

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

**MINUTES** of the **INDEPENDENT AUDIT COMMITTEE** meeting held at Police HQ, Devizes on Monday 21 March 2016

Present: Ms C Baynes, Mr K Bellamy, Mr P Hall (Chairman), Mr D Line, and Mr R McMillan

In Attendance: The Police and Crime Commissioner for Wiltshire, Chief Constable Mike Veale, Mr C Barker, Mr S Cooper, Mr A Johns, Ms R Kirby, Ms Z Sears, Mr I Murray (Grant Thornton), Mr J Murray (Grant Thornton), Ms G Hawkins (Grant Thornton), and Ms V Davies (internal audit)

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

- 1 **Apologies** – There were no apologies for absence.
- 2 **Declarations Of Interest** There were no declarations of interest.
- 3 **Minutes of the Independent Audit Committee Meeting held on 18 December 2015**

**Resolved:** To approve the minutes of the meeting of the Independent Audit Committee meeting held on 18 December 2015
- 4 **Outstanding Actions** A report by the Chief Executive was circulated. Updates were given on the outstanding actions that were not subject of separate items on the agenda as follows:
  - i)* To ask whether HMIC can send a representative to present its PEEL inspection reports to the Committee - Although HMIC had indicated it would send a representative a conflicting appointment meant that the proposed attendee could not be present at the meeting.
  - ii)* To ask for an update of the management of risk arising from the backlog of work within the Hi - Tech Crime Unit – The Force reported Wiltshire had a backlog of 90 cases. An external contractor had been procured to help reduce the backlog, with Wiltshire setting aside £75,000 to pay for this. As a result the backlog had been reduced to 30 cases. It was confirmed to the Committee that the submission of new cases had not caused the backlog to increase.

The Committee asked on what basis the backlog of further cases had been dealt with, and it was informed that it is on the basis of the most critical. This matter would be retained on the Outstanding Actions report.
  - iii)* To recommend that risk registers are shared with Avon & Somerset - It was reported to the Committee that the Senior Responsible Officer for the Strategic Alliance had acknowledged that sharing risk registers is a good idea but the stage had not been reached to make this a formal work stream. The Committee questioned why there is a need to wait when it had been informed there has been some informal sharing of risk registers between the Offices of the Police and Crime Commissioners.
  - iv)* To recommend a review of the Force's Firearms Licensing Team in view of

*the comments in the HMIC Efficiency Report* – The Chief Constable said the Force's Firearms Licensing Team is working well. The interaction with Avon & Somerset in the preparation for Strategic Alliance will be a useful test of the efficiency and effectiveness of the team.

- v) *To request an update on payments made to Wiltshire Council under the Integration* - The Chief Finance Officer reported that a solution had been agreed with the Council which will form the basis for a future payment structure.
- vi) *To request a report on how OPCC obtains assurance that value for money is obtained from grants paid out of the Commissioning Fund* – A separate meeting had been arranged between members of the Committee and the OPCC to discuss this.

**Resolved** – To note the report.

To request that the management of risk in the Hi-Tech Crime Unit remains on the Outstanding Action register.

- 5 **OPCC Risk register** The risk register for the OPCC and a report on the changes made since the December 2015 meeting were circulated. The Committee drew attention to the number of risks relating to regional collaboration. The Committee was advised that this should not be a surprise in view of the level of risk in collaborations. The election in theory also presents a risk to the collaborations that had been implemented.

The Committee asked about the risk of meeting the duties and aims under the Equality Act 2010. It was reported that an audit of Wiltshire Police's leadership and values had been commissioned but it was the view of the Chief Constable that they appear to be appropriate.

The Committee's attention was drawn to the addition of a new risk of the failure of the funding formula to provide Wiltshire with the funding it needs from 2017 to 2018. The Committee asked what would happen if this proved to be the case and it was informed that reserves would have to be used to maintain existing service levels.

**Resolved:** To note the current version of the OPCC risk register

- 6 **Internal Audit: Summary Internal Audit Progress Report** A report by the Internal Auditor was circulated. Particular attention was drawn to the following points in the report.

Complaints Management – As complaints policies are governed by statutory guidance, the Force cannot therefore develop its own policy. There are also anticipated statutory changes to the handling of complaints.

Payments to Wiltshire Council under the Integration – The Committee was updated on the payment for the IT services provided by Wiltshire Council. Although the annual amount to be paid by Wiltshire Police to Wiltshire Council had been agreed there is still a concern within the Council that the Police requires more IT services than the Council has anticipated. The Committee asked for an update at the September 2016 meeting.

**Resolved** : i) To note the report

- ii) To request an update on the amounts payable to Wiltshire Council under the Integration for the September 2016 meeting of the Committee.

- 7 **Internal Audit: Completing the Internal Audit for 2015 / 2016** The Internal Auditor reported that all field work for the Internal Audit for 2015/16 had been completed and the relevant draft reports had been issued. Feedback had been requested on the reports in time for the annual report to be issued for the June meeting.

