**Joint Audit Committee Evidence of Compliance with Terms of Reference**

|  | **Terms of Reference** | **Meeting Dates 2024/25** | | | | | | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12th June | 29th July | 19th September | 26th November | 30th January | 13th March |  |
| **1.** | **Financial Management** | | | | | | | |
| 1.1 | Review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit of the financial statements that need to be brought to the attention of the PCC and/or the Chief Constable. | Financial Performance Report Q3 (Verbal Update) | Draft Statement of Accounts 2023/24 | End of Year Financial Performance Report | Financial Performance Report Q2 (Verbal Update) | Statement of Accounts 2023/24 | Audit of Accounts Addendum Report 2023/24 (Replaces the Management Letter) |  |
| Financial Performance Report Q1 (Verbal Update) | Final Joint Annual Governance Statement | Audit Wales Draft Annual Audit Letter 2023/24 |
| Accounts Lessons Learned Action Plan |
| Financial Performance Report Q3 |
| 1.2 | Consider the external auditor’s report to those charged with governance on issues arising from the audit of the financial statements. |  |  |  |  | Annual Audit of Financial Statements (ISA 260) | Audit of Accounts Addendum Report 2023/24 (Replaces the Management Letter) |  |
| Audit Wales Draft Annual Audit Letter 2023/24 |
| 1.3 | Consider and comment upon any policy or strategy regarding reserves. |  |  |  | Reserves and Committed Funds Strategy |  |  |  |
| 1.4 | Consider and comment upon the budget planning process. |  | Draft Statement of Accounts 2023/24 | MTFP and Budget Setting Timetable | Budget Setting Process | Statement of Accounts 2023/24 | Financial Performance Report Q3 |  |
| End of Year Financial Performance Report | Budget Setting Verbal Update |
| Financial Performance Report Q1 (Verbal Update) |
| 1.5 | Consider and comment upon the Financial Strategy (Medium Term Financial Plan). |  |  | MTFP and Budget Setting Timetable |  |  | Financial Performance Report Q3 |  |
| End of Year Financial Performance Report | Budget Setting Verbal Update |
| Financial Performance Report Q1 (Verbal Update) |
| 1.6 | Consider and comment upon any policy or strategy regarding loans, investments or borrowing. |  |  | TM Year End Report | TM 6 Month Update Report 2023/24 |  | Budget Setting Verbal Update |  |
| TM Strategy 2024/25 |  |
| **2.** | **Governance, Risk and Control** | | | | | | | |
| 2.1 | Review and recommend approval of the joint annual governance statement prior to final approval and consider whether it properly reflects the governance, risk and control environment and supporting assurances and identify any actions required for improvement. |  | Joint Annual Governance Statement 2023/24 |  |  |  |  |  |
| 2.2 | Recommend approval of any Code of Corporate Governance for the Force or the OPCC. |  |  |  |  |  | MoCG Annual Review |  |
| 2.3 | Consider the arrangements to secure Value for Money and review assurances and assessments on the effectiveness of these arrangements. |  |  |  |  |  | Audit Wales Draft Annual Audit Letter 2023/24 |  |
| 2.4 | Consider and comment upon anti-fraud and anti-corruption arrangements including “whistle blowing”. | Gwent Police Anti-Bribery and Corruption Policy |  |  |  |  |  |  |
| 2.5 | Consider and comment upon any policy or strategy regarding asset management. |  |  |  |  |  | Verbal Update on Estate Strategy |  |
| Capital Strategy |
| 2.6 | Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions. | Outstanding Audit Recs | Evidential Property Action Plan | Outstanding Audit Recs | Outstanding Audit Recs | Annual Audit of Financial Statements (ISA 260) | Outstanding Audit Recs | IA Annual Strategy & Plan 2024/25 (TIAA) was provided to JAC in March 2025 |
| IA Reports | Force Management Statement Update | IA Reports | Evidential Property Action Plan | IA Reports |
