

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

MINUTES of a MEETING of the **INDEPENDENT AUDIT COMMITTEE** held at POLICE HEADQUARTERS, LONDON ROAD, DEVIZES on WEDNESDAY 19th DECEMBER 2012.

PRESENT: Mr W Fishlock (Chairman), Mr C J Hoare, Mr A Johns and Mrs G Mortimer

IN ATTENDANCE: The Police and Crime Commissioner, Mr M Prince, Mr S Cooper, Mr C Barker, Mr S Garlick (Grant Thornton), Mr C Rockey (Grant Thornton), Ms V Davies (Internal Audit)

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

1. **Membership of Committee**

The membership of the Committee was confirmed as being Mr Fishlock, Mr Hoare, Mr Johns and Mrs Mortimer.

2. **Appointment of Chairman**

Resolved: To appoint Mr Fishlock as Chairman of the Committee.

3. **Apologies**

There were no apologies for absence.

4. **Declarations Of Interest**

There were no declarations of interest.

5. **Minutes of the WPA Audit and Risk Committee Meeting held on 24th September 2012**

A copy of the minutes of the WPA Audit & Risk Committee meeting held on 24th September 2012 was circulated for the Committee's reference.

6. **Committee Terms of Reference**

A proposed Statement of Purpose and Terms of Reference for the Independent Audit Committee were circulated. The Statement of Purpose and Terms of Reference had been approved by the Police and Crime Commissioner and the Chief Constable.

Two points were drawn to the attention of the Committee concerning its role. The first is that at present no decision making power has been delegated to it. The Committee's role is to review the matters it is asked to consider and make recommendations to the Commissioner and Chief Constable. The second point is that the Committee has no oversight of risk management although it argued that its role should include reviewing whether risks are adequately managed.

The External Auditors said that the terms of reference should include consideration of their Annual Governance Report.

Resolved: To adopt the Statement of Purpose and Terms of Reference for the

Independent Audit Committee.

7. **Arrangements for Future Meetings and Membership of the Independent Audit Committee**

A report by the Treasurer and the Chief Constable seeking the views of members of the Committee on where its meetings should be held, the timing of the meetings, the membership of the Committee, and remuneration for members of the Committee was circulated.

Resolved: To recommend that four meetings of the Committee should be held each year at the following locations: Swindon, Devizes, Trowbridge, and Salisbury.

To recommend that meetings are held both during the day and in the evening.

To recommend that the membership of the Committee should be increased to five.

To recommend that a new Chairman of the Committee together with two other members should be recruited by December 2013 with a further two members being recruited by December 2014. The Chairman designate will take over in December 2013.

To recommend that all new members of the Committee should serve a three year term with an option to extend for one further three year term.

To recommend that the Chairman of the committee should be paid £1,500 per year together with travel expenses.

To recommend that members other than the Chairman of the Committee should be paid at the rate of £210 per day based on a member attending four meetings of the Committee per year. To recommend also that members of the Committee will be paid travel expenses at the relevant HMRC rate.

8. **Outstanding Actions from the WPA Audit Committee**

A report by the Chief Executive was circulated.

Resolved: To note the report.

To recommend that the review of the security of seized proceeds of crime should include all assets and not just money.

9. **External Audit Update**

Grant Thornton said it had not been formally appointed as the external auditor to the Police and Crime Commissioner and the Chief Constable of Wiltshire Police. There is currently a consultation exercise taking place over this matter but the expectation is that Grant Thornton will be appointed.

Resolved: To note the update.

10. **Internal Audit: Assurance Report**

A report by Capita was circulated. An earlier version of the report had been considered by the Corporate Management Board. The Internal Auditor assessment of the internal control framework at the time of transition to the Commissioner was that the introduction of the new finance system in particular had led to a stalling in maintaining the strength of the overall risk management and internal control

framework.

The Committee asked how would reports on Value for Money be dealt with. It was confirmed that the Corporate Management Board and the Police and Crime Panel would deal with this issue although the External Auditor may submit reports to the Committee about Value for Money.

Resolved: To recommend to the Commissioner to have regard to the recommendations in the Capita internal controls assurance report.

11. Internal Audit: Progress Report

This was dealt with under item 10.

12. Dates of Future Meetings

Thursday 21st March 2013 at 9.30 am at Swindon Gablecross Police Station.

Wednesday 26th June 2013 at 2.30 pm at Salisbury Police Station

Thursday 19th September 2013 at 6.30pm at County Hall, Trowbridge

Thursday 19th December 2013 at 9.30am at Police HQ, Devizes

13. Urgent Items

There were no urgent items.