

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

**Minutes of the JOINT INDEPENDENT AUDIT COMMITTEE  
held on Thursday 14<sup>th</sup> November 2019 at 2.00pm  
at Police Headquarters, London Road, Devizes**

**Present:** Mr K Bellamy (Chairman), Ms K Amey, Mr A Blair, 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), Mrs J Manfield (minutes)

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

1. **Appointment of Chairman:**  
Keith Bellamy nominated by Mr R McMillan and seconded by Mrs K Amey.  
Current Chair happy to continue, Keith Bellamy duly appointed as Chairman for ensuing year.
2. **Apologies:** David Line (Member)
3. **Declarations of Interest:** There were no declarations of interest.
4. **Minutes of the Joint Independent Audit Committee meeting held on 18<sup>th</sup> July 2019**  
**Resolved:** *To approve the minutes of the meeting held on 18<sup>th</sup> July 2019 as an accurate record and for the Chairman to sign the minutes.*  
Approved by the Committee and signed off by the Chair.

The Chair raised Agenda Item 7. 4<sup>th</sup> bullet point (PCC Risk Register inherent 9) from the July minutes asking for confirmation of performance measures in place and if this will be covered in the Risk Register update. The Chief Constable said these frameworks are in place.

**ACTION 141119/1: PCC Risk Register – Collaboration (from July meeting): To review the performance measures/standards in place to monitor those Units back in Force at the next Committee meeting (March 2020).**

5. **OUTSTANDING ACTIONS**

**Date of Meeting: 27<sup>th</sup> March 2019**

**Item 12) – Comparison of Medium Term Financial Strategies.**

**Update:** Grace Hawkins said this issue would be covered in a members' event early next year. Ongoing pending workshop in 2020.

**Date of Meeting: 11<sup>th</sup> June 2019**

**Minute 9a) and 9b) – (JIAC Workplan and Self-Assessment):** That the PCC, Chief Constable, Deputy Chief Executive, Chief Finance Officer, external auditors and internal auditors would assess how well the JIAC was performing against CIPFA guidelines.

**Update:** The Chair requested reports to be available at the April 2020 training session.

**Minute 20a) - (Force Risk Register):** That the Chief Finance Officer would review in detail Risk CRR / FAO 07 and ensure the risk register accurately reflects the identified risk.

**Update:** This related to information held on Niche which is inaccurate and could put officers and the public at risk of harm. It was removed from the Corporate Risk Register on the 15 October 2019. CFO has spoken to the DCC and Head of Assurance Manager, there have been newly defined national data quality standards. The quality of the data within Niche is no longer considered a risk, these have been checked and tested. There is still a local risk contained with the PND dashboard. Contact with the Home Office has been made. Independent peer review date with Lincolnshire is to be arranged. The risk has been dealt with. **Complete - CLOSED**

Completed Actions were reviewed by the Chair, most will be covered in today's meeting. Only open Outstanding Actions to be shown with future Committee Papers.

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

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

- OPCC recruitment progressing so the office is nearly fully established.
- Work on the estate has been quite active in the last quarter with refurbishment of HQ meeting rooms, the Canteen and old bar area which will be complete in the New Year.
- Moved out of Marlborough Police Station into Corner House situated in the corner of the car park in Marlborough. Corner House is a touch down centre, it has an interview room and a front counter which is open a couple of days a week.
- Wootton Bassett is currently closed for refurbishment, due to be complete by Easter 2020. Staff are working out of Malmesbury Station with a couple of touch down points in the town.
- Purchase and completion on a college premises in Warminster is now complete to provide a Police Station.
- The whole development of the HQ site is also being considered for future use.
- Police and Crime Plan has been circulated to members.
- Uplift in policing nationally of 20,000 officers. The programme for recruitment of these new officers is set out. 37 officers have just started their 22 weeks training.
- CFO updated on the financial challenges, 50% of finances are central grant and 50% council tax. It is not known what freedom the PCC will have with regards to increasing the council tax. There is a £2million shortfall based on an estimate of funding, settlement is not expected until the middle of January 2020. 16 January is when the Police and Crime Panel would normally receive the mid-term financial strategy. The timescales for setting the precept are set in law, the information has to be given by mid-February. This is why the risk has been raised.

**The Chair asked for the PCC plan for 2017-2021 to be sent to David Line too.**

The Chair asked if there had been any reputational kick-backs from recent publicity concerning "Nick the Fantasiist" and The Confession being shown on TV. PCC said nothing has been heard. ND said much of "Nick the Fantasiist" work had been led by the Metropolitan Police with no adverse linkages to Wiltshire. The Chief Constable added, The Confession did result in some minor negative Force publicity which had not persisted or been relevant. A strategy decision was taken that the Force would not get involved publically in the dramatisation.