| IA Draft Annual Report 2023/24 (TIAA) | Evidential Property Action Plan | Sponsorship and Donations Policy | Evidential Property Action Plan |
| IA Annual Audit Report 2023/24 and Audit Plan 2024/25  (TCBC for SRS) | IA (TIAA) Revised Draft Annual Report 2023/24 |  | Audit Wales Draft Annual Audit Letter 2023/24 |
| Information Disclosure Action Plan |
| 2.7 | Commission assurance work e.g. specialist advice or audit. | Not applicable during this financial year | | | | | |  |
| 2.8 | Consider the board assurance framework and ensure that it adequately addresses the risks and priorities of the OPCC and Force. |  |  | Board Assurance Framework |  |  |  |  |
| 2.9 | Consider and comment upon the business interests and gift & hospitality policies |  |  | Gwent Police Business Interests Policy |  |  |  | \*Since approval of the amended ToR in Dec 2019, the JAC now only see the policies when they are amended. Monitoring of the registers will be shared via links to the PCC Decisions Made email sent monthly to JAC members. |
| 2.10 | Consider and comment upon any reports from external organisations that are considered to be of relevance by officers. |  |  |  |  |  |  |  |
| 2.11 | Monitor the effective development and operation of risk management, review the risk profile, and monitor progress of the PCC and the Chief Constable in addressing risk-related issues reported to them. | Risk Register | Evidential Property Action Plan | Risk Register | Risk Register |  | Risk Register |  |
| Information Disclosure Action Plan | Evidential Property Action Plan | Evidential Property Action Plan | Evidential Property Action Plan |
| 2.12 | To have an understanding of any ethical risks and any initiatives to improve ethical behaviour within the Force and OPCC. | Code of Ethics and Compliance Report |  | Risk Register | Risk Register |  | Risk Register |  |
| Risk Register |
| 2.13 | To review the governance and assurance arrangements for significant partnerships or collaborations. |  |  |  |  |  |  |  |
| 2.14 | Consider and comment upon the information governance annual reports |  |  | Gwent Police Information Management Annual Report |  |  | OPCC Data Protection Annual Report |  |
| **3.** | **Internal Audit** | | | | | | | |
| 3.1 | Review the internal audit plan and any proposed revisions to the internal audit plan. | IA Annual Audit Report 2023/24 and Audit Plan 2024/25  (TCBC for SRS) |  | IA Reports | IA Reports |  | Final IA Annual Audit Report 2023/24 (TIAA) | IA Annual Strategy & Plan 2024/25 (TIAA) was provided to JAC in March 2025 |
| 3.2 | Have oversight of the appointment approach and consider the adequacy of the performance of the internal audit service and its independence. | IA Reports |  | Outstanding Audit Recs | IA Reports | IA Annual Strategy & Plan 2024/25 (TIAA) was provided to JAC in March 2025 |
| Outstanding Audits Recs |
| IA Revised Draft Annual Report 2023/24 (TIAA) | Outstanding Audit Recs |
| IA Draft Annual Report 2023/24 (TIAA) | Final Annual Audit Report 2023/24 |
| IA Annual Audit Report 2023/24 and Audit Plan 2024/25  (TCBC for SRS) |
| 3.3 | Receive and review internal audit reports and monitor the progress of implementing any recommendations, providing challenge against completion times. | IA Reports | Evidential Property Action Plan | IA Reports | Evidential Property Action Plan |  | IA Reports |  |
| Outstanding Audits Recs | Outstanding Audit Recs | Outstanding Audit Recs |
| Information Disclosure Action Plan | Evidential Property Action Plan |
| 3.4 | Consider the head of internal audit’s annual report and opinion. | IA Annual Audit Report 2023/24 and Audit Plan 2024/25  (TCBC for SRS) |  | IA Revised Draft Annual Report 2023/24 (TIAA) |  |  |  |  |
| IA Draft Annual Report 2023/24 (TIAA) |
| 3.5 | Receive a regular summary of the progress of internal audit activity against the audit plan. | IA Reports |  | IA Reports |  |  | IA Reports |  |
| Outstanding Audits Recs |
