

**POLICE AND CRIME COMMISSIONER FOR WILTSHIRE
AND CHIEF CONSTABLE OF WILTSHIRE POLICE**

**Minutes of the JOINT INDEPENDENT AUDIT COMMITTEE
held on Tuesday 29 September 2020 at 10.00am via Skype**

Present: Mr K Bellamy (Chairman), Ms K Amey, Mr A Blair, Mr D Line, Mr R McMillan

In Attendance: Mr A Macpherson (Police and Crime Commissioner), Kier Pritchard (Chief Constable), Mr C Barker (Chief Finance Officer), Mr N Darwish (OPCC Deputy Chief Executive), Ms G Hawkins (Grant Thornton), Mr I Murray (Grant Thornton), Ms L Wicks (South West Audit Partnership), Miss S Kyte (minutes)

PART I: Items to be considered whilst the meeting is open to the public

- 1. Apologies** There were none.
- 2. Declarations of Interest** There were no declarations of interest.
- 3. Minutes of the Joint Independent Audit Committee meeting held on 16 July 2020**

***Resolved:** To approve the minutes of the meeting held on 16 July 2020 as an accurate record and for the Chairman to sign the minutes.*

4. Outstanding Actions

Meeting Date: 11 June 2019

Minute 9a JIAC Workplan and Self-Assessment: The Chairman would shortly be writing to key stakeholders asking them to complete a survey evaluating the effectiveness of the JIAC.

Meeting Date: 17 July 2020

Minute 11 Outstanding Audit Recommendations: To be discussed in Part II.

Minute 12a External Audit Planned Fee 2019-20: As this was a debate between the Commissioner and the CFO, the CFO would discuss this with the Commissioner offline.

***Resolved:** To note the updates provided with regards to the outstanding actions and for these to be updated accordingly.*

5. QlikSense Presentation

The Demand Management Lead for the Force, Matt Thomson, attended the meeting and delivered a presentation on the Force system 'QlikSense'. The presentation gave an overview as to what QlikSense was, what it could do and why it was used by the Force. It was noted this was an auditable product which is GDPR compliant. The presentation reviewed the sickness data in 'live' time and looked at how officers (for example an Inspector) could utilise QlikSense.

The Chairman thanked Matt for his time and following questions from Members, the additional points were noted:

- Application Groups were established in consultation with the Senior Review Officer so a user only has access to those applications they need to use. Users were also

provided with guidance on how to use the system and a disclaimer about abuse of the system. The Force was able to monitor individual use.

- A number of different departments are consulted when creating an app to ensure the data entered is entered correctly and used correctly. This includes the Business Assurance Team, relevant business area(s), and key stakeholders.
- Usage of QlikSense allows for performance structures to become embedded and turns data and information into knowledge which aids decision making, whether this is focusing on priorities, management of risk or strategic decisions.
- A small number of forces were using QlikSense as a business intelligence tool. Avon and Somerset police were the flagship force for QlikSense.
- There were currently no plans to ask internal audit to review QlikSense and compliance with GDPR but the CFO stated he would seek the view of the Information Management and Assurance team.

- Resolved:**
- a) CFO to seek the views of the Information Management and Assurance team as to whether QlikSense would benefit from an internal audit checking compliance with GDPR.
 - b) For an update on QlikSense (focussing on how it is utilised, what the governance gains are, and benefits of the product) to be provided to the Committee in September 2021.
 - c) To note the content of the presentation.

6. Police and Crime Commissioner Update A verbal update was provided by the Police and Crime Commissioner and the following key issues noted:

- *Covid19:* Waiting for clarity on how the Government's pledge of £60m for police forces and local authorities would be allocated and what it could be used for
- *Rural Crime Team:* Launched on 18 September and made possible due to precept increase and provision of additional central funding. The team would operate across Wiltshire and Swindon.
- *Estates:* Royal Wootton Bassett police station re-opened at the end of July 2020 and would be used as a CPT touchdown point. Facilities in Tidworth were to be combined with Tidworth Town Council in a brand new £7m Community Civic Centre in the town centre. The Estates Strategy would be reviewed and updated by the end of the calendar year in order to recognise the impact of Covid19 and the progress already made.
- *Annual Report:* This had been published in August 2020 and circulated to JIAC Members.
- *OPCC Delivery Plan:* This had been published and circulated to Members. The Commissioner thanked his office and Wiltshire Police colleagues as Wiltshire and Swindon remained a safe place to live and work, despite one of the lowest spends on police per head of population in the country.

Responses to Members queries:

The Chief Constable reported that the return of specialist ops in Force had seen many positives including an increase in productivity and in morale. This was an area outstanding for internal audit review with the outcome of the review expected March 2021.

- Resolved:** To note the update provided by the Police and Crime Commissioner.

