

**POLICE AND CRIME COMMISSIONER FOR WILTSHIRE
AND CHIEF CONSTABLE OF WILTSHIRE POLICE
Minutes of the JOINT INDEPENDENT AUDIT COMMITTEE
held on Wednesday 27th March 2019 at 2.00pm
at Police Headquarters, London Road, Devizes**

Present: Mr K Bellamy (Chairman), Mrs K Amey, Mr A Blair, Mr D Line

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 R Bamberger (South West Audit Partnership), Mr E Nichols (South West Audit Partnership), Mrs C Filmore (minutes)

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

1. Apologies Rohan McWilliam (Independent Member) and Laura Wicks (SWAP)

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

3. Minutes of the Joint Independent Audit Committee meeting held on 15th November 2018

Resolved: To approve the minutes of the meeting held on 15th November 2018 as an accurate record and for the Chairman to sign the minutes.

4. Outstanding Actions

Meeting Date: 21st March 2018

Minute 10 JIAC Annual Self-Assessment: Noted that an Assurance Framework would be included in future audit programmes.

Meeting Date: 19th July 2018

Minute 6 Chief Constable's Update: FMS feedback action amended to show owner as CC.

Minute 7 PCC Risk Register: action complete.

Meeting Date: 15th November 2018

Minute 5 Outstanding Actions, Medium Term Financial Strategy: Feedback would be provided by the Chief Constable.

Minute 7 JIAC Annual Report 2017-18: draft would be submitted to the next meeting

Minute 17 Report on Overall Sickness: The figures requested would be provided after year end.

Resolved a) *The updates provided with regard to the outstanding actions be noted and for these to be updated accordingly.*

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

Action: Plans on a Page to be shared with JIAC and a presentation on the

- The financial settlement had been received but it was apparent that the funding formula for the national division of the policing settlement would not be reconsidered imminently or as part of the Comprehensive Spending Review.
- Wiltshire would remain behind the curve in terms of funding but would continue to make its position clear.
- The precept consultation was now over, with the PCC asking for an increase of £24 per Band D property. The consultation had been wide ranging and a generally positive view expressed by the public with people willing to pay more but there being a recognition that there was a need for additional policing in the county.
- The last Government grant payment of £2.4m for the Salisbury incidents had been received the previous week.
- Work on the estate was continuing, including at Police HQ.
- Recruitment of 41 additional officers was commencing but staffing levels were also important. The establishment at year end would be 34 over the planned numbers at 975 officers but this would allow for leavers during the year and had been included in the financial planning. The break-up of Tri Force would also impact on visibility in a positive way as officers would be based in the county and aligned to CPT.
- The PCC then responded to questions. DL queried whether the number leaving was excessive and due to increasing anxiety from officers. The PCC confirmed that he felt the numbers leaving the force were normal and there were no adverse reasons as to why they were going. The Chief Constable agreed. It had been a challenging 12 months and the Force had received help from over 40 forces for Op Fairline and Fortis and this had had a positive impact in that the number of those transferring into Wiltshire had increased significantly with positive views on good practices, welfare and the strength of community support. It was anticipated that numbers could rise further and that the situation would be kept under review with the introduction of the PEQF in 2020. Sickness levels would also be closely monitored as they had risen but not necessarily in CPT or other front line services.
- AB asked whether the dissatisfaction arising from the public consultation was linked to the closure of outlying police stations but there was no evidence of this. The main concerns were around visibility, affordability and local issues.

ACTION: Police and Crime Panel report on the consultation to be circulated to the JIAC members.

Resolved: The update provided by the Police and Crime Commissioner be noted.

6.

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

- Stability of the chief officer team – the Chief Constable and the Deputy Chief Constable were now permanent in post and the Chief Finance Officer provided continuity for the team. Two new Assistant Chief Constables and a Director of People and Change would now be sought following the conclusion of the National Senior Command Course. It was then anticipated that a skilled and experienced team would be in place to deliver the Police and Crime Plan.
- Plans on Pages were being produced with the middle managers in the organisation, involving all staff and ensuring the College of Policing values were embedded at a local level. The CC would share the plans with the JIAC.

Action: Plans on a Page to be shared with JIAC and a presentation on the

Integrated Planning Process to be made at the June meeting.

