

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

**Minutes of the JOINT INDEPENDENT AUDIT COMMITTEE  
held on Thursday 15<sup>th</sup> November at 2.00pm  
at Police Headquarters, London Road, Devizes**

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

**In Attendance:** Mr A Macpherson (Police and Crime Commissioner), Kier Pritchard (Chief Constable), Mr C Barker (Chief Finance Officer), Mr N Darwish (OPCC Deputy Chief Executive), Ms G Hawkins (Grant Thornton), Mr I Murray (Grant Thornton), Mr E Nichols (South West Audit Partnership), Ms L Wicks (South West Audit Partnership), Miss S Kyte (minutes)

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

1. **Appointment of Chairman** Keith Bellamy appointed as Chairman for ensuing year.
2. **Apologies** Rupert Bamberger (SWAP)
3. **Declarations of Interest** There were no declarations of interest.
4. **Minutes of the Joint Independent Audit Committee meeting held on 19<sup>th</sup> July 2018**

**Resolved:** *To approve the minutes of the meeting held on 19<sup>th</sup> July 2018 as an accurate record and for the Chairman to sign the minutes.*

5. **Outstanding Actions**

Meeting Date: 21<sup>st</sup> March 2018

*Minute 7a Medium Term Financial Strategy:* David Line asked whether police officer numbers had been calculated for the cycle of the MTFs, what was the level of confidence in the accuracy of these figures, and whether they could be shared with the JIAC. The CFO stated that figures would be calculated for 2019-20 but there was not a clear plan on the remaining two years due to uncertainty in funding levels. The Commissioner highlighted that support staff roles played an equally important part in keeping the Wiltshire public safe and that focus should not be primarily on police officer numbers. The DCX stated that in recent years a lot of effort had been put into workforce planning and using evidence based assumptions on numbers of staff expected to leave the Force on a monthly basis. The Committee requested that the workforce plan be shared with them.

Meeting Date: 21<sup>st</sup> March 2018

*Minute 10 JIAC Annual Self-Assessment:* Internal Audit to prioritise the development of an assurance framework as an urgent matter and progress with CFO.

- Resolved:**
- a) *For the CFO to circulate the workforce plan to JIAC Members.*
  - b) *That internal audit would prioritise the progress of an assurance framework with the CFO.*

- c) *To note the updates provided with regard to the outstanding actions and for these to be updated accordingly.*

**6. Recruitment of Independent Member to the JIAC** The Chairman updated the Committee with regard to the recruitment of an Independent Member and was pleased to announce that Kathryn Amey was the successful candidate. The Chairman believed Kathryn would make a valued contribution to the Committee and looked forward to welcoming her to the March meeting.

**7. JIAC Annual Report 2017-18**

The document was approved and, once signed by the Chairman, would be published on the Commissioner's website. In future, it was agreed that the JIAC annual report should form part of the Commissioner's annual report.

**Resolved:** a) *To approve the annual report and, once signed by the Chairman, to be published on the Commissioner's website.*

b) *That in future, the JIAC annual report would be an addendum to the Commissioner's annual report.*

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

- Jerry Herbert had been appointed as Deputy Police and Crime Commissioner. He started in the role in August, working two days a week.
- The Commissioner's Annual Report had been published and a copy provided to all Members
- The Commissioner continued to canvas local MPs on the issue for fairer funding for Wiltshire

**Resolved:** *To note the update provided by the Police and Crime Commissioner.*

**9. Chief Constable Update** The Chief Constable provided a verbal update and the following key issues noted:

- Increase in 999 calls had been significant and police service is becoming more reactive rather than preventative
- NPCC working on response to spending review, drawing on evidence contained in Force Management Strategies and raising the issue of fairer funding
- Workforce Strategy – working with higher education providers to understand how the Force meets national requirements for Police Education Qualification Framework
- Brexit – contingency planning for all eventualities with Force and Local Resilience Forum

The Chairman and David Line thanked the Chief Constable for the opportunity to meet with him on a one-to-one basis.

**Resolved:** a) *To note the verbal update provided by the Chief Constable.*

**10. PCC Risk Register** A report by the Deputy Chief Executive had been circulated. The following points were noted:

*Risk 18 (ICT services are not resilient and transformational to support effective and efficient policing):* Following questions raised by Members, the CFO provided an update on the current situation with regard to this risk.