The Committee was advised that and TIAA and the South West Audit Partnership are liaising over the handover of the internal audit service. Both TIAA and the South West Audit Partnership would be attending the June 2016 meeting.

**Resolved:** To note the report.

- 8 **Internal Audit Plan 2016/2017** The draft internal audit plan prepared by the South West Audit Partnership was circulated at the meeting. The external auditor's view on managing the change of internal auditors was invited. Its view is that auditors need to go through two audit cycles to understand an organisation. South West Audit Partnership will need to remain in contact with TIAA and TIAA confirmed it would support this.

The Committee's comments on the draft internal audit plan were invited and it proposed an audit on the risk management of the change programme, payment arrangements under the Wiltshire Council Integration, and to review the risk registers for ideas for audits.

**Resolved:** To note the report

To request a review of the internal audit plan at the June 2016 meeting of the committee.

- 9 **External Audit Update** A report by the External Auditor was circulated. The members of the new audit team from Grant Thornton were also welcomed by the Committee.

The Committee's attention was drawn in particular to the appointment by police services of its own external auditors by December 2017. Police services can collaborate over that appointment.

There are also revised statutory provisions for the inspection by the public of the accounts.

**Resolved:** To note the report

- 10 **External Audit Joint Audit Plan 2015 / 2016** A report by the external auditor was circulated. The external auditor went through its audit approach. One point to which it drew the Committee's attention is the need to account for the asset and liability relating to the Firearms Training Facility at the Blackrock Quarry in Portishead.

**Resolved:** To note the report.

- 11 **HMIC Reports on the PEEL Inspection of 2015** The three HMIC reports on efficiency, effectiveness and legitimacy from the 2015 inspection were circulated. The Force commented on the results and the areas for improvement identified by HMIC. The Committee was informed that in some cases the Force had to make

difficult decisions on operational practice to meet national targets. The Committee asked how many areas for improvement had been resolved. Although there is an improvement plan it was pointed out to the Committee that the publication of the report coincided with the Force's preparation for the next inspection.

**Resolved:** To welcome the results of the inspection and to note the Force's presentation.

- 12 **Community Policing / STOP Project** The Force gave a presentation on the implementation of this project. The drivers behind this project include obtaining value for money at a time of austerity, and improving the customer experience of policing. The main benefits of the community policing team model have been identified as being: enhanced team working, giving teams greater ownership of individual cases, improving morale, and extending the skills of staff deployed within community policing teams.

The 'Go Live' for the whole of Wiltshire has been set for October 2016. The Committee asked the Chief Constable whether that date could be achieved. The Chief Constable said it could but the process of embedding the project may mean there is a dip in operational performance. The systems thinking behind the project will be tested by Bath University.

**Resolved:** To note the presentation

- 13 **Financial Update** The Chief Finance Officer updated the Committee saying that there may be an overspend for 2015/16.

The Committee asked to what extent reliance on regional collaboration will be required to generate savings. The budget for 2016/17 has been balanced with no further need for savings from regional collaboration but for 2017/18 savings from regional collaboration will be required.

The Force will also have to invest in certain operational areas, for example tackling cyber crime.

**Resolved:** To note the update.

- 14 **Police and Crime Commissioner Election May 2016 and Purdah** The guidance on the May 2016 Police and Crime Commissioner election prepared for police officers and staff in Wiltshire Police was circulated to members of the Committee. The Committee was advised that purdah for the election would begin on 30<sup>th</sup> March 2016. Members should therefore have regard to the guidance.

**Resolved:** To note the update.

- 15 **Dates of Future Meetings**  
All at Police HQ Devizes.

Friday 24<sup>th</sup> June 2016 at 9.30 am  
Thursday 8<sup>th</sup> September 2016 at 9.30 am

Monday 28<sup>th</sup> November at 1.30 pm

**PART II: Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

**16 Exclusion of Public**

**Resolved:** In accordance with Standing Order 6 of the Committee's Standing Orders to exclude the public from the meeting for the business specified in Item 17 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in paragraph 7 (*Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime*) of Appendix 2 of the Committee's Standing Orders.

- 17 Force Risk register** The Force's risk register was circulated. It had been submitted in Part 2 because it contains some sensitive operational information. The Committee asked that a version of the Force risk register should be produced so that it can be considered in Part 1.

The Force said that the two risks causing most concern are the backlog of investigative work in the Hi-Tech Crime Unit and the hours worked by staff on PTT firearms. The PTT firearms risk would be mitigated in 2016 through additional recruitment.

The Committee asked about the kidnap and extortion capability risk. The problem is that there had been a number of retirements which had affected the resilience for this function.

**Resolved:**

To note the Force's risk register.

To request that a version of the Force's risk register be produced so that it can be considered in Part 1 of the meeting.