The PCC said Salisbury filming has now finished, this is going to be a dramatisation of the incident in Salisbury which is more recovery based.

Wilts Police and the LRF have been nominated for a policing award for the Salisbury incident which the Chief Constable will be attending this evening in London.

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

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

- Uplift planning – The Chancellor has made his announcement. 8-10 applicants may only result in 1 person being successful. It was felt that 500,000 applicants may need to be attracted to result in the number of officers required. There will also be an uplift in the number of support staff. 750 applications received so far, risk that 100 have come from our current support staff roles. Degree education (PEQF) will commence with the June 2020 intake. Opportunity to look for efficiency saving with the Police Officer costs ring-fenced will be difficult.
- Productivity expectations are being worked through, need to understand how this unfolds post the December 2019 general election.
- Vision and purpose of the Force was sited to the Committee previously. Work has been ongoing around this. Deloitte shared a product, Policing 4.0 outlining shifts in demand, shifts in trends etc. The ambition of policing and vision has been shared with the Force. Progress being brought together for the 3<sup>rd</sup> Force Management Statement which will become a key element next year. Governance arrangements have been set in Force. A series of Chiefs Forums have been run, 21 in total, where vision and plans have been communicated with staff. Over 900 staff have attended these 2 hour sessions. Feedback has been really positive.

The Chief Constable outlined current challenges:

- Financial.
- Configuration of Community Police Team (CPT) model, through austerity the CPT model has been impacted. This is being re-evaluated and ACC Maggie Blyth is reviewing this model. CPT improvement plan and futures group is being put in place. Proposed model is due to go live in December 2019, this will bring an early resolution Unit into the Control Room who will triage work before it goes to CPT. Community Policing Neighbourhoods and Community Policing Response will be put in place. A shift pattern review is shortly to go into consultation. Shift pattern will also allow for professional training. The Chair felt it would be useful to have an update at the March meeting, all agreed.

**CPT Review update to be given at the next Committee meeting (March 2020).**

- Force Investigation Model (FIM) – review is being undertaken to adjust the balance.
- In the process of working through an improvement plan in our Contact Centre too.
- Brexit and general election planning – Yellowstone 2 being paused, national response to Brexit, essentially our planning approach is moth balled for now. Focus is on security planning for candidates for the general election, policing ensures that candidates safety is taken care off and being managed nationally through the Police Chiefs Council.

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

**8. PCC Risk Register** - A report by the Deputy Chief Executive (ND) had been circulated. The following points were noted:

- Funding formula.
- Airwave – no significant risks.
- Equality Audit Report – this will now be removed.
- SARC risk is now mitigated and will be removed.

- Chair raised the issue of performance measures linked to the return of Collaborative Projects – ND said these will be circulated.

CFO spoke to the Corporate Risk Register.

- Risks are now guiding the Financial Plan.
- CCC 01 – this has been rescored and is no longer on the Risk Register.
- CPT 1 model – this is being reviewed.
- There is a lot more work to be done. CFO felt more focus on the Risks should be undertaken.
- The Chair looked at the narrative and the number of risks removed. Two very high scored risks.
- Data Quality has now been moved to the Local Risk Register. The Chair asked if the removal of this was too soon. CFO checked this out, there is no longer a risk hence the removal. As a process the organisation is confident that if a Risk was raised again it would move from the LRR to the CRR.
- FIM Review has no timelines when mentioned in the narrative report. CFO agreed.
- Mr McMillan asked “what is the process to elevate from the Local Risk Register (LRR) to the Corporate Risk Register (CRR)”. CFO said it was the impact score. The Chief Constable suggested looking at Appendix C. which shows the four strategic Boards (Change, Performance, Force Ops and Vulnerability) there is a direct relationship of risks to these Boards.

**Resolved:** a) *To note the report and the updates provided.*

## 9. Internal Audit: Update Report

Of note:

- Audits recently started, these are late in the financial year, internal Auditors remain confident work will be completed as anticipated.
- Appendices brought to the Committee's attention.
- TOR Comparison – this was a desk top exercise. The Chair took an action (out of Committee) to do some work and invite the Author to come to the training day in April if he considered this was necessary.
- CFO spoke about the TOR Comparison document, this shows us as red in a couple of areas. CFO felt a few other audits may end up looking like this, as we are being compared to three other organisations. While the CFO felt this is potentially a better process, anomalies existed e.g. in a related audit our annual governance statement shows a red but the external Auditors did not have the same opinion, which is conflicting. The Chair would have preferred to receive a draft initially with the option for further discussion. Mr Nichols noted these concerns and said he would take the issues back with him. He also added that SWAP were in the stage of putting together our Regional Plan for next year. ND requested a proportionality of benefit forms part of this planning document.
- Mr McMillan noted Q2 and Q4 was very different regarding the amount of Audit work being undertaken. CFO this does seem to slip back each year but is manageable. The Chair said it does worry the Committee, progress in terms of internal Audit Reports are next to nothing so far this year. Mr Nicholls said this will be borne in mind going into next year's cycle. Concern from the Chair, about the significant differences between the written progress report provided to the Committee and the verbal brief now presented, was noted. Mr McMillan asked for the number of days allocated to each area to be shown as this would be useful.
- Mr McMillan raised IT allocation, Mr Nichols said this will be kept under review and the report remains available to use.
- SWAP Audit workshop attended by the Chair who did not feel this was very useful to Police Audit Committees. Mr Nicholls said that SWAP were trying to push for a PCC specific workshop.

