

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

**Minutes of the JOINT INDEPENDENT AUDIT COMMITTEE
held on 12th September 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 A Macpherson (Police and Crime Commissioner),
Chief Constable M Veale, Mr C Barker (Chief Finance Officer),
Mr N Darwish (Deputy Chief Executive), Miss S Kyte (Commissioning
and Policy Officer, minutes), Mr I Murray (Grant Thornton), Mr J Murray
(Grant Thornton), Mr R Bamberger (SWAP), Mr D Newens (SWAP)

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

1. **Apologies** There were no apologies.

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

3. **Minutes of the Joint Independent Audit Committee meeting held on
15th June 2017**

Resolved: To approve the minutes of the meeting held on 15th June 2017 as an
accurate record and for the Chairman to sign the minutes.

4. **Outstanding Actions**

Resolved: Noted that all outstanding actions had been completed since the
circulation of the agenda and the papers.

5. **PCC Risk Register**

The DCX provided Members with a brief overview of the current PCC risk register. In
response to questions raised by Members, the following was noted:

Risk I2 (*Failure to produce a MTFs that enables the PCC to deliver his P&C Plan
priorities and fails to identify delivery of necessary savings*) and Risk T1 (*Review of
funding formula does not provide additional resources or reduces resources to
Wiltshire*) were separate risks so scoring between the two did not need to be
consistent. Risk T1 focusses purely on the funding formula while Risk I2 looks at the
delivery of the P&C Plan and the commissioning of all services, not just the police.

DCX will review Risk I5 (*Failure to maintain an effective partnership with criminal
justice agencies and commissioning of effective services for victims*) and Risk I8 (*ICT
services are not resilient and transformational to support effective and efficient
policing*) and identify project end date and an expected date for delivery of the
disaster recovery plan.

Risk T3 (*Delayed implementation of new communication system as a result of
national change-over from Airwave Tetra to new 4G based ESN*) – this is a national
project over which the PCC and the Chief Constable have limited influence. A Chief
Constable has been appointed to a national co-ordinating role to ensure the best

interests of the police service. A revised plan of the introduction of ESN is expected in November 2017 which should provide a new date for implementation and provide detail of the subsequent financial implications. The CFO will report on this item again to the December JIAC meeting.

- Resolved:**
- a) *That the DCX will review Risk 15 and Risk 18 and identify a project end date and anticipated date for delivery of disaster recovery plan respectively.*
 - b) *That the CFO will provide a further update on the ESN project at the December JIAC meeting.*
 - c) *To note the update and the current version of the PCC risk register.*

6. Internal Audit: Update Report

Further to the report circulated, SWAP stated that the issue of finalising reports within 10 days of the draft being issued had been revised. This was due to a number of issues being experienced with staff on rest days and working shifts and the 10 day deadline not being met on a number of occasions. SWAP would now produce a 'discussion document' which would be 'live' for 30 days. Following completion of the 30 days, a final draft would be issued and there would then be 10 days for any issues to be raised. The final report would be issued on completion of the 10 days.

Members noted the 80% target for customer satisfaction which currently stood at 79%. This was purely for Wiltshire and not for all police forces that SWAP work with. The score was based on responses from post-audit questionnaires. The CFO stated he had not seen any of these returns and would be interested in the comments made. SWAP was asked to include further information around this process (including the reasons why the target was set at 80%) in their update report to the December JIAC meeting.

- Resolved:**
- a) *That the internal auditors would include further information on the setting of the customer satisfaction target at 80% in their update report at the December JIAC meeting.*
 - b) *To note the update provided.*

7. Internal Audit: Outstanding Audit Recommendation

SWAP circulated a copy of this report at the meeting. Members were given an opportunity to read the document which was then presented by Rupert Bamberger.

Members noted that through close working between SWAP and the CFO most recommendations had been agreed and implemented. Completed recommendations would be removed from future reports.

The CFO provided a verbal update on the control of ammunition/guns/tasers report having received a three page update from the Superintendent on how the Force is responding to this. The responses provided were factual and did not necessarily provide the complete assurance required by the CFO. However, the CFO was confident that these matters were being addressed. The CFO confirmed that SWAP had been asked to complete a follow-up audit by the end of the calendar year.

- Resolved:**
- a) *To note the verbal update provided by the CFO on the control of ammunition/guns/tasers audit.*
 - b) *For the CFO to request 32476 (HR Management) be removed from future editions of the report as the recommendation was not considered a governance failure.*

8. Internal Audit: South West Police Officers Pensions Board Audit Report

Members were reminded that the original report had been produced in March 2017 following audit reviews in Devon and Cornwall, and Dorset. An audit had been scheduled for Wiltshire but as the three forces are all part of the same contract it was agreed that Wiltshire would review the findings of the two reports and that a follow-up audit would be carried out in Wiltshire. A number of recommendations had been made and it was hoped that the majority of these would be agreed at the next regional Police Pensions Board meeting (12th October 2017).

