

Terms of Reference Assessment

<u>Responsibility</u>	<u>Rating (1 = low understanding, 5 = High Understanding)</u>	<u>Comments</u>
<b>Governance / Regulatory Framework:</b>		
To maintain an overview, ensure best practice and make recommendations on the governance arrangements of the Commissioner and Chief Constable including the Scheme of Consent (Delegation), Financial Regulations (including contract procedure rules), and codes of conduct and behaviour		
To review any issue referred to it by the statutory officers of the Commissioner or Chief Constable or other relevant body.		
To monitor the effective development and operation of risk management and make recommendations as appropriate.		
To make recommendations for improvements to the arrangements and policies in place in relation to whistle blowing, the anti-fraud and anti-corruption strategy and complaints processes.		
To oversee the production of the Commissioner's and Chief Constable's Annual Governance Statement and to recommend its adoption.		

<b>Audit Activity:</b>		
To consider the internal audit strategy and annual plan, making recommendations as appropriate.		
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 the corporate governance arrangements, and make recommendations as appropriate.		
<p>To consider and make recommendations as appropriate on:</p> <ul style="list-style-type: none"> <li>• internal audit reports,</li> <li>• reports dealing with the management and performance of the providers of internal audit services,</li> <li>• a report from internal audit on agreed recommendations not implemented within a reasonable timescale,</li> <li>• the external auditor’s annual letter, relevant reports, and the report to those charged with governance, and</li> <li>• specific reports as agreed with the external auditor.</li> </ul>		
To comment on the scope and depth of external audit work and to ensure it gives value for money.		
To liaise with the Audit Commission (or its successor) over the appointment of the external auditor.		
To commission work from internal and external audit.		

<b><u>Accounts</u></b>		
To review the 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, and make recommendations as appropriate.		
To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts, and make recommendations as appropriate.		
<b><u>Integrity</u></b>		
To oversee the management of conduct, complaints and integrity matters (as the controls assurance).		
To review the control mechanisms which ensure effective and transparent handling and monitoring of: <ul style="list-style-type: none"> <li>• Complaints against the Commissioner and his/her staff</li> <li>• Complaints against the Chief Constable and the Force</li> <li>• Integrity issues such as appointment processes, gifts and hospitality and registerable interests.</li> </ul>		