

North Yorkshire Police
Record of Meeting



Meeting: Joint Independent Audit Committee
Time and date: Tuesday 21st May 2019, 14:00-16:00
Location: Haigh Meeting Room, Ground Floor, Alverton Court
Chair: Jason Brine

Attendees:

Name	Role
Lisa Winward (LW)	Chief Constable
Michael Porter (MP)	PFCC's Chief Finance Officer
Maria Earles (ME)	Interim Managing Director (Enable)
Jane Palmer (JP)	Chief Constable's Chief Finance Officer & Chief Accountant
Max Thomas (MT)	Member
Helen Fowler (HF)	Member
Pauline Fox (PF)	Member
Asim Ashraf (AA)	Member
Heather Cook (HC)	Member
Donald Stone (DS)	Risk & Assurance Manager
Angela Roberts (AR)	RSM
Gavin Barker (GB)	Mazars
Shain Yapp (SY)	Personal Assistant to the Commissioner's Chief Finance Officer (Minute taker)

Apologies:

Name	Role
Dan Harris	RSM

Items and Decisions:

No.	Discussion	Outcome / Decision
436	Attendance and apologies It was noted a quorum of the Committee was present. The Chair welcomed Maria Earles (Interim Managing Director)	Noted
437	Declaration of Interest There were no declarations of interest in the matters to be discussed at the meeting.	For information
438	Minutes of previous meeting The minutes were approved for publication. It was raised for the records that the member of the public attending the last meeting left at 15:30 to allow the committee to discuss Private Items.	For information

No.	Discussion	Outcome / Decision
439	<p><u>Matters arising</u> There were no matters arising from the previous meeting that were not included on the agenda for this meeting.</p>	For information
	<p><u>Draft Term of Reference</u> Amendments were presented for considerations by the committee, before the Terms of Reference were sent to the commissioner and Chief Constable for final sign off.</p> <p>It was suggested that the Terms of reference identifies free access to External and Internal Auditors, this without the Executives presence at least once a year. It was agreed that the frequency of meetings could be amended to recommend that meetings are held not less than once a year and can be called by two or more members if required.</p> <p><u>JIAC Forward Planner</u></p> <p>Invite to be extended to the Civil Claims team to attend the July Pre – Meet</p>	<p>Action 24</p> <p>Action 25a</p>
440	<p><u>Code of Corporate Governance</u> MP advised that changes have been applied and delegated responsibilities have been moved from the Police, Fire and Crime Commissioner to the Chief Constable.</p>	
441	<p><u>Internal Audit</u></p> <ol style="list-style-type: none"> 1. Open Investigations and Crimes. The Chief Constable offered an overview of the report’s findings, stating that changes to the administration systems are being considered. Training has also been rolled out to support the findings. 2. SharePoint Training Report noted 3. Internal Audit Progress paper Report noted 4. Internal Audit Annual Opinion Report noted 	
442	<p><u>External Audit report</u> The Chair was given the assurance that the report would be completed within the set time scales.</p>	

No.	Discussion	Outcome / Decision
443	<p><u>Internal Audit Recommendations Tracker</u></p> <p>It was agreed that Civil claims would be discussed at the next member's Pre – Meet; this to offer annual updates alongside Litigation Compliance and Data Protection statistics.</p> <p>Report was noted</p>	Action 25b
444	<p><u>HMICFRS Reports</u></p> <p>A Q & A session was facilitated prior to this meeting for the members to have a more in depth understanding on how the recommendations are processed.</p> <p>DS has offered to produce a process map which will give the members assurance on who takes responsibility of the outcomes; how the outcomes have been assessed, and at which meeting the recommendations have been captured on a high level.</p> <p>ME, advised the committee that meeting are being implemented to capture Risk Management on a quarterly basis and these will be an addressed at a governance level.</p>	Action 26
445	<p><u>Risk Management / Strategic Risk Register / Business Continuity Overview</u></p> <p>DS gave a general overview to the committee and responded to queries.</p> <p>The Chair offered DS the opportunity of acquiring additional support from the committee members, utilising their professional experience and expertise.</p>	
446	<p><u>Business Updates</u></p> <p>ME delivered an update on T2020 Phase 1 and the influence the changes will have on delivering services.</p> <p>Ray Ward Managing Director – ENABLE, will be in Post in June.</p>	
447	<p><u>Civil Claims</u></p> <p>MP presented the report and offered to take any questions back to the authors.</p> <p>It was agreed that Civil Claims would be discussed at the next member's pre – meet; this to offer annual updates alongside Litigation Compliance and Data Protection statistics.</p> <p>Report was noted</p>	Action 25c
448	<p><u>Draft Accounts</u></p> <p>Noted</p>	
449	<p><u>Draft Annual Governance Statement</u></p> <p>Some minor changes were recommended for considered.</p> <p>Report was noted</p>	
500	<p><u>Information Management Report</u></p> <p>DS provided a brief over view to the committee</p>	

No.	Discussion	Outcome / Decision
	Report was noted	
501	<u>Dates of future meetings</u> 28 th November 2019 17 th March 2020 19 th May 2020 (to be agreed) 21 st July 2020 (to be agreed)	Noted
502	<u>AOB</u> None raised	

Actions Agreed:

No.	Action / Update	Owner	Date Issued	Date Closed
20	<u>HMICFRS Reports</u> Requirement for useable tracker / report / management information based on the HMICFRS tracking software	DS	20.11.2018	
20.b	JB requested that a demonstration of the tracking software be available prior to the next meeting.	DS	19.03.2019	21.05.2019
21	<u>Financial Reporting</u> In accordance with the Terms of Reference in year financial reports / executive overview should be provided on a quarterly basis for PFCC and CC	MP/JP	20.11.2018	21.05.2019
22	<u>Corporate Governance changes</u> A summary of Corporate Governance changes to be provided by MP in the May meeting.	MP	19.03.2019	21.05.2019
23	<u>ISO report</u> The ISO reporting provided at the Information Management meeting to be incorporated into the Claims Overview reporting each ¼ for the JIAC.	DS	19.03.2019	21.05.2019
24	<u>Draft Term of Reference</u> It was suggested that the Terms of reference identifies free access to External and Internal Auditors without Executive presence at least once a year. https://www.northyorkshire-pfcc.gov.uk/police-oversight/governance/jiac/	ME	21.05.2019	
25a,b,c	<u>Civil Claims</u> It was agreed that Civil claims would be discussed at the next member's pre meet; this to offer annual updates alongside Litigation Compliance and Data Protection statistics DS to arrange DPO and Civil claims to attend the next pre meet	DS	21.05.2019	
26	<u>HMICFRS Reports</u> DS has offered to produce a process map at the November meeting.	DS	21.05.2019	

**The next meeting will take place at Tuesday 23rd July - Haigh Meeting Room -14:00 -16:00.
Papers for discussion are to be submitted by close of play one week prior to the meeting date.**

A pre-meeting for the members will take place at Tuesday 23rd July - Haigh Meeting Room -13:00 -14:00.