

**POLICE AND CRIME COMMISSIONER FOR WILTSHIRE
AND CHIEF CONSTABLE OF WILTSHIRE POLICE**
Minutes of the JOINT INDEPENDENT AUDIT COMMITTEE
held on Thursday 7th June at 9.30am
at Police Headquarters, London Road, Devizes

Present: Mr K Bellamy (Chairman), Mr A Blair, Mr R McMillan

In Attendance: Mr A Macpherson (Police and Crime Commissioner), Mr C Barker (Chief Finance Officer), Mr N Darwish (Deputy Chief Executive), Ms G Hawkins (Grant Thornton), Mr E Nichols (SWAP), Ms L Wicks (SWAP), Miss S Kyte (minutes)

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

1. **Apologies** Rupert Bamberger (SWAP), David Line (JIAC Member), Iain Murray (Grant Thornton), Jackson Murray (Grant Thornton)
2. **Declarations of Interest** There were no declarations of interest.
3. **Minutes of the Joint Independent Audit Committee meeting held on 21st March 2018**

Resolved: *To approve the minutes of the meeting held on 21st March 2018 as an accurate record and for the Chairman to sign the minutes.*

4. **Outstanding Actions**

Meeting Date: 21st March 2018

Minute 7a Medium Term Financial Strategy (MTFS): Members had been asked to advise the Committee Chairman of any queries they had in relation to the MTFS. In David Line's absence, who had raised the majority of questions, the CFO's response was deferred until the next meeting in July.

JAC Annual Self-Assessment: The CFO stated he had produced an assurance map for finance but consideration now needed to be given as to how this was taken forward across the Force and how this was measured against current demand. The Chairman advised he had asked internal audit to do some research on assurance mapping and that a further report would be provided to this meeting in due course.

Resolved: *To note the updates provided with regard to the outstanding actions and for these to be updated accordingly.*

5. **Presentation on Cyber Security** The Force Head of Information Management and Assurance attended the meeting to deliver a presentation on cyber security. Due to the current ongoing issues highlighted by the presentation, Members requested an update on this business area in twelve months' time.

Resolved: *To note the presentation and that an update on cyber security would be delivered to the Committee in twelve months' time.*

6. Police and Crime Commissioner Update A verbal update was provided by the Police and Crime Commissioner and the following key issues noted:

Op Fairline: The Force had coped well with this operation whilst maintaining day-to-day operations. It had severely tested the resilience of the Force and contingency plans had been activated such as the scale and impact of the operation (eg. police officers and staff relocating from Bourne Hill to Five Rivers). The DCX stated that as a direct result of Op Fairline, there was a potential delay of around 8-10 weeks with regard to the delivery of the Commissioner's Police and Crime Plan. The impact of Op Fairline was recognised on the PCC's risk register. A debriefing exercise was due to commence shortly when lessons learned would be identified. Members asked for an update to the November meeting.

Mental Health Triage: In the recent PEEL Effectiveness inspection by HMICFRS, HMICFRS had recognised the Mental Health Triage service, commissioned by the Commissioner and the two Clinical Commissioning Groups, as 'outstanding'. The Commissioner invited Members to visit the Crime and Communications Centre to witness the work of the team.

Drones: The Force has been awarded the status of 'National Qualified Entity' enabling it to train emergency service drone pilots. Wiltshire was only the second UK police force permitted to do so and the first to be permitted to train members of the public.

Disability Confidence: Wiltshire had become the first force in the country to receive the highest Level 3 Disability Confidence leader status – the Government's top accreditation.

- Resolved:**
- a) *To provide Members with an update on Op Fairline and lessons learned at the November meeting.*
 - b) *To note the invitation from the Commissioner to JIAC Members to visit the Crime and Communications Centre to witness the work of the Mental Health Triage team.*
 - c) *To note the update provided by the Police and Crime Commissioner.*

7. Chief Constable Update The CFO provided a verbal update on behalf of the Chief Constable.

Op Fairline: Current estimate for the cost of this operation was £7.5m although the CFO stated that there was still some uncertainty around this. It was anticipated that the Home Office would reimburse the Force for the costs incurred for the operation.