- Mr McMillan commented on the bulletin, he would like to read about the key findings, Mrs Amey agreed.

**Resolved:** a) *To note the with reservations the update provided.*

**10. Outstanding Audit Recommendations** - A report by the Chief Finance Officer had been circulated. Of note:

- Stores Integration – CFO felt this was going to be continuous improvement but it is unlikely that it will ever be fully resolved, he has asked for a statement at the end of November.
- Mr McMillan raised, 2<sup>nd</sup> page Force Policy Officer, Outlook calendars to generate a reminder. CFO said the Policy Officer checks that the reviews have been undertaken.
- The Chair noted the solid progress made on the outstanding recommendations.

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

**11. External Audit Report** - A report by Grant Thornton had been circulated. Of note:

- Page 3 – summary of findings, 2019/20 interim and Audit visits to be booked in for the coming year.
- February date booked in Birmingham for an Audit update.
- Audit fees – PSAA Audit contracts are for a 5 year period, as a result the scale of fees may change for upcoming years.

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

**12. External Audit - Annual Audit Letter**

£4,500 additional fee to be raised, the first element is the McCloud ruling which states pension schemes were discriminatory. More details to be brought to next Committee. CFO said he is not paying this bill until further information has been provided. CFO gave an update on McCloud later in the meeting.

Mr McMillan asked what scale/extra days are being planned. Grace Hawkins said we budgeted an extra 2 days into all areas this year.

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

**13. Update on Sickness Reporting** - The Chief Finance Officer provided a verbal update. CFO report to be circulated to members.

Of note:

- Areas of concern: Forensics and PPD/Safeguarding.
- This information is always a little bit out of date when circulated.
- The Chair asked what Police Officer sickness looks like. CFO felt more clarity for the next report should be asked for. ND added the information is available and needs to be pushed out to Managers. CFO suggested a Click Sense presentation at the next meeting.

All to raise any questions with the Chair.

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

**14. ICT Services** - A verbal update was provided by the Chief Finance Officer.

Of Note:

- Good news Head of ICT now in place, Adrian Hudson, worked in Thames Valley and Hampshire previously, last role for Guildford Council. ICT should start to be back in Force by April 2020. 39 posts in the new structure with only 5 posts currently filled.

Working with HR to get the final JD's evaluated, hope to hold a recruitment fayre.  
Things are moving in the right direction.

- The Risk profile is still in the top 3 risks.

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

- 15. Update on Cyber Security** - A report by the Chief Finance Officer had been circulated.
- CFO and Head of Information Assurance have put this paper together.
  - Infrastructure – systems are in place and working.
  - National Enabling Programme (NEP) – move early next year, national management system will mean we have a bit more security on cyber security.
  - Paragraph 30 details cyber security interactions. Wilts firewall has not let any of these through.
  - CFO said we need to do more back-ups and testing in the future as our infrastructure changes.

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

**16. Specialist Operations Training**

A presentation was provided by the Chief Constable. A copy of the presentation to be forwarded to the Chair.

PCC raised Blackrock - The Chair requested this be addressed at the March 2020 meeting. ND added it is really complicated to work across organisations and as such returning to a single Force model has been beneficial.

**Resolved:** *To note the presentation given.*

Vetting raised by The Chair – Chief Constable responded this is something that has been reviewed. 2019 backlog is now 300 (from 100) due to sickness and other absences. Additional resource has been brought in which will also deal with Op Uplift. Wilts threshold for vetting is higher than our Regional colleagues. We have a higher risk threshold which will be brought down to meet the Region. Supt Steve Cox is reviewing this. Wilts does not reflect the risk being seen nationally.

**17. Date of Future Meetings**

**The Chair raised the need to move back to March, June, September, December quarterly meetings- Sarah Kyte has this in hand.**

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

**UPART 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 by the Chief Constable had been circulated.

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

The meeting commenced at 2.00pm  
and concluded at 4.15pm

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

**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>