

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

**Minutes of the JOINT INDEPENDENT AUDIT COMMITTEE
held on Monday 14 December 2020 at 2.00pm via Microsoft Teams**

Present: Mr K Bellamy (Chairman), Ms K Amey, Mr A Blair, Mr J Colquhoun, 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), Mr E Nichols (South West Audit
Partnership), 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. Appointment of Chairman

Rohan McMillan nominated Keith Bellamy as Chairman. This proposal was seconded by Kathryn Amey and unanimously agreed by Members. Mr Bellamy advised the Committee this would be his final year as Chairman and that Members should begin to identify a suitable replacement in the forthcoming 12 months.

Resolved: *To appoint Keith Bellamy as Chairman of the JIAC for the ensuring year.*

2. Apologies There were none.

3. Declarations of Interest There were no declarations of interest.

**4. Minutes of the Joint Independent Audit Committee meeting held on
29 September 2020**

Resolved: *To approve the minutes of the meeting held on 29 September 2020 as an accurate record and for the Chairman to sign the minutes.*

5. Outstanding Actions

Meeting Date: 11 June 2019

Minute 9b JIAC Workplan and Self-Assessment: The Chairman suggested this be done in advance of the annual report produced by the Committee so it could be taken into account when Members form their own view on the performance of the internal auditors. The CFO was content with this planned approach and advised Members that following discussion at the last meeting of the Regional Directors of Finance, SWAP Chief Executive, Dave Hill, would be invited to attend the regional meeting to discuss how best use could be made of additional audit days.

Meeting Date: 17 July 2020

Minute 12a External Audit Planned Fee 2019-20: The Chairman reported that this action could now be closed as both he and the CFO had had an opportunity to comment on fees through the recent PSAA questionnaire.

Meeting Date: 29 September 2020

Minute 13a Internal Audit Update Report: Action to remain open until the workshop on MTFs analysis / comparison had taken place. It was understood the delay in this happening was a direct result of the impact of Covid19.

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

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

- HMICFRS inspection activity had resumed and they had reviewed the Force response to Covid19 – the informal feedback provided was positive. HMICFRS findings will form part of a national thematic report
- Despite the pressures of Covid19, the Commissioner's Estate Strategy was still being delivered
- The Ministry of Justice had made an additional allocation of almost £180k to help victims of domestic abuse and sexual violence in Wiltshire and Swindon
- Comprehensive Spending Review outlined that the central grant for policing would be at the 2020 level but that PCCs would be given the flexibility to increase their precept by £15 per annum for a Band D property

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 continued to adopt the 4E approach in dealing with the public and covid compliance
- *Demand:* Broadly crime was down 12% but some areas of crime had seen an increase (eg. cyber, hate crime, domestic abuse)
- *Control Room:* In order to ensure covid compliance, the control room had been split across three different sites but this had resulted in a drop in performance. The call abandonment rate had increased over the last five months and a Gold Group had now been established to oversee this issue and manage performance. Following receipt of Public Health advice, the Force was looking to return the Control Room to a single site although this was not likely to be achieved until April 2021 due the works that was required.
- *Workforce resilience:* Several surveys had taken place both locally and nationally. There was a Wiltshire footprint in the national Police Federation with 56% of participating Wiltshire officers (about 25% of all Wiltshire police officers) saying there was a feeling of poor morale across the Force. This compared with 75% nationally.
- *Financial analysis:* Operational advice provided to PCC this year on areas where savings may need to be made but also identifying areas of growth. Part of the growth bid was to look at reintroduction of Chief Inspector rank (Wiltshire is the only force not to have this rank).
- *HMICFRS PEEL Inspection:* Next release would be May 2022 and it was anticipated that field visit would take place w/c 2 August 2021.

Resolved: *To note the update provided by the Chief Constable.*

8. PCC Risk Register

The Deputy Chief Executive presented the risk register which had been fully reviewed on 26 November 2020. The report included a new diagram which Members found helpful and welcomed the inclusion of it.

Risk I8 ICT services are not resilient and transformational to support effective and efficient policing: The CFO advised Members that weekly meetings were taking place and the services yet to be transferred from Wiltshire Council to Wiltshire Police were under constant review.

Risk T14 Impact of Covid19 on health and wellbeing of OPCC and Force workforce means P&C Plan is not delivered: The Deputy Chief Executive assured Members that there were numerous support mechanisms available to the workforce for those that required support with their mental health.

Risk T3 Delayed implementation of new communications system as a result of national change-over from Airwave Tetra to new 4G based ESN: CFO stated he had been monitoring this closely and whilst lots of money has been spent centrally on this so far, the cost to forces has been minimal to date. The ESN project has been moved to Policing, Crime and Fire Group and now under new governance.

Resolved: a) *To note the update provided by the CFO.*

9. JIAC Workplan and Self-Assessment

The Chairman introduced the workplan of the JIAC and welcomed the feedback provided by officials which had helped to shape the content of the workplan.

The CFO commented on point 1c (*to invite the CFO, in line with the Redmond Report, to explore the publication of a one-page accounts document which would be easily understood by the lay reader*). Whilst it was recognised this would be a good thing to do, it could not be justified within the current resources available. This was something which had been produced in the past but read by very few people and no comment was made when the decision was taken to stop producing this additional document. Members sympathised with this position but pointed out that at no point within the Commissioner's Police and Crime Plan is reference made to finances, what money was available and what and how this was being spent. The Deputy Chief Executive and CFO agreed this was a matter that needed to be rectified.