Executive Leadership Team (ELT): A new top level team was now in place following the appointment of T/Chief Constable Kier Pritchard. He had expanded the original senior command team and it now included: Chief Constable, DCC, 2 ACCs, the CFO, Head of Business Improvement, Head of People Services, and Head of Corporate Communications.

HMICFRS: The PEEL inspection regime for this year would operate differently with HMICFRS not visiting the Force until December (the visit usually takes place earlier in the year).

The Committee Chair stated that it was unfortunate the Chief Constable was unable to attend the meeting or the DCC in his absence, but he understood he was due to attend the next meeting scheduled for July.

- Resolved:**
- a) *To note the verbal update provided by the CFO.*

8. **PCC Risk Register** A report by the Deputy Chief Executive had been circulated with a copy of the PCC's risk register as at May 2018. The following points were noted:

Risk I8 (ICT Services with Wiltshire Council are not resilient and transformational to support effective and efficient policing): The CFO reported that the Gold Group was still operating and that the number of issues to be addressed had reduced from 119 to 30. However, ICT compliance was continually being reviewed with standards increasing thus making it difficult to achieve total compliance.

Risk T4 (Wiltshire Police fail to have operational and organisational policies that meet the duties and aims under the Equality Act 2010): The final report for the Equalities audit was expected imminently. Internal Audit advised that a 'partial' opinion was likely to be given.

- Resolved:**
- a) *OPCC to ensure that summary column for all risks identify whether scores have increased, decreased, or maintained.*
 - b) *That current vacancy levels be included in the summary column for Risk T6 (unable to continue to meet demands of frontline policing).*
 - c) *That Internal Audit would conduct some research on risk registers and identify risks monitored by other JIACs.*
 - d) *To note the PCC risk register and the covering report.*
 - e) *That a narrative version only of the PCC Risk Register would be provided for the July meeting.*

9. **Internal Audit: Annual Opinion Report 2017-18** A report had been circulated by the Internal Auditors and the following key points noted:

- 14 audits had been completed during 2017-18
- Of these, 8 received a 'reasonable' opinion, 3 'partial', 1 'substantial', 1 'advisory', and one audit was a follow-up review
- No high risks were identified in the any of the audits
- A 'reasonable' assurance was provided by the Internal Auditors for both the PCC and the Chief Constable
- Follow-up audits would be conducted on the three areas where a 'partial' opinion had been given
- There was still a delay in the issuing of finalised audit reports but this was being experienced in other police force areas as well

Members asked Internal Audit and the CFO how they felt the relationship was working. It was noted that both sides felt it was working well and that the role of the CFO PA in the co-ordination of draft reports and updating on outstanding recommendations was key to the improvement in this process.

- Resolved:**
- a) *That future Internal Audit annual reports would include a completion date when reviewing the previous years' work plan.*
 - b) *To note the content of the report and the 'reasonable assurance' provided by the Internal Auditors for both the Commissioner and the Chief Constable.*

10. **Internal Audit: Update Report**

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

11. Outstanding Internal Audit Recommendations A report by the CFO had been circulated and the following key points were noted:

- A follow-up audit for Covert Accounts would take place
- The CFO had concerns surrounding the implementation of the recommendations made by the Stores Management audit and that these were being progressed with the DCC

Mr McMillan queried the use of language in some of the management responses where terms such as 'agreed to raise the issue', 'remind staff', 'agreed to the request' appeared to be a softening of language previously used (eg. update, mandate). The Internal Auditors confirmed that the reason for doing this (in the examples provided) was to reflect the findings of the audit (ie. controls were in place but only a small number of examples were found where controls had not been followed and the consequences were minor).

