

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

**MINUTES** of the **INDEPENDENT AUDIT COMMITTEE** held at Swindon Police Station, Gablecross on Friday 21 March 2014.

## **PRESENT:**

Mr W Fishlock (Chairman), Mr K Bellamy, Mr P Hall, Mr D Lines, Mr R McMillan

## **IN ATTENDANCE:**

The Police and Crime Commissioner, Mr S Cooper, Mr C Barker, Mr A Johns, Mr R Hartley, Mr S Garlick (Grant Thornton), Mr C Rockey (Grant Thornton), and Mr A Townsend (Internal Audit)

- 1 **Apologies:** Apologies for absence were received from the Chief Constable.
- 2 **Declarations Of Interest:** There were no declarations of interest.
- 3 **Minutes of the Independent Audit Committee Meeting held on 19 December 2013:**

**Resolved:** To approve the minutes of the meeting of the Independent Audit Committee held on 19<sup>th</sup> December 2013.
- 4 **Outstanding Actions:** A report by the Chief Executive was circulated. The Committee asked whether the APCC had commented on the terms of reference of the Committee. The Committee was advised that a response was awaited. All the other outstanding actions were the subject of items on the Agenda.

**Resolved:** To note the report.
- 5 **Committee Terms of Reference:** The Committee asked for the actions recorded in the resolution to be carried out.

**Resolved:** To review the Committee Terms of Reference at six monthly intervals.  
To ask for a report on the term of reference that dealt with the insurance programme, insurance and broker appointment/renewal processes and the arrangements for risk financing.
- 6 **Risk registers:** The current corporate risk registers for the OPCC and the Force were circulated. The Commissioner and the Chief Finance Officer introduced the risk registers and explained how they are assembled and used. In respect of the Force risk register the Committee commented that the mitigation section tends to say who is handling the risk rather than what is being done to mitigate it. The Committee asked for an update on the risks whose score exceeds 30.

**Resolved:** To ask the Internal Auditor to consider how mitigation is recorded in the Force Risk Register.

To request an update on the risks in the Force risk register whose score exceeds 30 for each meeting of the Committee.

- 7 **External Audit Update:** A report by the External Auditor was circulated. The External Auditor reported on progress made with its work plan. He reported also on other emerging issues and developments including the HMIC 'Valuing the Police' inspection and the National Audit Office report on Police accountability.

**Resolved:** To note the report.

- 8 **External Audit Police Transparency Review:** A report by the External Auditor was circulated. This report followed up on a report sponsored by the External Auditor by CoPaCC into PCC Statutory Transparency which was considered at the December's 2013 meeting of the Committee. The External Auditor commented on the transparency of the OPCC and noted two areas of missing disclosures: information about any arrangements that the PCC has to make use of staff of the Chief Constable or a local authority and a list of FOI requests received and their response. An update was requested for the next meeting of the Committee.

**Resolved:** To request a report for the next meeting of the Committee on missing disclosures identified by the External Auditor.

- 9 **Internal Audit: Strategic Plan 2014/2015:** The Internal Audit Strategic Plan was circulated.

**Resolved:** The Committee recommended that the Internal Audit Strategic Plan for 2014/2015 should be accepted.

- 10 **Internal Audit: Summary Internal Controls Assurance Report:** A report by the Internal Auditor was circulated. The Internal Auditor confirmed that the work identified in the report should be completed by the end of March 2014.

**Resolved:** To note the report.

- 11 **Level of Funding Update:** A report by the Chief Finance Officer was circulated. The report updated the Committee on the funding arrangements for 2014/2015 covering the income available and the commissioning the PCC would undertake which will include commissioning support services for victims and restorative justice services.

**Resolved:** To note the report.

- 12 **Standing Orders for the Committee:** Draft standing orders for the Committee were circulated.

**Resolved:** To adopt the standing orders for the Committee.

To approve the publication of the names of members of the

Committee on the OPCC website.

- 13 **Whistle Blowing:** The Force's guidance on whistle blowing (published on the Force's internal website) was circulated. The Committee recommended that whistle blowing policies for the OPCC and the Force should now be produced.

**Resolved:** To recommend the production of whistle blowing policies for the OPCC and the Force to be published on their external websites.

- 14 **Dates of Future Meetings:**

1.30 pm Thursday 26 June 2014 in the Bay Window, Police HQ, Devizes

5.30 pm Thursday 18 September 2014 at County Hall, Trowbridge

9.30 am Friday 19 December 2014 at Police HQ Devizes.

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