Resolved: *To note the JIAC Workplan for 2021.*

10. JIAC Terms of Reference and Standing Orders

Resolved: a) *To adopt the Standing Orders and revised Terms of Reference.*

b) *For the Chairman, working with the Chief Finance Officer and the OPCC, to consider a timetable for when and how the reports referenced in the Terms of Reference are to be received.*

11. Redmond Review

The executive summary and recommendations of the Redmond Review had been circulated for information.

Resolved: *To note the content of the circulated information.*

12. Internal Audit: Update Report

Members noted the number of internal audits currently outstanding which generated some discussion. SWAP were comfortable this work would be completed by

31 March 2021 but the CFO was less confident given how busy some of the areas to be audited were. Following a suggestion by the Committee, it was agreed the CFO and SWAP would prioritise the outstanding audits to be completed for this financial year and those remaining would be rolled forward into the 2021-22 audit plan. The CFO stated he was keen for the vetting audit to take place as he believed there was lots of opportunity for efficiencies in this area.

Members asked to have sight of the Crime and Communications Centre Benefits Realisation audit. This was agreed by the CFO.

- Resolved:**
- a) *SWAP to provide information on what stages they are at with all outstanding audits to the CFO so these can be prioritised for completion by 31 March 2021. Those which remain outstanding would be rolled over into the 2021-22 audit plan.*
 - b) *That the Crime and Communications Centre Benefits Realisation audit would be circulated to Members.*

13. Outstanding Audit Recommendations

A report by the CFO had been circulated.

With reference to the Stores Integration into Stores Management audit, Mr Line commented that a recent media article stated eight out of ten forces were not following national police guidance that evidence related to serious crimes was not being kept for the required 30 years. The Chief Constable informed the Committee he would ask the ACC with responsibility for crime to provide detail of the processes the Force has in place to ensure adherence to this guidance.

Members noted the two recommendations relating to the Forensics Risk Management audit (40787 and 40811) and that requests for updates remained outstanding. The CFO stated these had now been received although he was not content with the response to recommendation 40811. It had been proposed that a performance management workstream would be produced within six months but given that the original deadline was 31 May 2019, the CFO did not find this acceptable. The CFO would be contacting the individual to request this be done sooner.

The Chairman invited the Responsible Officer to attend the next meeting of this Committee to provide reasons as to why progress on these outstanding actions was not being made. The request was endorsed by both the Commissioner and the Chief Constable. It was agreed that should the CFO receive a further inadequate response then this invitation would be made.

- Resolved:**
- a) *To invite the Director of South West Forensic Services to the next meeting of this Committee should the CFO receive a further unsatisfactory update in relation to the outstanding audit recommendations for the Forensics Risk Management audit (40787 and 40811).*
 - b) *To note the content of the report.*

14. External Audit Report

Resolved: *To note the content of the report and the verbal update provided.*

15. External Audit Annual Audit Letter

Resolved: *To note the annual audit letter.*

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

- As at October 2020, costs of approximately £680k had been incurred in relation to Covid19
- £185k of this cost had been spent on PPE and £127k was lost income – both costs had been recovered from central government
- The financial impact of Covid19 so far, had not been as harsh as had been anticipated at the start of the pandemic and costs were currently being maintained within budget
- The recent CSR had indicated that government would fund 75% of shortfall in collection funds but it was not known whether this would be before or after the funds were reallocated to police, fire, town / parish councils, etc – the detail of this may be referenced in the forthcoming financial settlement

Resolved: *To note the update provided.*

17. ICT Progress Report The Chief Finance Officer provided a verbal update and the following was noted:

- Approximately 40 ICT services remained with Wiltshire Council ICT for which a transfer date had yet to be agreed
- The CFO was holding weekly meetings to monitor the progress of these
- It was believed that the majority of services would still be transferred prior to the planned date of 31 March 2020
- The opportunity was being taken to deliver a number of other services at the same time, for example implementing a more efficient and cheaper telephone system
- The amount of change being undertaken would usually be delivered over a 24 month period rather than 12 month period and this was where the risk was albeit much progress was being made
- Although the score on the risk register remains fairly high there is a lot of governance in place

Resolved: *To note the update provided.*

18. Date of Future Meetings

To be confirmed

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

19. 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 Item 20 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.*

20. Force Risk Register

With reference to the 'People policies are out of date or inaccurate' risk, Members asked whether consideration had been given to this being reported to a Force ELT meeting. The CFO informed Members that this had been identified as an area requiring investment and recruitment was due to take place shortly. The intention would be to request an internal audit on this business area in November 2021 once the individual had been in post for six months. The Committee were content with this proposed approach.

Resolved: *To note the update provided.*

At the conclusion of the meeting, the Chairman wished to welcome James Colquhoun to his first meeting as a member of the Committee and to thank Rohan McMillan for his support and commitment over the last six years.

The meeting commenced at 2.00pm
and concluded at 3.55pm



Keith Bellamy
JIAC Chairman

GLOSSARY

ACC	Assistant Chief Constable
CFO	Chief Finance Officer
CSR	Comprehensive Spending Review
ELT	Executive Leadership Team
ESN	Emergency Services Network
HMICFRS	Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services
ICT	Information Communication Technology
JIAC	Joint Independent Audit Committee
MTFS	Medium Term Financial Strategy
OPCC	Office of Police and Crime Commissioner
PCC	Police and Crime Commissioner
PEEL	Police Effectiveness, Efficiency and Legitimacy
PPE	Public Protection Equipment
PSAA	Public Sector Audit Appointments
SWAP	South West Audit Partnership