7. **Chief Constable Update** The Chief Constable provided a verbal update and the following key issues noted:

Covid19

- The Force had seen a return to previous levels of crime and demand pre-Covid19
- Clear briefings and guidance continue to be communicated to staff to ensure they are fully aware of changes in regulations
- Operational order and ring-fenced resources were now in place on a daily basis and would actively support patrol where there was concern from the public (although response would still be in line with the 4 E's approach (engage, explain, encourage, enforce))
- Preparation was continuing for the second wave

HMICFRS

- Inspection regime had been paused during lockdown but this was now being picked back up. HMICFRS would be looking at Covid19, forces understanding of this and how they had responded to the pandemic. Ten forces were due to be looked at, of which Wiltshire was one.

ICT

- ICT had been a critical enabler to manage the Force's way through Covid19, and for many, there was a seamless transition in the switch from working in the office to working from home.
- The Force was working to a deadline of 31 March 2021 to fully transition ICT back to the Force which was currently on track.
- The rollout programme of the NEP laptops had commenced and the Wiltshire Police ICT service was now open to staff in receipt of the NEP laptops.

Responses to Members queries

The Chief Constable informed Members that the most recent staff pulse survey had shown that morale was a mixed picture and that concerns around the mental health of staff was growing. It was agreed the Chief Constable would present the high level findings of the survey to the December JIAC meeting.

- Resolved:**
- a) That the Chief Constable would present the high level findings of the most recent staff pulse survey to the December JIAC meeting.*
 - b) To note the update provided by the Chief Constable.*

8. **Community Policing Team (CPT) Review**

The review was as a result of a number of evaluations, including a peer review conducted by Gloucestershire Police and an informal inspection by HMICFRS in 2019. The new model has eight different CPT areas (compared to six in the previous model) and had seen an introduction of a five week shift pattern for response which allowed for training and avoided unnecessary extractions. New specialist roles of Investigation Standards Officers (police sergeants) and Inspector leads for Threat, Harm and Risk had also been introduced as well as an additional Superintendent for the County model. There were differences in the new model between the County and Swindon due to greater emphasis on proactivity to focus on higher level threat and harm in Swindon. Resources were ringfenced within the new model and there was better alignment to partners and collaborative working. As it was too early to say and

report on the productivity benefits of the new model, it was agreed this would be reported to the September 2021 meeting.

Responses to Member questions

Monthly performance would be included on various dashboards so the Force could monitor whether the new model was working.

- Resolved:**
- a) *Productivity benefits from the new CPT model to be presented to the September 2021 JIAC meeting.*
 - b) *To note the updated provided.*

9. PCC Risk Register

The Deputy Chief Executive presented the risk register which had been fully reviewed on 30 July 2020. Members asked that the review takes place as close as possible to JIAC meetings.

Risk T12 (Impact of Covid19 on criminal justice capacity and backlog): Members asked that for the next meeting further information and data be provided so they were able to understand how big the backlog is and whether this was an improving situation or not. The Deputy Chief Executive reported that some of this information was sensitive and he was unable to share this widely. The Wessex Recovery Board were preparing a stakeholder update for MPs and it was proposed this update be shared with Members. Whilst this update would not contain the data requested it would give Members a sense of the current challenges, what is being done and what the next steps were.

Risk T13 (Reduced resources in 2020-21 impacting baseline and ability to deliver a policing service): The CFO advised that where previously there had been a surplus relating to collection of council tax this was now under threat as a result of Covid19 (higher levels of unemployment and furlough) and that this could become a deficit. The tax base was also under threat. It was too early to know what cap, if any, would be likely on the precept. Discussions were currently taking place internally as to how budget planning for 2021-22 would be dealt with.

- Resolved:**
- a) *That the Deputy Chief Executive would circulate the Wessex Recovery Board stakeholder briefing for MPs to JIAC Members.*
 - b) *To note the update provided by the CFO.*

10. JIAC Terms of Reference and Standing Orders

The Chairman reported that Members would be reviewing these at their scheduled Members Briefing Session in November against best practice Terms of Reference as identified by SWAP.

- Resolved:** *To defer this item to the December meeting as Members would be reviewing these at the Members Briefing Session scheduled for November.*

11. Joint Audit Findings 2019-20

Grant Thornton reported that the exceptional events of this year had impacted on the closure of the accounts. Work was still in progress in a number of areas including property evaluations. Some assurances had been received from Deloitte with regard to the pensions fund but further clarification was still required. The McCloud judgement was also having an impact and guidance was awaited as to what the

correct accounting treatment should be. Members were taken through the report and a verbal summary provided to them.

Members noted that the final fee variation was still to be confirmed and asked when this was likely to be known. The PSAA have not officially signed off these fees and won't until audits have been concluded. Grant Thornton were therefore unable to confirm the final fee.

The deadline for signing off and publishing the statement of accounts was 30 November 2020. Under normal circumstances the statement of accounts presented to the JIAC would be a final version for them to accept prior to sign-off. There were still some issues to be resolved (as referenced above) so it was agreed that Grant Thornton would issue an updated findings report which would be shared with the Commissioner, the Chief Constable and the JIAC prior to sign-off.