- An indicative report had been received from HMICFRS in December and it was anticipated that the "Good" grade would be retained. The Force would strive for improvement in other areas and a by product of the PEEL process was the FMS. In the FMS, each force set out its demand and predictions for the future, plus capabilities and skills to deliver them and identified any gaps. HMICFRS was more prescriptive for the next FMS and the OPC/Force were currently planning the process. The NPCC was collating last years returns with a view to producing one overarching FMS for policing going forward.
- There would be more engagement, led by the executive, with staff from July, with roadshows supported by the OPC, in order that staff were clear about the direction of travel.
- Additional funding would be used to secure 41 additional officers. Policing was under strain, with growing crime rates nationally and savings having to be made, so the increase in precept which was supported by the public was welcome. This would be used for investment in CPT and to support the reintegration of the Tri Force teams as well as to meet new demands such as cybercrime, prevention and commissioning of services.
- Operationally, the 12 month anniversary of Op Fairline/Fortis had passed, work was in progress for Tri Force specialist services of roads policing, firearms and dogs to return to local control, planning for demands such as Brexit and National Armed Forces Day was ongoing with the Force working closely with partners and the national epidemic in knife crime had given rise to some issues in Wiltshire and Swindon but overall, the county had seen a decline in such crimes. The Force was adopting a public health model and tackling crime by means of prevention, diversion and closer working with partners.

Resolved: a) *The verbal update provided by the Chief Constable be noted.*

7.

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

- DL queried whether Risk 19 (Police collaborative arrangements do not deliver anticipated benefits due to weak governance and accountability and/or the impacts outweigh business benefits) had had its scoring reduced too early but it was felt that governance and accountability had been strengthened and controls were now in place locally, so the risk had reduced. The transition arrangements were still in the Force Risk Register. Noted that the review date was 2019 and not as stated.
- Risk 18 (ICT Services are not resilient and transformational to support effective and efficient policing) remained under review and the CFO provided an update. Noted a further report would be provided at the November meeting.
- An update was provided on Risk T3 (delayed implementation of new communications system as a result of national change over from Airwave Tetra to new 4G based ESN). The CC was now the new national NPCC lead and GCs had concerns regarding the timescales, slippage, costs and optimism bias, all of which had been expressed to the Home Office. The planned switch off of the old system was still 2020 and any further delay would have a significant cost. The Business Case was expected in the Autumn but the situation changed continuously.

Resolved: a) *The contents of the report be noted.*

Action: An update on the new system to be provided in June 2020.

The CFO advised that a possible solution had been found to provide a single solution for delivering a linked payroll/duties/finance and HR system. A project Board had been formed and the new system would be in place by April 2020.

10.

Outstanding Audit Recommendations

The report by the CFO had been circulated. Noted that the issues concerning staff sickness certification were manageable and were being addressed.

Resolved: a) *The proposed 2019/20 Internal Audit Plan and the Internal Audit Charter be approved.*

9.

Internal Audit: Annual Plan

The proposed 2019/20 Internal Audit Plan and the Internal Audit Charter were received. It was considered that the 5 days allowed for follow ups was sufficient but any changes could be brought back to the Committee for approval. There were opportunities for more joint working between SWAP and external auditors especially around training and the CFO would raise this with his CFO colleagues. Noted that Avon and Somerset had now joined SWAP.

Resolved: a) *The update be noted.*

8.

Internal Audit: Update Report

SWAP provided a verbal update of their current work. Partial opinions had been returned on Automatic Number Plate Recognition, Security of Digital Evidence in Transmission and ICT Resources, mainly due to there not being an agreement in place), with Reasonable opinion for Forensics Risk Management and substantial assurance for Key Financial Controls. Findings were awaited on Community Policing Teams. It was noted that regional Finance Directors had considered the purpose of audit and agreed that they should be carried out in areas of concern in order to identify issues and facilitate improvements so partial assurance was not considered an issue. Progress with the audit plan was good and mainly on target apart from Police Pension Administration which was close to completion. Noted that the two partial assurance reports had each taken over 30 days to complete but this reflected the concerns that existed and a more detailed audit encouraged the force to look at the services and identify problems and solutions. Any aspects which required "self-assessment" were independently reviewed as part of the follow up process.

