

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

MINUTES

Meeting: JOINT INDEPENDENT AUDIT COMMITTEE

Date: Thursday 18th July 2019

Time: 2.00pm

Place: Neville Room, Police Headquarters, Devizes, SN10 2DN

Present: Mr K Bellamy (Chair), Mrs K Amey, Mr A Blair, Mr D Line, Mr R McMillan

In Attendance: Mr A Macpherson (PCC), Maggie Blyth (ACC), ACO C Barker (Chief Finance Officer), Mr K Kilgallen (OPCC Chief Executive), Mr I Murray (Grant Thornton), Mrs J Manfield (Minutes).

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

1.	Apologies
2.	Declarations Of Interest: There were no declarations of interest.
3.	Minutes of the Joint Independent Audit Committee Meeting held on 11th June 2019 <i>Resolved: To approve the Minutes of the meeting held on the 11th June 2019 as an accurate record and for the Chairman to sign the Minutes.</i> Agenda Item 9. (top of page 5) – two actions a) and b) have not been carried forward, these should be added to the November meeting. Agenda Item 17. (page 7) - update deferred to November. The Chair Signed off the previous Minutes pending the above amendments.
4.	Outstanding Actions A report by the Chief Executive is attached. <u>Meeting Date: 15th November 2019</u> Minute 7 – JIAC Annual Report would be an addendum to the Commissioner's annual report. Draft document to be submitted to July meeting. See Agenda item 16. below. COMPLETE Minute 17 Sickness Reporting – a report by the CFO will be presented at the July meeting. See Agenda item number 12. below. COMPLETE <u>Meeting Date: 27th March 2019</u> Minute 12 Medium Term Financial Strategies (Internal Auditors revised to the External Auditors) – update to be provided at July meeting. See Agenda item 13. below. COMPLETE

5.	<p>Police and Crime Commissioner Update A verbal report on current issues was provided by the Police and Crime Commissioner and the following key issues noted:</p> <ul style="list-style-type: none"> • Senior Management Team in place and working well. • Armed Forces Day occurred which went off very well. PCC said officers were not in the parade as they were deployed looking after the public attending the Day but Wiltshire cadets did take part in the parade. This was a joint exercise between Wiltshire Council and the Police. • Press release out today – ONS stats. Wiltshire looks quite good, decline in figures for burglary and vehicle crime. Stats are difficult to read, our crime recording improved to a level vastly better than other Forces some time ago (95% compliance in recording). Knife crime is stable in the County. Education work is being undertaken in schools around knife crime. Other work is also being undertaken with 11-12 years olds in relation to being safe online and also being safe on railway lines. <p>RMc asked about crime recording, which the stats show has improved significantly, he asked what are we doing to ensure this service level is maintained. CFO said this goes to Strategic Development & Technology Board (SD&T) each month, it is a constant area for focus. If levels drop below 90% the Force would be put into improvement status under the HMICFRS current standards.</p>
6.	<p>Chief Constable Update</p> <p>A verbal report on current issues was provided by ACC Maggie Blyth in the absence of the Chief Constable. ACC Blyth gave members an overview of her background prior to joining Wiltshire Police. She has been in post for 5 weeks now, having moved from Hampshire. The following key issues were noted:</p> <ul style="list-style-type: none"> • Sir Tom Winsor's annual state of policing report said the criminal justice system was, in parts, failing, and said solutions lay in more rehabilitation of prisoners, more crime prevention, and increased innovation and efficiency. Policing was under extra pressure to pick up services normally covered by other services that had been cut under austerity. Much of the operating model has changed in the last 3 years. The relevant part is the Front Line Review, a Home Office report, published last week, which gathered evidence on a wide range of issues impacting the working lives of officers and staff from forces across England and Wales. The key themes included wellbeing, professional development, leadership and innovation. Wiltshire is a good picture and mirrors what is happening nationally. CFO added the focus is currently around deployability.
7.	<p>PCC Risk Register</p> <p>A report by the Chief Executive had been circulated who provided a brief summary of the key risks identified. The following points were noted:</p> <ul style="list-style-type: none"> • Not a lot of change, internal review due to take place in a couple of weeks' time. • IT red risk – things have moved on in that we are likely to move away from the shared IT service with Wiltshire Council to meet national system requirements. The final confirmation of this move will be known after Cabinet meet on Monday (22nd). CFO said the Risk of returning ICT to the Force will be placed on the Chief Constable's Risk Register. There will be some short term pain, the benefits are