Members recognised the challenge of preparing the statement of accounts during Covid19 and requested their thanks be passed to the Chief Finance Officer, Andy Massey and his team in producing these accounts.

- Resolved:**
- a) *Grant Thornton to circulate updated findings report to the Commissioner, Chief Constable, and the JIAC prior to the signing of the statement of accounts.*
 - b) *To formally thank the Chief Finance Officer, Andy Massey and his team in preparing and producing the statement of accounts during these very challenging times.*

12. Statement of Accounts for 2019-20

As discussed at agenda item 11 above.

13. Internal Audit: Update Report

SWAP gave an update on internal audits which were currently in progress and the stages that they were at. Members were advised there would be a change of terminology and definitions in future reports with 'limited' conclusions replacing 'partial' conclusions. This was in line with CIPFA recommendations.

Members questioned the impact Covid19 had on the current internal audit plan. The CFO advised that Covid19 had not significantly impacted upon the direction of the plan but that the challenge would be to complete it by the end of the financial year.

Members stated they would like to see number of audit days allocated to audits.

The Chairman suggested whether the scoping of audits could be brought forward to support SWAP in promptly commencing audits at the start of the financial year and to review the plan in September of each year to ensure the plan remained on track. The CFO advised he would progress this with SWAP outside of the meeting.

- Resolved:**
- a) *CFO to discuss scoping of audits in advance of commencing new internal audit plan on 1 April 2021 and six month review of audit plan in September 2021 with SWAP outside of the meeting.*
 - b) *To note the update provided.*

14. Outstanding Audit Recommendations

A report by the CFO had been circulated.

- Resolved:**
- a) *To request this report be produced in larger font for future meetings.*

b) *To note the content of the report.*

15. Report on Finance relating to Covid19 The CFO gave a verbal update and the following was noted:

- Costs relating to Covid19 were being submitted to the Home Office on a monthly basis
- Costs to date totalled £636k – a proportion of these costs related to PPE which would be refunded by the government (Department of Health and Social Care (DHSC))
- Future PPE was to be ordered directly from DHSC so there should be no further costs in relation to PPE – this had been agreed until March 2021

Resolved: *To note the update provided.*

16. ICT Progress Report The Chief Finance Officer provided a verbal update. Members noted that 38 posts out of 41 had been recruited and that the Force remained on target to complete the majority of work prior to 31 March 2021.

Resolved: *To note the update provided.*

17. Review of PCC Whistleblowing Statement

The Deputy Chief Executive presented this policy and advised Members that OPCC staff had been reminded of its existence. It was noted that contact details were not included in the document but that this would be rectified. The Chairman raised his concern that staff knowledge of this policy was not tested in a staff survey.

Resolved: a) *That the OPCC would ensure contact details were included within the policy.*

b) *To note the update provided.*

18. Joint Independent Audit Committee Annual Statement

Resolved: a) *To amend Paragraph 25 to reflect the current position of the Statement of Accounts.*

b) *With the above amendment to agree the Annual Statement and for the Chairman to sign it.*

19. Date of Future Meetings

Monday 14 December 2020 at 2pm

PART II: Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

20. Exclusion of Public

Resolved: *In accordance with Standing Order 6 of the Committee's Standing Orders to exclude the public from the meeting for the business specified in Items 21 and 22 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in paragraph 7 (information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime) of Appendix 2 of the Committee's Standing Orders.*

21. Force Risk Register

Resolved: To note the update provided.

22. Outstanding Actions – Outstanding Audit Recommendations

The CFO provided an update on recommendations 35947 and 36160. These had been discussed at a recent Force ELT meeting. A way forward had been agreed and progress would be reviewed at 6, 12 and 18 month intervals. An update would be provided to the Committee after 6 months and the CFO proposed that internal audit review in 12 months' time. Members noted the update and proposed course of action but wished for their concern to be recorded at the lack of progress in implementing these recommendations which appeared to have been slow to non-existent and that they did not feel the situation would significantly improve without the provision of additional resources.

Resolved: That the CFO would provide a progress report on recommendations 35947 and 36160 at the March 2021 meeting.

The meeting commenced at 10.00am
and concluded at 13.15pm



Keith Bellamy
JAC Chairman

GLOSSARY

CFO	Chief Finance Officer
CIPFA	Chartered Institute of Public Finance and Accountancy
CPT	Community Policing Team
DHSC	Department of Health and Social Care
ELT	Executive Leadership Team
GDPR	General Data Protection Regulation
HMICFRS	Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services
ICT	Information Communication Technology
JAC	Joint Independent Audit Committee
MP	Member of Parliament
NEP	National Enabling Programme
OPCC	Office of Police and Crime Commissioner
PCC	Police and Crime Commissioner
PPE	Public Protection Equipment
PSAA	Public Sector Audit Appointments
SWAP	South West Audit Partnership