*Risk 19 (Police collaborative arrangements do not deliver anticipated benefits due to weak governance and accountability and / or the impacts outweigh business benefits):* Members queried whether the recently announced changes to Tri-Force meant that savings would be lost. The DCX reported that the impact of these changes and the detail were currently still being worked through.

**Resolved:** a) Amend Risk T9 to say 'Failure to re-commission service for victims of crime'.

b) To note the report and the updates provided.

**11. Op Fairline and Op Fortis – Update and Lessons Learned** The CFO delivered a presentation giving a brief overview of Op Fairline and Op Fortis before moving on to reflections and key learnings. The following key points were noted:

- Policing is 'one team' which includes back office functions such as finance, estates, fleet, information assurance, HR, Occupational Health Unit – there is now a better appreciation and understanding of this
- Human contact and regular communications with the community is essential
- Although attempted to carry on with business as usual it is not always possible
- Following the review carried out by College of Policing, 25 national recommendations and 7 local recommendations were made
- Lessons learned identified from Op Fairline were implemented for Op Fortis
- Operation costs so far were £7.5m and projected to rise to £10.8m
- The Government has provided funding of £6.6m to date with a further £3m requested

In response to a question by the Chairman, the Chief Constable confirmed that business continuity plans were being reviewed as a result of the 7 local recommendations that had been made.

**Resolved:** To note the update provided.

## **12. Internal Audit: Update Report**

SWAP provided a brief verbal overview of their current position. The Police Pensions Administration audit, which was a collaborative audit with other SWAP regional police partners, had been further delayed. This was now being pursued by the Assistant Director and it was hoped that the work would now be completed in quarter three.

### Equalities Audit

A partial assurance had been issued with regard to this audit that took place in the 2017-18 work plan quarter four. Due to the number of stakeholders involved, it had taken a longer period of time than usual from issue of draft report to final report (37 days). A number of policies and procedures were in place but not up to date, hence a partial assurance rather than no assurance. Approximately two years ago, Members received a presentation from the Force that said it would be driving forward the equalities agenda but this audit report did not reflect that situation. The CFO stated that in the two years there had been a number of legislative changes and policies had not been updated to reflect these. He circulated an update on the

recommendations made to provide assurance to Members that work was being done to implement the recommendations. D/Supt Smith had been appointed as Force lead to ensure this work was carried out and that momentum was maintained.

Recommendation owners had been asked to provide the CFO with dates for implementation and these owners will be held to account for these. The CFO would provide an update at the March 2019 meeting.

#### Corporate Risk Management Audit

Members challenged the CFO on the use of local risk registers. The CFO stated he was happy with the way in which the corporate risk register was now run but there needed to be a clear understanding of the purpose of local risk registers and what they achieved. This had been discussed at SD&T following the issue of this audit but it was yet to reach a conclusion on the future of local risk registers. It was agreed that the CFO would provide a verbal update on the use of local risk registers at the next JIAC meeting.

- Resolved:**
- a) *That an update on the recommendations from the Equality audit would be provided at the March JIAC meeting.*
  - b) *That a verbal update on the use and purpose of local risk registers would be given by the CFO at the March JIAC meeting.*
  - c) *To note the update provided.*

- 13. Outstanding Audit Recommendations** A report had previously been circulated by the CFO. David Line commented that of the 22 recommendations, he believed that 10 should remain open. Mr Line would forward the details of those recommendations to the OPCC so they may be further reviewed by the CFO.

- Resolved:**
- a) *David Line to forward details of those recommendations he believed should remain open to the OPCC for further review by the CFO.*
  - b) *To note the content of the report.*

- 14. External Audit Report** A report by Grant Thornton had been circulated. Following a question from the Chairman, the auditors confirmed the timetable for the closing of accounts worked well this year with the finance team being flexible and accommodating in meeting the earlier deadline. A regional event would be hosted by Grant Thornton later this month for Audit Committee members which the Chairman and Alex Blair would be attending.

