

**KENT POLICE AUTHORITY**  
**AUDIT AND GOVERNANCE COMMITTEE**

**25 NOVEMBER 2009**

**COMMITTEE WORK PLAN**

**Report by:** Committee Chair  
**Classification:** Unrestricted

**Summary:** This report provides a brief commentary on the Committee's work over the past year, and sets out a suggested work plan for the coming year for Members' consideration.

**Review of year to September 2009**

1. In addition to the routine responsibilities of the Committee, the following activities and achievements can be considered as significant over this period:-
  - The attainment of a "level 3" score on the new tougher "Use of Resources (UOR) Test".
  - The undertaking of a refreshed assessment of the Committee's performance against its own self-assessment tool.
  - The consideration of the outcomes of Project Implementation Reviews (PIR) newly divided into "major" and "light touch" categories.
  - An increased emphasis on Treasury Management Strategy, including agreeing two revisions to "Counterparty" lists following the banking crisis.
  - Developing a clear strategy on Asset Disposal, as part of the funding of the future capital programme.
  - Participation of Committee Members in "Lean" events.
  
2. The Committee also arranged a number of training sessions for all Authority Members, normally immediately prior its regular meetings, which were generally well attended.

## **Work Programme for the Year to September 2010**

3. The following items will be considered at each quarterly meeting of the Committee:
  - Monitoring of performance against the agreed Revenue and Capital Budgets, and progress in achieving required savings.
  - The future PIR Programme, and PIR Group minutes.
  - The performance of the Force Finance Function against its agreed targets.
  - Any Single Tenders undertaken as an exception to normal procurement procedures.
  
4. Activities forming part of an annual cycle are:
  - Approval of the Annual Accounts, having considered the Annual Governance Statement and Auditors' Assurance Statements (June).
  - Consideration of any revisions to the Authority Risk Management Strategy and Risk Register (November).
  - Analysis of any expenditure areas where the Force appears to be an "outlier" on the annual Audit Commission/HMIC benchmarking exercise (November/March).
  - The setting of a Treasury Management Strategy (March) and the review of Treasury Management Performance (June).
  - Updating the Estates Strategy (September).
  - Reviewing performance against the Committee's own self-assessment tool (September).
  - Setting the Committee's outline work plan for the coming year (November).
  
5. A number of other less regular objectives for the Committee are suggested:
  - Aiming for a "level 4" assessment under UOR by 2010/11.
  - Continued active participation of Committee Members in "Lean" activities and events.
  - Active involvement in the prioritisation of capital projects, including through attendance of the Chair and Treasurer at the Capital Programme Board.
  - Monitoring the identification of surplus assets for disposal in order to fund part of the Capital Programme.

- Participation of Members in Operational Service Reviews, including those covering collaboration with Essex.
  - Continuing to providing training events on a wide range of subjects for all Authority Members.
6. It is important that a work plan is seen as a living document adapting to changing circumstances. Any such changes can be considered under the "Forward Agenda", item at each Committee meeting.

## **DECISION REQUIRED**

7. Members are asked to consider this Work Programme and approve it subject to any additions and amendments they think appropriate.

**Steve Salt**  
**Chair, Audit & Governance Committee**

Policing Plan and performance:	Although the Committee is not responsible for producing the Policing Plan, it has oversight of the governance arrangements for its implementation.
Budget (revenue and capital):	The Committee oversees the monitoring of capital and revenue budgets, and approves the final accounts.
Diversity and fairness: <ul style="list-style-type: none"> <li>• Minority ethnic</li> <li>• Gender</li> <li>• Age</li> <li>• Religion / belief</li> <li>• Sexual orientation</li> <li>• Disability</li> </ul>	The Committee would consider its remit to include monitoring the governance arrangements for ensuring diversity and fairness under each of these categories.
Children's Duty (Every Child Matters) implications:	The Committee would consider its remit to include monitoring the governance arrangements for ensuring children's duty implications under this category.
Risk:	The Committee has responsibility for risk management
Environmental Impact:	The Committee would consider its remit to include monitoring the governance arrangements for ensuring environmental impact under this category.
Background documents:	None
Summary or reference to relevant legislative provisions:	None
Summary of relevant consultation findings:	None
Impact on or links to collaboration:	None