

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

MINUTES of the INDEPENDENT AUDIT COMMITTEE held at Police HQ, London Road, Devizes on Thursday 26 June 2014

PRESENT: Mr W Fishlock (Chairman), Mr K Bellamy, Mr D Line

IN ATTENDANCE: Mr K Kilgallen, Mr C Barker, Mr A Johns, Mr S Cooper, Mr S Garlick (Grant Thornton), Mr C Rockey (Grant Thornton), Mr A Townsend (internal audit)

- 1 **Apologies** Apologies for absence were received from the Commissioner, Mr Hall, and Mr McMillan.

In view of the Commissioner's illness, the Committee wished him a speedy recovery.
- 2 **Declarations Of Interest** There were no declarations of interest.
- 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. With one exception all the outstanding actions recorded in the report were the subject of items on the agenda for the meeting. As to the one exception, the two missing disclosures of information identified by the External Auditor and reported to the March 2014 meeting of the Committee had been remedied by the OPCC. A list of Freedom of Information requests received by OPCC and its replies, and information about the use of staff by the OPCC employed by the Chief Constable or a local authority have been added to the website.

Resolved: *To note the report.*
- 5 **Committee Terms of Reference**

This matter was considered together with agenda item 6 below.
- 6 **Review of Committee Terms of Reference by APCC** A report by the APCC on the Committee's Terms of Reference was circulated. In view of the other items on the agenda the Committee decided to consider the report at the September 2014 meeting of the Committee. The Committee asked for the Terms of Reference to be varied to say that an annual statement will be issued by the Committee for the public setting out any significant concerns or issues the Committee has identified.

Resolved: *To request that the APCC report on the terms of reference for the Independent Audit Committee be considered at the September 2014 meeting of the Committee.*

To amend the terms of reference to provide for the production for the public of the annual statement referred to in this minute.
- 7 **Risk registers** The risk register for the Force only was circulated because at the date of the meeting none of the risks on the OPCC risk register had a score of 30 or above.

The Committee asked about the risk in respect of the Commissioner not being able to undertake his duties during his illness. The Police Reform and Social Responsibility Act 2011 makes provision for what may happen in those circumstances.

The Committee asked how cyber crime is dealt with. This is the responsibility of the Regional Organised Crime Unit but there will be publicity campaigns aimed at older and vulnerable people warning them of e-mail scams.

The Committee raised concerns with the mitigation measures for the failure to maintain the ANPR system set out in the Force risk register. The Force said it would update the Committee at the September 2014 meeting.

The Wiltshire Council Strategic Partnership risk in the Force risk register refers to another risk register managed by the Transformation Board. The Committee expressed the view that it should see that risk register so that it can fulfil its terms of reference.

Resolved: *To note the risks scored at 30 and above that had been brought to the attention of the Committee.*

To request an update on the mitigation of the ANPR risk for the next meeting of the Committee.

To request to see the risk register for the Wiltshire Council Strategic Partnership risk in the Force risk register.

- 8 **External Audit Update** A report by the External Auditor was circulated outlining progress with the external audit plan.

Resolved: *To note the report.*

- 9 **External Audit Draft Joint Audit Plan** A report by the External Auditor was circulated in which the External Auditor summarised its view of the challenges and opportunities the OPCC faces and the impact of wider developments on the organisation.

Resolved: *To note the report.*

- 10 **Internal Audit Annual Report** A report by the Internal Auditor was circulated recording that a reasonable conclusion had been drawn as to the adequacy and effectiveness of Wiltshire Police's risk management, control and governance processes. The Committee's attention was drawn to the limited or no assurance in the areas of IT disaster recovery, Security of found, seized, and held property, and Asset Management but there had been improvements in each area. The Committee asked how quickly improvements are being made and the Force commented as follows:

Asset management – There is a lack of interest in the organisation in asset management which has made it difficult to speed up the pace of improvement.

Security of found, seized and held property – This is being addressed as a matter of urgency.

ICT disaster recovery – The power failure on 23rd June 2014 had tested the disaster recovery plan but its application had ensured that there was no loss of contact between the public and the Force. In spite of this the disaster recovery plan will be updated.

Resolved: *To note the report*

- 11 **Internal Audit: Summary Internal Controls Assurance Report** This item was dealt with under agenda item 10.
- 12 **Internal Audit Review of the ICT Disaster Recovery Arrangements** This item was dealt with under agenda item 10.
- 13 **Internal Audit Review of the Risk Management Arrangements** A report by the Internal Auditor was circulated because it contained the Internal Auditor's report on how mitigation is recorded in the Force risk register, which was an outstanding action from the March 2014 meeting of the Committee.

Resolved: *To note the report.*

- 14 **Asset Management Arrangements** This item was dealt with under agenda item 10.
- 15 **Statement of Accounts for the year 2013 / 2014** The Police and Crime Commissioner for Wiltshire Group Statement of Accounts, and the Chief Constable for Wiltshire Statement of Accounts for the year 2013/2014 were circulated.

The Committee had two main concerns. The first is the increase in the precept for 2014/2015 in view of the amount of the total usable reserves. The Police relies more on central government funding than other local authorities but an anticipated reduction in that funding is the reason why the precept has been increased. Community Area Boards in Wiltshire and Localities in Swindon had been consulted, and the Police and Crime Panel had approved the increase in the precept. The second concern is whether the accounts show where the underspend for 2013/14 has been recorded. Most of the underspend had been used to replenish expenditure during the year from reserves.

The Committee asked for a short summary of the accounts to be prepared for the benefit of the public.

Resolved: *To recommend the adoption of the accounts.*

To request a short summary of the accounts for the benefit of the public.

- 16 **Audit Commission Work Programme and Scale of Fees** A letter from the Audit Commission was circulated for the Committee's information. This mentioned a fees rebate. The Committee requested that this be recorded as an outstanding action.

Resolved: *To note the letter and request confirmation at the September 2014 meeting of the Committee that the rebate has been paid.*

- 17 **Insurance Arrangements** A report by the Chief Finance Officer was circulated which set out the current insurance arrangements for the Offices of the Police and Crime Commissioner and Chief Constable. It reported that there should be a joint procurement for insurance services involving Avon and Somerset, Devon and Cornwall, Dorset, and Wiltshire to achieve even greater value for money.

Resolved: *To note the report.*

- 18 **Scheme of Governance**

Resolved: *To note that a new scheme of governance incorporating financial and contract regulations for the Office of the Police and Crime Commissioner and Chief Constable had been adopted by the Commissioner's Monitoring Board.*

- 19 **Whistle Blowing Policy** A draft whistle blowing policy for the Office of the Police and Crime Commissioner was circulated. This had been prepared at the request of the Committee but it reflected also the Commissioner's wish that a whistle blowing policy should be available to those working in collaboration with Wiltshire Police and Wiltshire Council employees under the integration. The policy should include the contact details of the Chair of the Independent Audit Committee who has a role in the policy.

Resolved: *To recommend adoption of the policy.*

- 20 **Dates of Future Meetings**
5.30 pm Thursday 18 September 2014 at County Hall Trowbridge
9.30 am Friday 19 December 2014 at Police HQ Devizes.

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