

**POLICE AND CRIME COMMISSIONER FOR WILTSHIRE
AND CHIEF CONSTABLE OF WILTSHIRE POLICE**
Minutes of the JOINT INDEPENDENT AUDIT COMMITTEE
held on 15th June 2017 at 2.00pm
at Police Headquarters, London Road, Devizes

Present: Mr K Bellamy (Chairman), Ms C Baynes, Mr A Blair, Mr S Booth, Mr D Line,
Mr R McMillan

In Attendance: Mr C Barker (Chief Finance Officer), Mr N Darwish (Deputy Chief
Executive), Mr K Kilgallen (Chief Executive), Miss S Kyte
(Commissioning and Policy Officer, minutes), Mr I Murray (Grant
Thornton), Mr I Withers (South West Audit Partnership (SWAP))

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

1. **Apologies** Apologies were received from the PCC and the Chief Constable. The Chairman welcomed Alex Blair to his first meeting as a newly appointed Member, Ian Withers from SWAP, and to Naji Darwish and Sarah Kyte from the OPCC.

2. **Declarations of Interest** There were no declarations of interest.

3. **Minutes of the Joint Independent Audit Committee meeting held on 21st March 2017**

Resolved: To approve the minutes of the meeting held on 21st March 2017 as an accurate record and for the Chairman to sign the minutes.

4. **Outstanding Actions**

(27th November 2016, Minute 6): The Chief Finance Officer (CFO) stated that work was ongoing in creating a report structure to be used when reporting on all collaborations. The report structure would have more emphasis on the Wiltshire perspective, eg. is this collaboration working for Wiltshire, does it provide value for money for Wiltshire. This work would be completed shortly and a copy of the report structure brought to the next meeting.

Agreed that outstanding actions which are to be dealt with at future meetings will be marked as 'carried forward'.

Resolved: To update the outstanding actions as per the above.

5. **PCC Risk Register**

The Deputy Chief Executive (DCX) reported that the risk register had been completely overhauled following the publication of the PCC's new Police and Crime Plan. The register was now more closely aligned to the Plan and covered the same time frame (2017-20). The register is reviewed monthly on an informal basis and on a formal basis at quarterly meetings of the Commissioner's Monitoring Board. The following comments were noted:

- Requested that more information be provided in the summary column in future versions, eg. why risk score had changed
- Consider listing risks in chronological order based on the date the risk is identified

- *(Risk I10 and T4):* When considering these two risks and the 'BME representation within Wiltshire Police' on the Force risk register, there were 3 different scores with regard to the same piece of legislation (Equality Act 2010). The DCX provided clarification stating that Risk I10 related specifically to the OPCC and its policies and procedures, and Risk T4 was specific to the Force and ensuring its compliance with legislation. The risk on the Force risk register is an issue identified by the Chief Constable to be addressed and managed in order for him to deliver an efficient and effective police service to Wiltshire and Swindon. Members had requested that future reports identify differences in risk scores between PCC and Force risk registers and whether the difference is valid or not. However, Members were reminded that the PCC and the Chief Constable were two different entities and it was, therefore, acceptable for there to be differences in scoring and mitigation.
- *(Risk T2):* Evaluation report on the community policing team would be delayed slightly due to purdah as community consultation was required which would feed into the evaluation. Members requested that the report be submitted to the September meeting so they may consider the findings in relation to efficiencies and savings identified. A precise of anticipated benefits would be submitted alongside the evaluation report.

- Resolved:**
- a) *To provide more information in summary column on any changes to risk.*
 - b) *OPCC to consider listing risks in chronological order based on risk identified date.*
 - c) *Community Policing Team evaluation report to be considered at next Joint Independent Audit Committee meeting. A precise of anticipated benefits would also be submitted.*

6. **Internal Audit: Annual Opinion Report 2016-17**

Creditors Audit: Mr McMillan queried whether it was right for a 'reasonable' opinion to be issued by the auditors when 12 recommendations had been made, 7 of which were a 'priority 3' grading. The CFO stated he had seen nothing to cause him concern although his primary focus was on recommendations graded priority 4 or 5.

Resolved: *To note the annual opinion report.*

7. **Internal Audit: Update Report**

Resolved: *To note the update provided.*

8. **External Audit Update**

Mr Murray stated that Members would be aware of the changes to the timetable in order to produce the statement of accounts which would take effect from next year. It had been agreed that an attempt at the new time frame would be made this year so issues and lessons learned could be identified prior to this. So far the new revised deadlines had been met and it was hoped that the external auditors would be in a position to share the draft findings report with the CFO during July.

Resolved: *To note the update provided by Grant Thornton.*

9. **External Audit Fee Letters**

Resolved: *To note the external audit fee letters for the PCC and the Chief Constable.*

10. Draft Annual Governance Statements for the Police and Crime Commissioner and the Chief Constable

Statement of Accounts, Page 9 – it was agreed that where JIAC was referenced the PCC and the Chief Constable should be added as attendees of meetings.

Statement of Accounts, Page 13 – with regard to the partnership working risk, it was felt that rather than the risk being mitigated, it had been reduced and that the governance statement should be amended accordingly.

Resolved: *To note the draft annual governance statements and Members' comments and suggest changes to the PCC's and Chief Constable's annual governance statements as detailed above.*

11. Draft Statement of Accounts for 2016-17

Due to a new timetable coming into force next year, the Statement of Accounts were completed in nine weeks this year instead of the usual 11 weeks. The CFO stated he would like his thanks to be recorded to Andy Massey, Senior Accounting Technician, and his team in meeting this challenging deadline. The following comments on the statement of accounts were made:

Page 26 – 1.20 Property, Plant and Equipment: Physical evaluations were conducted every three years with desk based evaluations carried out in the other two years.