The CFO took the opportunity to update Members on the transition from the current pensions provider, Capita, to the implementation of a new contract where the service would be provided by Kier. The four regional forces who are part of this contract would move to the new provider in two tranches. Wiltshire would be in the second tranche and change providers in January 2018.

Resolved: *To note the updates provided by internal audit and the CFO.*

9. Joint Audit Findings Report 2016-17

The deadline for completion of statement of accounts will change for the 2017-18 accounts and will need to be completed by the end of July 2018. The closure of accounts for 2016-17 saw a dry run of the new timetable with the substantial report completed by the end of July 2017. It is anticipated that an unqualified statement would be issued on both the statement of accounts and value for money conclusion. The CFO stated that the new timeframe would place increased pressure on the finance team and a leave ban would be in place over the Easter period impacting upon their families as well. Due to the tight timescales, there may be more estimations included in the accounts which means it would be less likely the auditors would issue a clean audit report as was the case this year.

The Force Senior Accounting Technician requested his thanks be passed to Grant Thornton for their assistance in meeting the deadlines for the revised timetable.

Resolved: *To note the report by Grant Thornton and the verbal update provided by the CFO.*

10. Statement of Accounts for 2016-17

Resolved: *To note the Statement of Accounts and for these to be signed by the CFO and the PCC.*

11. Appointed Auditors Process

Resolved: *To note that Grant Thornton have been appointed as the external auditors for the next auditing period.*

12. HM Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS)

The Chief Constable stated that Wiltshire had recently been subjected to a light touch inspection from HMICFRS due to good performance in previous inspections. This was a fantastic accolade for the Force. Wiltshire is considered an outlier in terms of the performance of the Force as it is only one of a small number of forces graded as good. The other forces had been graded as either 'inadequate' or 'requires improvement'. The inspection recognised the leadership within the Force and graded this as outstanding.

Members asked what media opportunities were being taken to present this good news to the public. This was being managed by the PCC Comms team. The Chief Constable acknowledged that the Force needed to get better at marketing itself

and the police service as a whole.

Members noted that Wiltshire Police had recently featured in the Channel 4 programme '999: What's Your Emergency' and the Chief Constable was pleased with how police officers and PCSOs presented themselves and reflected the values and behaviours of Wiltshire Police.

The PCC, the Chief Constable, and Wiltshire Police all make use of social media and it was agreed that the relevant details would be circulated to Members.

The Committee Chairman requested that the substance of this debate be included in the annual statement due in June 2018.

- Resolved:**
- a) *All social media links to be circulated to JIAC Members and attendees.*
 - b) *OPCC to make note of this debate for inclusion in the annual statement due in June 2018.*
 - c) *To note the update provided by the Chief Constable.*

13. Staff Pulse Survey

Kate Taylor, a member of the Corporate Communications team, delivered a presentation to Members on the findings of the Staff Pulse Survey. A copy of this presentation would be made available to Members following the meeting. It was noted that there was a lower response rate to this survey than previously but this could not be attributed to one particular area. To prevent the meeting from overrunning, it was agreed that Members would email the OPCC with any questions they wished to raise.

- Resolved:**
- a) *To note the presentation on the Staff Pulse Survey and that this would be circulated to Members following the Meeting.*
 - b) *That Members would email the OPCC with any questions they had resulting from the presentation.*

14. South West Forensic Services to Wiltshire

The CFO took Members through the report which was an example of the style of report to be used when reporting on collaborative arrangements which Wiltshire were involved with. The report looked at how Wiltshire was benefiting from the collaboration and whether value for money was being achieved. It was noted that under CSI Services and ID Services, Wiltshire was listed twice and that one of these listings should be Dorset.

- Resolved:**
- a) *To note the content and reporting style of the report.*
 - b) *That the CFO would advise the authors of the double mention of Wiltshire and that it should read Dorset.*

15. Expenses Update

Resolved: *To defer this item to the next meeting.*

16. Date of Future Meetings

Wednesday 6th December 2017 at 2.00pm

Wednesday 21st March 2018 at 2.00pm

Thursday 7th June 2018 at 9.30am

Thursday 19th July 2018 at 2.00pm

Thursday 15th November 2018 at 2.00pm

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

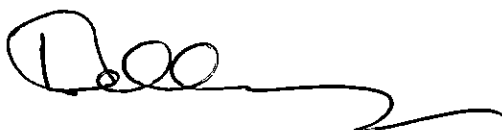
17. Exclusion of the Public

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 Item 18 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

Resolved: a) *To note the contents of the Force Risk Register and the updates provided by the CFO.*

The meeting commenced at 14.00
and concluded at 15.45



Chairman

GLOSSARY

CFO	Chief Finance Officer
DCX	Deputy Chief Executive
ESN	Emergency Services Network
HMICFRS	Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services
JAC	Joint Independent Audit Committee
OPCC	Office of Police and Crime Commissioner
PCC	Police and Crime Commissioner
RMP	the tool used to manage the Daily Management Meeting
SWAP	South West Audit Partnership