**Resolved:** *To note the update provided.*

- 15. External Audit Annual Audit Letter** The annual audit letter had been circulated to Members and outlined the results of the statement of accounts audit and value for money work. The only changes made to the accounts were in relation to disclosures. As a result of previous good audits, the level of materiality was set at 2% which was towards the upper limit but reflected the history with regard to identification of underlying errors. It was also consistent with other PCC accounts within the Grant Thornton portfolio. It was agreed that the annual audit letter should be published on the Commissioner's website.

- Resolved:** a) *OPCC to arrange for publication of annual audit letter on Commissioner's website.*
- b) *To note the update provided.*

**16. HMICFRS Value for Money Profiles**

The CFO provided a verbal update and the following key points were noted:

*Criminal Justice Charges*

The VfM profiles indicated that Wiltshire was spending £350 per case against a most similar force average of £290. There were a number of changes taking place within criminal justice including the introduction and use of new technology. At this moment in time, it was not clear how changes to the business were being made to ensure greater efficiencies. The Department Head had been asked to review business processes and in September 2019 identify how £200k savings could be made.

*Support Functions*

Using the information contained in the VfM profiles, work had been carried out and savings of £300k identified. These have been agreed in principle but as they related to shared services between the Commissioner and the Chief Constable, both parties needed to agree them.

*Age Structure of Officers*

Currently nothing further could be done with this information other than to recognise the impact this has on costs, eg. new recruits needing more support – training, shared patrol.

**Resolved:** *To note the update provided by the CFO.*

- 17. Report on Overall Sickness** A report had been circulated to Members. Although the report contained comparison figures they were only for the previous year. Members asked what the original position was and how the figures in the circulated report compared. The CFO responded he would request the information and that this would be circulated to Members.

- Resolved:** a) *That the CFO would request details of the original position from the Head of HR and how figures in the circulated report compared.*
- b) *To note the report.*

**18. GDPR Readiness**

Members noted that an update on GDPR was included on the Force risk register. Growth funding had been provided with the proviso that the lead would produce a report stating what progress has been made as a result of this and what the future requirements were. The CFO stated that approximately 12 months was needed to see how things were progressing.

**Resolved:** *To note the update provided by the CFO.*

- 19. Annual Member Briefing Session and JIAC Self-Assessment 2018** The Chairman proposed that the annual briefing session next year take place in late March / early April to allow for the new member to be included. This was agreed.

**Resolved:** *That the annual Member Briefing Session would take place in late March / early April 2019.*

**20. Date of Future Meetings**

Wednesday 27<sup>th</sup> March 2019 at 2pm

Wednesday 5<sup>th</sup> June 2019 at 2pm (*date to be amended and will be advised in due course*)

Thursday 18<sup>th</sup> July 2019 at 2pm

Thursday 14<sup>th</sup> November 2019 at 2pm

Thursday 19<sup>th</sup> March 2020 at 2pm

Thursday 4<sup>th</sup> June 2020 at 2pm

Thursday 16<sup>th</sup> July 2020 at 2pm

Thursday 12<sup>th</sup> November 2020 at 2pm

**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**

**21. 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 22 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.*

**22. Force Risk Register**

**Resolved:** a) *That an update on Tri Force would be provided to Members at the next meeting.*  
b) *To note the content of the report.*

The meeting commenced at 2.00pm  
and concluded at 4.15pm



**Keith Bellamy**  
**JIAC Chairman**

## GLOSSARY

<i>CFO</i>	<i>Chief Finance Officer</i>
<i>DCX</i>	<i>Deputy Chief Executive</i>
<i>GDRP</i>	<i>General Data Protection Regulation</i>
<i>HMICFRS</i>	<i>Her Majesty's Inspectorate of Constabulary and Fire &amp; Rescue Services</i>
<i>HR</i>	<i>Human Resources</i>
<i>JAC</i>	<i>Joint Independent Audit Committee</i>
<i>MPs</i>	<i>Member of Parliament</i>
<i>MTFS</i>	<i>Medium Term Financial Strategy</i>
<i>NPCC</i>	<i>National Police Chiefs Council</i>
<i>OPCC</i>	<i>Office of Police and Crime Commissioner</i>
<i>PCC</i>	<i>Police and Crime Commissioner</i>
<i>SD&amp;T</i>	<i>Service Delivery &amp; Transformation</i>
<i>SWAP</i>	<i>South West Audit Partnership</i>
<i>VFM</i>	<i>Value for Money</i>

