

**NORTH YORKSHIRE POLICE AND CRIME COMMISSIONER AND NORTH YORKSHIRE POLICE
JOINT INDEPENDENT AUDIT COMMITTEE**

Minutes of the meeting held at Police Headquarters, Newby Wiske, Northallerton, DL7 9HA at 1pm on
Monday 16 March 2015.

PRESENT:-

In the Chair: David Portlock (DP).

Members: Steven Hawksworth (SH)

Officers: Chief Constable Dave Jones (DJ); Commissioner's Chief Executive Office Joanna Carter (JC); Chief Constable's Chief Finance Officer and Chief Accountant Jane Palmer (JP); Risk and Assurance Manager Donald Stone (DS); Commissioner's Chief Finance Officer Michael Porter (MP); External Audit Engagement Lead and Director (Mazars) Cameron Waddell (CW); External Audit Engagement Senior Manager (Mazars) Gareth Roberts (GR); Head of Internal Audit Neil Rickwood (NR).

Minute taker: Senior Support Officer Claire Askew (CA);

In attendance: Commissioner's Administration and Volunteer Officer Chris Tapster (CT) observing.

142. **Introductions and Apologies**

Apologies had been received from JIAC Member Howard Cutler and Internal Audit Manager Michael George.

Due to the JIAC being non-quorate, no formal decisions could be made. Where appropriate items will be noted and any necessary decisions will be formally ratified at the next meeting.

143. **Minutes of the meeting held on 16 December 2014**

These were approved for publication.

There were no formal decisions from the December meeting (which was non-quorate) requiring ratification.

144. **Matters Arising**

The following updates were provided:

Action 1) of the meeting held on 16 December 2014 - DJ provided an update on the Home Office complaints review. The Home Secretary has utilised statutory instruments for gross misconduct hearings. Further work in this area will be progressed post election. Work is also progressing locally for adopting a similar system to Northumbria's triage system. Evidence is being gathered as this progresses to ensure the correct mechanisms are in place and to ensure transparency.

Action 8) of the meeting held on 16 December 2014 – Action outstanding. CA to arrange for 'Getting to know the OPCC' video to be circulated to JIAC members.

Action 3) of the meeting held on 8 August 2014 – DP confirmed that it had been agreed with MP and JP to move the JIAC self assessment; review of JIAC Terms of Reference; and the Annual report to the meeting in June

Actions 2) 3) 4) 6) 7) of the meeting held on 16 December 2014 - agreed as completed and closed.

145. **Exclusion of the public and the press**

Following discussion it was agreed that Items 13 and 14 on the agenda should be treated as confidential and any confidential information be excluded from the minutes to be made available for public inspection.

146. **Review of Accounting Policies**

Report prepared for the Executive Board to review the accounting policies to be used in preparation of the Statement of Accounts for 2014/15. JP confirmed that there had not been any significant changes to the accounting policies since 2013/14.

AGREED: JIAC Members supported the proposed accounting policies for endorsement by the Executive Board on 24 March 2015.

147. **External Audit progress report and briefing**

CW confirmed that the Audit Fee letters for 2014/15 were issued in April 2014 and clarified that this is reported retrospectively as part of quality monitoring arrangements. CW also highlighted that audit work for 2014/15 was on track and there were no matters which he needed to bring to the Committee's attention.

AGREED: The report was noted.

148. **External Audit / Internal Audit Protocol for liaison 2014/15**

NR confirmed that External Audit had liaised with Internal Audit in the preparation of this Protocol which broadly followed the previous year's Protocol.

AGREED: The report and protocol was noted.

149. **Audit Strategy Memorandum 2014/15 – Police and Crime Commissioner**

CW confirmed that a similar approach to 2013/14 had been taken for the audit of the financial statements. The approach has been altered slightly for key areas of work to take place in stages in order for work to be completed earlier. However, it is anticipated that the pension fund confirmations will not be available until September.

CW also confirmed that the Value for Money conclusion is to ensure that appropriate arrangements are in place to secure economy, efficiency and effectiveness.

AGREED: The report was noted.

150. **Audit Strategy Memorandum 2014/15 – Chief Constable**

This item was included in the discussion of minute 149.

AGREED: The report was noted.

151. **Internal Audit Progress Reports**

The report sets out the progress made in achieving the Internal Audit Plan for 2014/15. The report also sets out the Internal Audit Plan for 2015/16. Clarification was received on a number of items, including confirmation that the 2015/16 plan covers only 6 months due to the current contractual arrangements ending in September 2015.

Assurances were received that the tendering process for the new Internal Audit contract was in progress.