Page 32 – Injury Payments: Payment is made to those members of staff who are no longer fit to continue working. Home Office regulations require the home force to pay a lump sum of twice the individual's pensionable pay to the Home Office. This acts as a disincentive to prevent forces removing staff due to ill health. The CFO stated that there had been more injury payments in 2016-17 than anticipated. This was likely to be the same for 2017-18 and the ill health reserve had been increased as a result of this.

Page 32 – Other Tax and Non-Specific Grant: This is made up of three items, normal general capital grant (£479k), ESMCP capital grant (£478k), and DEMS capital grant (£72k).

Page 37 – Police Officer Overtime: CFO reported that overtime payment was over budget but that this was due to the number of police officers leaving the organisation.

Page 37 – Premises Costs: Significant cost saving of £400k made due to a review of rates carried out and obtaining a rebate. This is a one-off saving.

Pages 63-64 Senior Officer Remunerations: The CFO stated that there had been a 1% pay increase to all staff. Where this appeared to be higher with senior officer staff, this was due to either spinal point progression or promotion.

The Chairman thanked the CFO for the presentation of the accounts and for the Members briefing.

Resolved: a) *To note that the Committee were pleased on the steady progress made in achieving a tighter deadline for the closing of the accounts.*

b) *That the Committee note the draft Statement of Accounts.*

12. Joint Independent Audit Committee Draft Work Plan 2017-18

Resolved: *To agree the contents of the draft work plan and approve as a final document.*

13. Independent Audit Committee Annual Statement

Resolved: *To delegate authority to the JIAC Chairman and the OPCC DCX to produce a draft annual statement for circulation to Members prior to approval.*

14. Insurance Arrangements

The CFO introduced the report informing Members that the PCC and the Force use an insurance broker as part of a regional contract for the south west forces. The Force has become increasingly 'self-insured' in recent years with high excess levels. This has helped to reduce overall costs and deliver value for money. Checks continued to be made to ensure appropriate insurance was in place at the appropriate level.

Resolved: *To note the content of the report.*

15. Review of PCC Whistleblowing Policy

Mr Line highlighted that the worthiness of a whistleblowing policy comes from staff – whether they know about the policy, have confidence in it, and would use it should they ever need to. Consideration would be given to surveying the views of OPCC staff on this policy although it was accepted it would be difficult to do this anonymously due to the small numbers of staff working within the office.

Paragraph 2.1 should be amended to be more explicit in the application of this policy to those working under contract to the OPCC.

- Resolved:**
- a) *To amend Paragraph 2.1 to be more explicit in the application of this policy to those working under contract to the OPCC.*
 - b) *That the Chief Executive and the Deputy Chief Executive would give consideration to the surveying of views of OPCC staff on the whistleblowing policy.*
 - c) *To note the content of the policy.*

16. Date of Next Meeting

Tuesday 12th September 2017 at 2pm at Police Headquarters, Devizes

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

17. Exclusion of the 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 Items 18 and 19 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 3 (information relating to the financial or business affairs of any particular person (including the PCC or CC if it holds that information)) of Appendix 2 of the Committee's Standing Orders.*

18. Force Risk Register

Operational Resourcing and Deployment Levels: The CFO stated that a Gold Group on force resources had been established. This would look at number of officers to be recruited in the near future, how this would be done, and impact on other Force departments (eg. vetting). More officers appear to be retiring as soon as they are able and whilst the Force needs to ensure it has sufficient officer numbers to police

Wiltshire and Swindon, this has to be balanced against having too many officers as the Force modernises the service it delivers and make the necessary savings to balance the budget.

Resolved: *To note the Force Risk Register.*

19. Internal Audit: Update Report Appendices D and E

Appendix D Wiltshire Police Outstanding Recommendations (priority 3, 4, 5): An updated Appendix D was circulated at the meeting. Members welcomed sight of a more completed document and looked forward to receiving this at future meetings.

Appendix E ICT Network Controls Follow Up: The CFO reported that SWAP were the internal auditors for both Wiltshire Council and the PCC / Force. The Wiltshire Council Head of ICT would be happy for a joint internal audit report to be provided (ICT requirements for PCC / Force are provided by Wiltshire Council) and the CFO will pursue this with his counterpart at Wiltshire Council. It was hoped that this would provide some savings in officer time but also allow SWAP more time to conduct further investigations.

Resolved: a) *To note the amended Appendix D.*

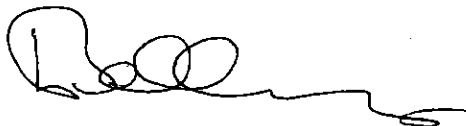
b) *That the CFO would pursue the option of a joint ICT internal audit report with his counterpart at Wiltshire Council.*

20. Internal Audit: Control of Ammunition and Firearms Report

The CFO informed Members of the difficulty experienced in obtaining updates in relation to the internal audit report. On the face of it though, good progress had been made. The CFO would be requesting a follow-up audit to take place by 31st December 2017 to ensure processes are in place. He would ask the auditors to specifically look at management of staff outside of the tri-force agreement and potential impact on Wiltshire. The follow-up audit would also provide clarity around the software used to record training information and look at instances when this had been unavailable. This course of action was supported by the Committee.

Resolved: *To note the update provided by the CFO and that he would be requesting a follow-up audit to take place by 31st December 2017.*

The meeting commenced at 14.00
and concluded at 15.35



Chairman

