expectation is that the above process will lead to a satisfactory outcome of any issues raised by the Committee. If this is not the case the Committee may approach the external auditor, HMIC, IPCC, or the Police and Crime Panel.

The Committee may have at its request separate meetings with the external and internal auditors.

The Committee will publish for members of the public an annual statement setting out any significant concerns or issues identified by the Committee.