Four audits have been completed and reported in full:

- **Payroll:** JP confirmed that completion of recommendation 1 is ongoing, recommendations 2 and 3 will be completed on time and recommendation 4 has been completed.
- **Special Police Services (SPS) Charging:** In relation to charging for SPS, work is taking place with the Operational Planning team to ensure greater co-ordination with the Finance teams. JP confirmed that payment for SPS in 2013 had been recovered.
- **Stage 2 Transfer:** No further comments.
- **Risk Management:** No further comments.

AGREED: The progress report and reports of completed audits were noted.

152. **Internal Audit Strategy 2015-16**

This report sets out the strategy of Internal Audit in delivering assurance for the 6 months to September 2015. It was clarified that the Key Performance Indicators in the Appendix related to 2015/16.

AGREED: The report was noted.

153. **Progress on Internal Audit Recommendations**

DJ provided an update on the recommendations for the Hi Tech Crime Unit (HTCU) Audit, confirming that a report by the HTCU providing proposals to encapsulate Internal Audit recommendations has been received and is being progressed. DJ also commented that the Joint Corporate Risk Group (which oversees and manages Internal Audit recommendations) has improved its effectiveness compared to 18 months previously.

AGREED: The report was noted.

154. **Corporate Performance Report**

DJ noted the January report, which confirms the anticipated plateaux in performance. There are no major areas of concern. DP noted a small drop in victim satisfaction to which DJ responded that managing expectation guidance is being issued to FCR staff. DJ confirmed that victim satisfaction remains a priority.

AGREED: The report was noted.

155. **Annual Compliance Activity 2015-16**

This report provides information relating to the external inspection and compliance activity (principally HMIC) for 2015-16. There are currently 37 inspections scheduled. DP noted the challenge for NYP to manage this activity, respond to reports, comply with recommendations and manage the risk associated with the level of inspections. The level of inspections has been raised at a national level. It was reported that the National Audit Office is due to publish a report in June which will review the different inspectorates.

AGREED: The report was noted.

156. **Quarterly update on AGS areas for development**

The report indicated that progress continues to be made in the five key areas for development identified in the Annual Governance Statement for 2013/14.

AGREED: The report and the development in the five key areas were noted.

157. **Strategic Risk Summary 2014/15**

The Commissioner and the Chief Constable wish to be as transparent as possible in relation to the strategic risks facing the organisation. They have for some time been considering the most effective way of publishing these risks.

This report has been produced following discussions between the Joint Corporate Risk Group (JCRG) and the JIAC relating to publication of a report around the end of each financial year.

AGREED: The report was noted.

158. **Strategic Risk Register – Confidential report**

The report of the JCRG to provide detail and updates on the Strategic Risk Register. DJ and JC confirmed that the JCRG is now in a position to challenge recommendations and articulate where recommendations are not accepted. Where recommendations are not accepted they are fully audited and the rationale is provided.

AGREED: The report was noted.

159. **Annual Business Continuity Progress Report - Confidential report**

The report of the JCRG to provide an update on the Business Continuity Management systems in place. Clarification was received on a query regarding back-up systems.

AGREED: The report was noted.

160. **Commissioner's Decisions**

There were no comments regarding decision notices published on the Commissioner's website.

161. **Commissioner's and Chief Constable's items**

DJ provided a summary of current NYP activity which included:

- Additional protection of children is a matter of national importance. Strategic Policing requirements and the Police and Crime Plan are being reviewed;
- On 17 March 2015 the start of the Evolve Programme will be announced - a three-way collaboration with Cleveland Police and Durham Constabulary. Through the programme, each of the police services will be exploring ways to work together across organisational boundaries, in order to increase operational resilience, improve services for communities and achieve financial savings.
- A recruitment campaign has taken place to appoint a volunteer Chief Officer. This will be a non-executive role for Citizens in Policing.

ACTION: DJ to provide further detail regarding this appointment to the JIAC meeting in June.

- Name badges are to be introduced for operational officers. Due to the current increased national threat level this has raised some concerns.
- Planning for the *Tour de Yorkshire* in May 2015.
- Increasing activity surrounding road safety including additional speed vans.
- Investigation Hubs are being developed in four areas of high population.

162. **Confirmation of date of next meeting:**

1pm Monday 15 June 2015 at Police Headquarters.

163. **Dates of remaining 2015 meetings:**

All 2015 meetings to take place at 1pm in Conference Room One, Police Headquarters:

- Monday 21 September 2015
- Monday 14 December 2015

164. **Any other urgent business**

There being no other business the meeting closed at 14:40.