

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

MINUTES of a MEETING of the **INDEPENDENT AUDIT COMMITTEE** held at SALISBURY POLICE STATION on WEDNESDAY, 26 JUNE 2013.

**PRESENT:** Mr W Fishlock (Chairman), Mr C J Hoare, Mrs G Mortimer, Mr K Bellamy, and Mr P Hall

**IN ATTENDANCE:** The Police and Crime Commissioner, Mr M Prince, Mr S Cooper, Mr C Barker, Mr S Garlick (Grant Thornton), and Mr A Townsend (Internal Audit)

### **1. Apologies for Absence**

There were no apologies for absence.

### **2. Declarations of Interest**

There were no declarations of interest.

### **3. Update on the Membership of the Committee**

The Committee was informed that a recruitment process for new members of the Committee had been conducted. The strength of the field of applicants had led to a joint recommendation by the Treasurer and Head of Finance (which has been approved both by the Commissioner and the Chief Constable) to appoint two of the applicants, Mr Hall and Mr Bellamy, from June 2013 and another two applicants, Mr Rohan McMillan, and Mr David Lines from December 2013.

***Resolved:*** To welcome Mr Hall and Mr Bellamy to the Committee.

### **4. Minutes of the Independent Audit Committee Meeting held on 21 March 2013**

Mrs Mortimer clarified that she had been appointed to undertake a cultural review of the Force and that this had included looking at some disciplinary case work.

***Resolved:*** To approve the Minutes of the Meeting of the Independent Audit Committee on 21 March 2013 subject to the clarification made by Mrs Mortimer referred to in this Minute.

### **5. Outstanding Actions**

A report by the Chief Executive was circulated recording three outstanding actions only one of which was not to be considered as a separate Agenda item. As to the Internal Audit Charter, no further comments were made by the Commissioner or Chief Constable.

***Resolved:*** To note the Report.

### **6. Terms of Reference**

Revised Terms of Reference for the Committee were circulated, incorporating a section on how the Committee will exercise its independence which had been

approved by the Commissioner's Monitoring Board. The Committee's view was that the revised Terms of Reference made clear the functions of the Committee but wanted more clarity as to how this can be achieved. As an example the Committee considered the access arrangements to documentation and asked to see the risk management arrangements for the organisation.

The Commissioner proposed to seek the views of the Association of Police and Crime Commissioners on the Terms of Reference.

**Resolved:** To note the revised Terms of Reference.

To request a report on the risk management arrangements for the next meeting of the Committee.

#### 7. **External Audit Update**

The Joint Audit Plans for the Commissioner and Chief Constable were circulated by Grant Thornton. Attention was drawn to one conclusion of the interim audit work conducted by Grant Thornton which was that the role of the Independent Audit Committee needed clearer definition. The revised Terms of Reference and the fact that four members had been appointed who had no connection with Wiltshire Police Authority had begun to address that issue.

**Resolved:** To note the report

#### 8. **Internal Audit: Compliance Review of Stocks and Stores Arrangements**

A report by the Internal Auditor was circulated which recorded an evaluation of limited assurance.

The new stock management system is a module within the new finance system, and the Force is investigating whether the module itself is at fault. All staff need further training on the module. The Committee asked also whether there is an action plan to improve matters.

**Resolved:** To request a report for the September meeting of the Committee on the progress made to address the points raised in the internal audit report on the stocks and stores arrangements.

#### 9. **Internal Audit: Annual Report 2012 - 2013**

A report by the Internal Auditor was circulated. The Internal Auditor said that it had produced a Summary Internal Controls Assurance Report at the time of the transition to the Police and Crime Commissioner which said that a number of changes during the financial year 2012 / 2013 to the systems which support risk management and internal control arrangements had eroded the ongoing adequacy and effectiveness of those arrangements. As a result of internal audit work conducted since December 2012 there is no sign that the effectiveness in these arrangements is getting worse and, therefore, a reasonable conclusion has been drawn as to the adequacy and effectiveness of the organisation's control environment.

**Resolved:** To note the report.

#### 10. **Internal Audit: Statement of Internal Controls Assurance Progress Report**

A report by the Internal Auditor was circulated showing the progress made by Internal Audit against its plan for 2013 / 2014. The Committee asked when its recommendation from the March meeting that the integrity of the processes adopted by Professional Standards should be considered. This would not be undertaken

before 2014/2015 when the changes to the role of the IPCC would be clarified.

**Resolved:** To note the Report

11. **Statement of Accounts for 2012/2013**

A report by the Treasurer was circulated together with Statements of Accounts for the Commissioner and the Chief Constable. The two main concerns raised by the Committee were, first, the need to check whether references to Wiltshire Police should be in fact to the Commissioner. Secondly, the role of the Independent Audit Committee in the governance framework needs to be clarified.

**Resolved:** To recommend to the Commissioner and the Chief Constable that the changes recorded in this minute should be made to the Statement of Accounts.

12. **Dates of Future Meetings**

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

Thursday 19<sup>th</sup> December 2013 at 9.30am at Police HQ, Devizes

13. **Urgent Items**

There were no urgent items.

14. **Mike Prince**

The Committee thanked Mr Prince for his work as Treasurer to Wiltshire Police Authority and Chief Finance Officer for the Commissioner, and wished him well for the future.