	<p>that a new infrastructure has already been put in place using Cloud based systems and back up.</p> <ul style="list-style-type: none"> • DL asked about the risk appetite on the paper and whether it was relevant to maintain the inherent risks that score under 10 or could they be removed. The Chair had no issue with this asking if the threshold needs to come up or go down. CFO felt the topical ones could be removed. The inherent ones are a different matter, these ensure focus is maintained on possible weak areas. After discussion it was agreed the inherent risks under 10 should be kept as they need to be regularly reviewed. • DL raised inherent 9 – Collaboration. Mitigation – do we now have performance measures/standards in place to monitor those units back in Force? The Chair said this is one of the outstanding actions for the November meeting. KK said it is key for the Force to measure these.
8.	<p>JIAC Terms of Reference and Standing Orders</p> <p>As per the Standing Orders, the current version of these were circulated and presented for annual review by Members.</p> <p>No concerns.</p> <p>The following amendments to be made to the Standing Orders:</p> <p>2.6 to be amended to state: As agreed at the July 2018 review of these Standing Orders, to ensure continuity, an exemption to the length of members of the Committee was granted to current, existing Members.</p> <p>The last sentence beginning....Extension to current membership..... to be deleted and replaced by.....This exception ends in July 2022.</p> <p>9.2 to be amended to state: The JIAC will annually review its own performance, including input from the PGC and CC, to ensure it is fulfilling its terms of reference and operating effectively.</p> <p>No further comments.</p> <p>Subject to the above amendments the JIAC Standing Orders and Terms of Reference were agreed.</p>
9.	<p>Joint Audit Findings 2018-19</p> <p>A report by the external auditors Grant Thornton was circulated.</p> <p>IM informed the Committee that things had moved on since the paper was circulated a couple of weeks ago. The process within Wiltshire has gone very well and is close to completion.</p> <p>There is not much by way of findings in the paper. Adjustments put through the accounts are relatively minor in nature which have been adjusted in the final version.</p> <p>A big impact on financial statements is the McCloud Sergeant and GMP issue. CFO suggested looking at page 76 of the accounts which gives the detail. IM reported two legal processes going through the Court this year which affect the whole of the public sector pensions.</p>

CFO will go through the impact on the accounts shortly, the problems Wiltshire have are quite minor compared to other Forces, he felt the GMP costs are more likely to be immaterial.

CFO asked for clarification with regards to timings, IM said Wiltshire Police are fine to sign off the Accounts today. If changes are necessary the Committee will be informed in the November report. IM may re-draft this section of the report prior to issuing the opinion and will copy the Committee in as well as sharing with the PCC and Chief Constable.

A discussion was had on the future financial position of the PCC and the CC in relation to the financial planning page (page 16) included in the report. CFO added that funding information is not likely to be available until the winter. Making a number of assumptions and utilising reserves as a fallback, whilst ensure officer numbers are not unduly cut he has informed the Chief Constable and the PCC that a realistic figure to plan to save is £1million for the 2020/21 budget.

The Chair noted the process has gone well.

10. Statement of Accounts for 2018-19

The final version of the audited Group Statement of Accounts for the Police and Crime Commissioner and the Statement of Accounts for the Chief Constable are attached. The Committee are asked to receive these final documents which will then be signed by the Commissioner, the OPCC Chief Executive, and the Chief Finance Officer to the PCC and the Chief Constable, the Chief Constable will sign tomorrow (Friday 19th).

CFO highlighted page 76, gives the narrative on the pensions change, page 19 gives the numerical impact. CIS – revenue account at the bottom of the page, shows a £98million deficit. CFO said this figure was £38million last time.

Page 22 – balance sheet showing the liability, £60million increase (again all related to pensions).

Two additional changes since SOA circulated, page 31 new comment surrounding revenue from contracts with customers, we have none.

Page 32 table, the net expenditure figure of £89,995,000 should read £90,702,000.

These were noted and accepted.

The Statement of Accounts were duly signed.

11. Outstanding Audit Recommendations - A report by the Chief Finance Officer is attached.

CFO spoke to the report circulated to all.

ANPR was highlighted, showing good progress.

The Committee noted the steady progress and look forward to further updates.

12. **Update on Sickness Reporting** - A report by the Chief Constable is attached.

CFO addressed the report on sickness. The officer position has not changed significantly but the staff part has. CFO focused on page 3 of the report. The depths of these figures need to be explored. Where Wiltshire stands in relation to other Forces is only captured up to March 2018 (the Wiltshire figures are to March 2019).

CFO felt the national position is worse, he did not feel Wiltshire was in a particularly bad place. Deployment is affected by sickness. The Wellness Board and People Intelligence Boards will review and attempt to identify ways to reduce sickness levels.

