

Warwickshire Joint Audit and Standards Committee Report Summary

Meeting Date: Wednesday 5th July 2023

Subject: JASC Workplan

Contact details: Sara Ansell, Treasurer. Email: sara.ansell@warwickshire.police.uk

Purpose of the report

The work plan is intended to provide an overview of the upcoming reports for future JASC meetings, and to give members an opportunity to comment and amend the work plan if required.

Recommendation

The Committee are asked to consider the draft work plan over the next twelve months, note its content and suggest any amendments as necessary.

Background

The Warwickshire JASC meets at least four times a year, roughly on a quarterly basis. A pre-meet occurs prior to each formal meeting of the Committee, and an informal meeting occurs once a year. The Committee's role is to provide scrutiny, assurance and resilience to the governance arrangements in place across the PCC and force. The workplan has been recently reviewed more fundamentally, in order to help manage the meeting agendas, and timeliness of the meetings, whilst also ensuring that the committee is effective in fulfilling its terms of reference.

Executive Summary

The attached draft work plan has been prepared to outline the upcoming reports and agenda items that are envisaged over the next 12 months and is included for further consideration. The committee are asked to comment, amend and adjust the suggested work plan as they see fit. The workplan was reviewed last quarter, and as a result the timing of standing item reports had been amended, with some reports moving to bi-annual rather than quarterly reporting, with an understanding that should any significant issues emerge during the intervening months, updates will be brought to the committee, irrespective of the planned report timetabling. Whilst these changes have had the effect of reducing the agenda items for some meetings, there are still a number of pressures that exist, with some meetings remaining 'extremely full'.

In a further bid to address this, the workplan has been revised and it is suggested that a maximum of 14 agenda items for any meeting are proposed, in addition to items

including welcome, apologies, declarations of interest, members points and AOB. 14 items remains quite a high, and is suggested as a working baseline. It would allow for around 10 minutes discussion per item, and should therefore fit within the 2 - 3 hour time meeting time slot. This can be further considered if necessary.

The current workplan includes reports already agreed for future meeting, and identifies where there are any 'spaces' on the agenda of future meeting that are available for other items. It is suggested that whilst oversubscribed the September meeting remains as is.

Proposed agenda items can of course be 'moved' between meetings, as members see fit, but consideration must always be given to any statutory reporting requirements and deadlines, for example with audit and financial reporting.

Fewer than 14 items on any particular agenda may be beneficial, particularly where members want to spend more time on any specific subject matter, and 14 items should not be seen as a target number of items for each meeting.

The work plan should provide coverage to meet all the requirements of the JASC's terms of reference, and is updated for each meeting.