

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

MINUTES of the INDEPENDENT AUDIT COMMITTEE held at County Hall, Trowbridge on Thursday 18 September 2014

PRESENT: Mr W Fishlock (Chairman), Mr P Hall, Mr D Line, Mr R McMillan.

IN ATTENDANCE: The Police and Crime Commissioner, Chief Constable P Geenty, Mr C Barker, Mr A Johns, Mr S Cooper, Mr C Rockey (Grant Thornton), Mr A Townsend (Internal Audit), Mr J Maddock (Internal Audit)

- 1 **Apologies** Apologies for absence were received from Mr Bellamy.
- 2 **Declarations Of Interest** Mr Fishlock declared he had become a Member of the Governing Body of Swindon UTC.
- 3 **Minutes of the Independent Audit Committee Meeting held on 26 June 2014**
Resolved; *To approve the minutes of the meeting of the Independent Audit Committee held on 26 June 2014.*
- 4 **Outstanding Actions** A report by the Chief Executive was circulated. All the actions were the subject of items on the agenda except as follows.
To update the Committee on measures taken to maintain the ANPR system – The Force said there will be investment in ANPR and that a solution would be submitted to the Regional Programme Board for approval.
To request a short summary of the PCC's Group Statement of Accounts and the Chief Constable's Statement of Accounts for the benefit of the public - The Committee was informed that once the accounts had been finalised the short summary would then be prepared.
To note the Audit Commission's letter and request confirmation of September 2014 meeting of the Committee that the rebate has been paid - The Committee was informed that the rebate had been paid.
Resolved: *To note the report and the updates given on the outstanding actions.*
- 5 **Committee Terms of Reference**
This item was considered together with agenda item 6 below.
- 6 **Review of Committee Terms of Reference by APCC** A report by the APCC was circulated. The Committee was asked to note the following points.
 1. It is the APCC's view that the Committee's Terms of Reference go further than most in relation to the management of corporate risk. Terms of reference of Audit Committees for other police services cover how the Committee will function but in Wiltshire's case this is the subject of separate standing orders.
 2. The APCC had highlighted a number of functions of other Audit Committees. The Committee considered that none of the functions should be included in the Terms of Reference for the Committee.

3. The Committee reviewed its Terms of Reference and decided to remove the following Term of Reference: "The Committee can request the Commissioner and/or Chief Constable to attend its next meeting".

This point has been covered in the Standing Orders of the Committee which say that the PCC and Chief Constable will attend all meetings of the Independent Audit Committee. The Committee cannot request the Commissioner and the Chief Constable to attend its meetings.

Resolved: *To note the report by the APCC.*

To make the amendment to the Terms of Reference of the Committee recorded in this minute.

- 7 **Risk registers** The risks on the Force's Corporate Risk Register with a score of more than 30 were circulated. The Committee made the following comments:

It will be useful to include a target date for the resolution of a risk.

In respect of each risk there needs to be a defined action plan leading to its mitigation and a date by which this is achieved.

The Force said it would look at incorporating a target date for the resolution of each risk. It said also that it accepted that the mitigation section of each risk reads like an update rather than setting out the steps to mitigate it.

Resolved: *To note the Force's Corporate Risk Register and the Committee's comments on it.*

- 8 **Internal Audit: Summary Internal Controls Assurance Reports** A report by the Internal Auditor was circulated. The Internal Auditor raised the point about obtaining assurance in respect of collaborations involving Wiltshire Police. The Committee was informed that there are currently only two collaborations where some of Wiltshire Police's functions are exercised fully by another public body: procurement by the South West Police Procurement Department, and the back office functions provided by the Integration with the Council.

The Office of Devon and Cornwall's Police and Crime Commissioner will be carrying out an internal audit of the South West Police Procurement Department but the question of audit arrangements for collaborations involving Wiltshire Police should be revisited.

Resolved: *To note the report.*

To reconsider the audit arrangements for the collaborations involving Wiltshire Police.

- 9 **External Audit: Audit Findings Report for the Commissioner and Chief Constable** A report by the External Auditor was circulated. The External Auditor said that it expected to issue a non-qualified opinion on both the Commissioner and Chief Constable's financial statements. It expected also to give a non-qualified value for money conclusion as a result of its review of the Commissioner and Chief Constable's arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Committee questioned the treatment of financial control in the value for money conclusion given by the External Auditor, and in particular whether expenditure should be more effectively aligned to project plans. It was explained to the

Committee that in spite of attempts to match expenditure to plans, this cannot always be achieved. In the case of capital projects there can be slippage in timescales which results in delays in expenditure.

The Committee questioned where non financial value for money outcomes are recorded. It was explained to the Committee that this is dealt with by the HMIC.

Resolved: *To note the report.*

- 10 **Police and Crime Panel Update** The update from August 2014 was circulated. The Committee welcomed the update, and future updates will be circulated to the Members of the Committee.

The Committee questioned the increase in crimes involving violence against the person and sexual offences. The Force said this is the result of changes in the way these crimes are recorded.

The Committee asked whether the Force is on target for maintaining its minimum number of Special Constables. There had been difficulties in maintaining numbers of Special Constables as a result of the Winsor reforms because many Special Constables have been using the role as a route to become Police Officers.

Resolved: *To note the report*

- 11 **Estate Update** The Commissioner updated the Committee on the opening of the new Crime and Communications Centre at Police HQ, the disposal of Salisbury Police Station, the opening of the Police Station at Bourne Hill Salisbury and the development of a new custody suite in Salisbury. The Commissioner reported also on the move of the neighbourhood policing team in Corsham into the new Springfield campus, and the proposed sharing of facilities with Swindon Borough Council at its Euclid Street site.

Resolved: *To note the report*

- 12 **Regional Collaboration** The Commissioner updated the Committee on the latest regional collaboration developments. He drew attention to the proposed strategic partnership between Devon and Cornwall and Dorset, and the establishment of a new Regional Programme Board to ensure that all police services in the region are aligned in achieving the same objectives from their collaborations.

Resolved: *To note the report*

- 13 **Force Morale** A report by the Force was circulated. The Chief Constable said that his view is that the morale within Wiltshire Police is better than average. He accepted there had been difficult changes but that once they had been implemented officers and staff had largely accepted them. He said he would be looking again at the current shift pattern.

As to other developments, the management structure had been flattened with the removal of the posts of Chief Inspector and Chief Superintendent. The Force has also implemented its Values and Behaviours programme as part of creating a values based organisation.

Resolved: *To note the report.*

- 14 **Dates of future meetings:**

9.00 am Friday 19 December 2014 at Swindon Police Station, Gablecross.

- 15 **Urgent Items** There were no urgent items.