

Warwickshire Joint Audit and Standards Committee Report Summary

Meeting Date: Tuesday 23rd January 2024

Subject: JASC Workplan

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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.
- Agree that where reports need reallocating to an alternative meeting date, this is agreed through the chair.
- Agree that a maximum number of 14 reports can be allocated to each meeting, in addition to standard agenda items.

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. This has suggested that a maximum number of 14 reports should be set for each meeting, alongside any standard agenda items.

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 information.

Proposed agenda items can of course be 'moved' between meetings, if required, with the chairs permission, 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.

The committee are asked to note the work plan.