| 3.6 | Ensure that the performance of all internal audit providers complies with the Public Sector Internal Audit Standards. | IA Annual Audit Report 2023/24 and Audit Plan 2024/25  (TCBC for SRS)\*\* |  | IA Revised Draft Annual Report 2023/24 (TIAA)\* |  |  | Final IA Annual Audit Report 2023/24 (TIAA)\* | \*Confirmation of TIAA’s compliance with the PSIAS is included in their Annual Report.  \*\* Reference to the PSIAS is included in the TCBC Annual Report |
| IA Draft Annual Report 2023/24 (TIAA) |
| **4.** | **External Audit** | | | | | | | |
| 4.1 | Consider the external auditor’s annual management letter, relevant reports and the report to those charged with governance. | Update Report | Update Report | Update Report | Update Report | Annual Audit of Financial Statements (ISA 260) | Update Report |  |
| Draft Audit Plan 2024/25 |
| Annual Audit Plan | Audit of Accounts Addendum Report 2023/24 (Replaces the Management Letter) |
| Draft Annual Audit Letter 2023/24 |
| Outline Audit Plan 2025 |
| 4.2 | Receive a regular summary of the progress of external audit activity and monitor the progress of implementing any recommendations, providing challenge against completion times. | Outstanding Audits Recs | Update Report | Outstanding Audit Recs | Outstanding Audit Recs |  | Outstanding Audit Recs |  |
| Update Report | Update Report | Update Report | Update Report |
| 4.3 | Comment on the scope and depth of external audit work, its independence and whether it gives satisfactory value for money. | Update Report | Update Report | Update Report | Update Report | Annual Audit of Financial Statements (ISA 260) | Update Report |  |
| Outstanding Audits Recs | Annual Audit Plan | Outstanding Audit Recs | Outstanding Audit Recs | Outstanding Audit Recs |
| Draft Annual Audit Letter 2023/24 |
| Outline Audit Plan 2025 |
| 4.4 | Consider specific reports as agreed with the external auditor. |  |  |  |  |  |  |  |
| 4.5 | Consider the level of fees charged. |  |  |  |  |  | Update Report including Fees Update |  |
| 4.6 | Advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies. |  |  |  |  |  |  |  |
| **5.** | **Accountability Arrangements** | | | | | | | |
| 5.1 | On a timely basis report to the PCC and the Chief Constable with its advice and recommendations in relation to any matters that it considers relevant to governance, risk management and financial management. | PCC, DPCC, DCC & ACC(Organisation) in attendance | PCC, DPCC & ACC(Operations) in attendance | DCC & ACC(Organisation) in attendance | DPCC & ACC(Organisation) in attendance | DPCC & CC in attendance | DPCC, DCC & ACC(Organisation) in attendance |  |
| 5.2 | Provide an Annual Report to the PCC and the Chief Constable on its findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions |  |  | Draft JAC Annual Report 2023/24 | Draft JAC Annual Report 2023/24 |  | Final JAC Annual Report 2023/24 | ToR compliance and the Annual Report are both published on the JAC webpage of the OPCC website. |
| 5.3 | Review its performance against its terms of reference and objectives on an annual basis and report the results of this review to the PCC and the Chief Constable. | Terms of Reference Compliance Table |  |  |  |  | Review of JAC Terms of Reference | ToR compliance and the Annual Report are both published on the JAC webpage of the OPCC website. |
| Reminder of Terms of Reference and JACs role |
| 5.4 | Undertake an annual self-assessment process to ensure the JAC is carrying out its duties effectively and is receiving the support required. | Self-Assessment Action Plan |  | Self-Assessment Action Plan | Self-Assessment Action Plan |  | Self-Assessment Action Plan |  |
|  | Deep Dives | Ethics and Culture Deep Dive | POLIT Deep Dive | Firearms Licensing and Digital Services Division Deep Dive | Value for Money/Financial Resilience Deep Dive |  | Global Internal Audit Standards Deep Dive |  |
| Information Disclosure Risk Deep Dive | Corporate Insurance Risk Deep Dive | Culture Risk Deep Dive |