Questions:

- ACC Blyth – these figures reflect what we hear nationally (reflects the Home Office frontline review). It is important to put measures in place to enable staff to return to work.
- RMcM asked if there were specific departments where the sickness absence were higher than others. ACC Blyth responded that some of our public protection areas seem to be higher. CFO added it is easier to monitor Police Staff as they stay in one place.

RMcM asked if there was a difference between frontline staff and staff, for example, staff in the Control Room. CFO responded saying staff in the Control Room are managed with wellbeing at the forefront of Supervisors minds, therefore there should not be a large difference between these staff sickness levels and other staff sickness levels. CFO will ask the question around the Departments and feedback.

ACTION 180719/1: CFO to gather further information surrounding sickness absence broken down by Departments.

- Post incident management (PIM) process is new to Wiltshire, ACC Blyth outlined the role of PIM supporters who are within the Force. There are also places for staff to go after a major incident, both at HQ and in stations.
- AB asked if are we seeing a consistent trend year on year. CFO felt this is probably the case with more demand, less officers = more pressure = more sickness.
- KA asked what corrective actions are in place as a strategy. ACC Blyth responded, Swindon CPT ensures that anyone able to return to work is used in a different capacity away from the frontline. KA then asked about Police staff, CFO responded, since we have agile working staff can work from home if they are not feeling 100%, so this should mitigate some sickness reporting.
- RMcM felt the Report could be perceived as alarming. He asked if this information was in the public domain, CFO responded yes as it is a public report.
- The Committee noted the report and the proposed plan of action. The Chair had one area where clarification was needed and this concerned one of the primary messages i.e. sickness growth was primarily in "police staff", whereas the explanation given in the section on types of sickness cited "Police Officers" with higher rates of sickness in a number of the top five sickness categories.

ACTION 180719/2: The CFO to seek clarification from the Sickness Report's author about the underlying data and reasons for growth in the statistics.

13.	<p>Medium Term Financial Strategy (MTFS) A verbal report by the external auditors, Grant Thornton, on comparisons with other Police and Crime Commissioners MTFS' was provided.</p> <p>Autumn training event to be held for Audit Committee members. IM said Wiltshire fall in the middle to top half. Position roughly the same year on year. Members happy to wait until the Autumn Workshop to be presented with information.</p> <p>Complete – pending Autumn Workshop.</p>
14.	<p>Update on Insurance Arrangements - A report by the Chief Finance Officer is attached.</p> <p>A Regional Insurance meeting was held in Devizes yesterday (17th July) where the evaluation of tenders between price and quality was agreed. The next process will be in October when the tender will be released with evaluation to take place in December.</p> <p>Page two of the report outlines premiums.</p> <p>The Committee noted the report and thanked the CFO for the good work being done in Wiltshire.</p>
15.	<p>Review of PCC Whistleblowing Statement The OPCC is legally required to annually review its Whistleblowing Policy. This has been done and a copy of this is attached for Members' consideration. Members are asked to note that no significant changes have been made to the policy.</p> <p>KK said that the Policy had been reviewed and there is no requirement to change the Statement. When asked "how do I blow the whistle?" KK responded saying this is detailed front and central on our website both internally and externally. KK said none had been received in the past 12 months and in the previous 12 months only one occurred. Testing is undertaken to ensure staff are aware of the Whistleblowing process.</p> <p>Members noted the Policy.</p>
16.	<p>Joint Independent Audit Committee Annual Statement Members views are sought on the attached draft annual statement of the Committee. The final version will be signed by the Committee Chairman and published on the Commissioner's website.</p> <p>The Chair signed the Statement.</p>
17.	<p>Counter Corruption Presentation by Supt Steve Cox</p> <p>There was no published control strategy previously. Counter Corruption is a national title. Strategic Threat Assessment is a protected document which provides the control strategy. Themes in Wiltshire are very much the same as the South West.</p> <p>Supt Cox talked to his presentation and answered questions from the Committee.</p>

18.	<p>Dates of Future Meetings (to be held at Police Headquarters, Devizes) Thursday 14th November 2019 at 2pm – usual Private Audit meeting following Committee. Thursday 19th March 2020 at 2pm Thursday 4th June 2020 at 2pm Thursday 16th July 2020 at 2pm Thursday 12th November 2020 at 2pm</p>
<p><u>PART II</u></p>	
19.	<p>Exclusion of Public <i>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.</i></p>
20.	<p>Force Risk Register A report by the Chief Constable is attached.</p> <p>The CFO addressed this item, in particular CPT and that each area has a different demand profile. This is a real focus and a high risk within the Force.</p>

The Meeting commenced at 2.00pm and concluded at 4.07pm.



Keith Bellamy
JAC Chairman