- Resolved:**
- a) As this report would not be produced for the July meeting, it was agreed that an updated version would be circulated to Members outside of the Committee at an appropriate time to be agreed with the Chairman and CFO between now and the November meeting.*
 - b) To note the content of the report.*

12. External Audit Progress Report

- Resolved:**
- a) Details of the National Police Audit Committee Conference would be circulated to Members.*
 - b) To note the content of the report.*

13. Draft Annual Governance Statements for the Police and Crime Commissioner and the Chief Constable Members were referred to the relevant sections of the Group Statement of Accounts and the Chief Constable's Statement of Accounts. The CFO provided a verbal update and the following was noted:

- The CFO would like to include more performance information but this was not possible due to the timescales of producing the statement of accounts and that the Office of National Statistics did not produce year end crime figures until towards the end of June / early July
- Two significant governance risks had been identified
- Due to a better than anticipated budget settlement for this year and that this was likely to be the same for 2019-20, it was felt that 'financial context' was no longer a significant governance issue and could be removed
- The delivery of the Police and Crime Plan is likely to be delayed due to Op Fairline but this continues to be monitored and is considered a significant governance risk
- The CFO concluded that a good governance framework was in place and that steps would be taken to further enhance the governance arrangements over the coming year
- That the Chief Constable's annual governance statement was the same as the Police and Crime Commissioner's with the exception of section one (scope of responsibilities)

Members queried whether ICT should be included as a significant governance risk. The CFO agreed to consider this request. It had not been included previously as

Wiltshire was currently ahead of other police forces in the provision and use of ICT by officers and staff.

Members asked that the statement be amended to reflect that the Committee was the 'Joint Independent Audit Committee' and that there was provision for five members.

- Resolved:**
- a) *That the CFO would consider whether ICT should be included as a significant governance risk.*
 - b) *To make the amendments as requested by Members as detailed above.*

14. Draft Statement of Accounts for 2017-18

Resolved: *To note the draft statement of accounts.*

- 15. Insurance Arrangements** The CFO reported that ongoing discussions were taking place with the provider with regard to current arrangements. He had requested some further information from them in order to inform the report to the Committee but this had not yet been received. It was agreed to defer this report to the July meeting.

Resolved: *To defer this item until the meeting scheduled for 19th July 2018.*

- 16. ICT Skills Gap Analysis** A report by the CFO had been circulated.

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

17. Date of Future Meetings

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

18. 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 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 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.*

- 19. Force Risk Register** A report had been circulated and updates provided by the CFO were noted.

Resolved:

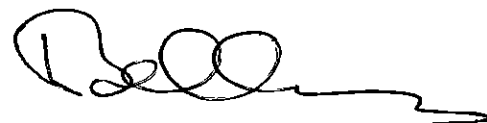
- a) *To note the content of the report and the verbal updates provided by the CFO.*
- b) *That a narrative version only of the Force Risk Register would be provided for the July meeting.*

- 20. Internal Audit: General Data Protection Regulation (GDPR) Readiness** A report had been circulated by Internal Audit which the Chairman agreed to accept as a late item. The Force had conducted a self-assessment process and the position statement was based on the position of compliance of the Force as at 24th May 2018 (before GDPR came into effect on 25th May 2018). Internal Audit stated they were

pleased with the progress the Force has made and that a comprehensive action plan was in place in order to ensure compliance within six months. It was noted that the risk of non-compliance would be added to the PCC and the Force risk register.

- Resolved:**
- a) *To note the content of the report and the commitment made by the Force to be compliant within six months.*
 - b) *To request an update on GDPR for the November meeting.*

The meeting commenced at 9.30am
and concluded at 12.00noon



Keith Bellamy
JAC Chairman

GLOSSARY

ACC	Assistant Chief Constable
CFO	Chief Finance Officer
DCC	Deputy Chief Constable
DCX	Deputy Chief Executive
ELT	Executive Leadership Team
HMICFRS	Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services
ICT	Information, Communication and Technology
JAC	Joint Independent Audit Committee
MTFS	Medium Term Financial Strategy
OPCC	Office of Police and Crime Commissioner
PA	Personal Assistant
PCC	Police and Crime Commissioner
PEEL	Police Effectiveness, Efficiency, and Legitimacy
SWAP	South West Audit Partnership