Resolved: a) *The report and the updates provided be noted.*

- Agreed that the score for T8 (failure to comply with General Data Protection Regulations) could now be reduced.
- With regard to Risk T4 (Wiltshire Police fail to have operational and organisational policies that meet the duties and aims under the Equalities Act 2010) concern was expressed that despite efforts there did not seem to be much progress. The policies had still to be reviewed and this should be complete by July 2019. A follow up audit would then take place with a report to the November meeting

Resolved: The report be noted.

Attrition rates led to consideration of what the impact would be of more than 10% of the organisation changing every year in terms of recruitment, training, skillsets, retention etc. Better plans were now in place but there was still a risk of skills and experience going and more overtime being incurred to meet demand. Work was ongoing to identify the age profile of the workforce and plan accordingly.

There were no surprises in the figures relating to crime statistics.

With regard to the way in which money was spent, Wiltshire spent less than most on local policing, dealing with the public, intelligence, investigative support. When looking at more detail, Wiltshire was 3rd from the top for Neighbourhood Policing NRE per head of population but did not show for response at all as it followed a CPT model instead.

Any comparisons made were against forces nationally and against Devon & Cornwall, Warwickshire, Suffolk, North Wales, West Mercia, Norfolk and Cheshire for most similar forces. The figures for the number of staff per head of population showed Wiltshire at the bottom for the number of officers per head, 17th from the top for number of staff whilst the number of PCSOs per head of population saw Wiltshire in 25th place. The number of staff per head of population was indicative of the move to modernise the workforce and have more staff in roles previously occupied by officers. Funding again showed Wiltshire 4th from bottom for government grant but 15th in terms of funding from Council Tax.

It showed that Wiltshire was still an underfunded force, appearing 3rd from the bottom, above Suffolk and Essex.

The HMICFRS VFM Survey was received. The way in which the data was presented had now changed and instead of a report, forces had access to a "tool" to download information. This was proving challenging to use so the presentation was a high level overview of the outcomes for Wiltshire.

13. HMICFRS Value for Money Profiles

Resolved: a) The update be noted.

The main areas of risk were identified and it was noted that vfm would be hard to predict in times of uncertainty. DL asked if the MTFs would be compared with those of other forces and IM confirmed that this may be done in the future. An update would be provided at the July meeting.

12. External Audit Plan Year Ending 31st March 2019

Resolved: a) The update provided be noted.

The report by Grant Thornton was noted. The VFM and interim audit were now complete and work on target to meet the statutory deadline for the accounts in July.

11. External Audit Progress Report

- 14. Specialist Operations Transition**
 The current position was noted and whilst the main risk was the Collision Investigation Unit, plans were in place to mitigate any concerns. There would now be a transition phase between 1 April and 31 August and an update would be provided at the November meeting, when demand data would also be available. Other specialist services – the Counter Terrorism Specialist Firearms Unit, Blackrock Specialist Training Centre and the Armed Policing Strategic Threat and Risk Assessment would remain collaborated. Estate issues were currently being resolved.
- Resolved:** a) The report be noted.
- 15. Local Risk Registers**
 Individual local risk registers were being developed and would be kept up to date automatically using new processes. A review would take place in 6 months.
- Resolved:** a) The report be noted.
- 16. Date of Future Meetings**
 Tuesday 11th June 2019 (amended from 5th June 2019)
 Thursday 18th July 2019 at 2pm
 Thursday 14th November 2019 at 2pm
 Thursday 19th March 2020 at 2pm
 Thursday 4th June 2020 at 2pm
 Thursday 16th July 2020 at 2pm
 Thursday 12th 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

- 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 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.
- 18. Force Risk Register**
 The Risk Register was received and new risks noted.
- Resolved:** a) The report be noted.
- 19. Internal Audit Reports**
 The following internal audit reports, which received partial assurance, were received:
- Automatic Number Plate Recognition (ANPR)
 - Security of Digital Evidence in Transmission
- Resolved** a) The internal audit reports be noted.

GLOSSARY

CC	Chief Constable
CFO	Chief Finance Officer
CPT	Community Policing Team
ESN	Emergency Services Network
FMS	Force Management Statement
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
NPCC	National Police Chiefs Council
OPCC	Office of Police and Crime Commissioner
PCC	Police and Crime Commissioner
PEEL	HMICFRS annual assessment of police forces
PEQF	Police Education Qualifications Framework
SWAP	South West Audit Partnership
VTM	Value for Money

The meeting commenced at 2.00pm
and concluded at 4.10pm

Keith Bellamy
JAC Chairman



