



**NORTH YORKSHIRE POLICE,
FIRE AND CRIME COMMISSIONER/
NORTH YORKSHIRE FIRE AND RESCUE SERVICE
Independent Audit Committee**

Meeting: Joint Independent Audit Committee
Time and date: Tuesday 21st May 2019, 11:00-13:00
Location: Haigh Meeting Room, Ground Floor, Alverton Court
Chair: Asim Ashraf (AA)

Attendees:

Name	Role
John Foster (JF)	Interim Deputy Chief Fire Officer
Michael Porter (MP)	PFCC's Chief Finance Officer
Maria Earles (ME)	Interim Managing Director
Stephen Fox	Independent Member
David O'Brien (DO)	Independent Member
Andrew McHutchon (AM)	Independent Member
Becky Horrocks (BH)	Independent Member
Stuart Cutts (SC)	Veritau
Clare Godfrey (DS)	Head of Finance & Administration
Gavin Barker (GB)	Mazars
Shain Yapp (SY)	Personal Assistant to the Commissioner's Chief Finance Officer (Minute taker)

Apologies:

Name	Role
n/a	
n/a	

Items and Decisions:

No.	Discussion	Outcome / Decision
1.	<u>Welcome and appointment of Chair</u> Asim Ashraf was elected as Chair of the Committee.	
2.	<u>Attendance and apologies</u> It was noted a quorum of the Committee was present.	Noted
3.	<u>Declaration of Interest</u>	For information

No.	Discussion	Outcome / Decision
	There were no declarations of interest in the matters to be discussed at the meeting.	
4.	<p><u>Audit Committee Terms of Reference, Schedule of Work and Meeting Schedule</u> MP requested comments and feedback on the paper. It was agreed that additional items be built into the Term of Reference and some minor adjustments be made.</p> <ul style="list-style-type: none"> • Corporate Risk Register be available on quarterly basis. • An oversight of SARs to be added to the agenda each quarter. • Maintain an overview of the number and types of complaints. 	Action 1a
5.	<p><u>Minutes of previous meeting</u> Noted</p>	For information
6.	<p><u>Matters arising</u> There were no matters arising from the previous meeting that were not included on the agenda for this meeting. Noted</p>	For information
7.	<p><u>Code of Corporate Governance</u> The Committee were advised that the Fire and Rescue plan is in its final stages of consultation, with the final draft going to the Police and Fire and Crime Panel to be signed off. MP requested feedback and comments via email from the members if so required.</p> <p>It was requested that the hierarchy of Corporate plans be made available to the members.</p> <p>It was queried on where and how injuries and accidents were reported, how they were captured and at what level of support was provided to staff? JF advised that a recognised medical advisor provides this support. JF advised that the Health and Safety Committee as well as other designated bodies will look at patterns and trends of accidents and incidents and act accordingly.</p> <p>The Chair requested that a list of mechanisms be included in to this document showing how incidents are escalated.</p>	<p>Action 2a</p> <p>Acton 2b</p>
8.	<p><u>Internal Audit Progress Report</u></p> <ul style="list-style-type: none"> • Internal Audit Plan 2019/20 <p>The Chair was assured that a detailed piece of work had been carried out and the Audit Plan captured all emerging risks. MP was confident that any other urgent work would be financially addressed if required.</p>	

No.	Discussion	Outcome / Decision
	<p>It was agreed that members will meet with both the Internal and External Auditors without executives present. This will be done on an annual basis and independently of each other.</p> <p>Draft charter to be included in the July meeting for perusal.</p> <p>The Chair queried that as data protection is a continuously evolving risk, if sufficient time had been allocated to audit work in this area. MP assured members that if additional time was required this would be facilitated.</p> <p><u>Progress report</u> It was agreed the committee should have a clear view of audit actions and progress against them giving assurance that risks identified through Internal Audit are being appropriately managed.</p> <p>Noted</p>	<p>Action 3</p> <p>Action 4</p> <p>Action 5</p>
9.	<p><u>External Audit report</u></p> <ul style="list-style-type: none"> • The Audit Strategy Memorandum A comprehensive overview was provided by GB to the committee on the ASM. • Audit Progress Report. Report noted 	
10.	<p><u>Annual Governance Statement 2017/18</u> Report Noted</p> <p><u>Draft Annual Governance Statement 2018/19</u> MP provided an overview of the draft report.</p>	
11.	<p><u>Statement of Accounts</u> MP suggested that he meets with the members in the next pre-meet to give a thorough overview of the Statement of Accounts. This was noted as valuable by members of the Audit Committee.</p>	Action 6
12.	<p><u>Risk Management Governance Group Annual report</u></p> <p>Update provided to the committee explaining how the report has been compiled.</p> <p>BH has offered the members support to see through action. JF thanked the committee members for their offer but as to yet is satisfied with how matters are being supported within the organisation.</p> <p>Members of the committee have requested a copy of the Risk report for perusal.</p>	Action 7

No.	Discussion	Outcome / Decision
	<p><u>Information Management Governance Group Annual report</u></p> <p>JF shared examples of the types of FOIs, compliments, and complaints received by the service.</p> <p>Members of the Audit Committee probed into some of the drivers of each metric and were satisfied with responses given.</p>	
13.	<p><u>AOB</u></p> <p>ME advised the committee that the first HMICFRS inspections is due in June.</p> <p>AA request a copy of the draft findings and action tracker be shared when compiled.</p>	Action 8
14.	<p><u>Dates of future meetings</u></p> <p>28th November 2019</p> <p>17th March 2020</p> <p>19th May 2020</p> <p>21st July 2020</p>	

Actions Agreed:

No.	Action / Update	Owner	Date Issued	Date Closed
01a	<p><u>Audit Committee Terms of Reference, Schedule of Work and Meeting Schedule</u></p> <p>It was agreed that additional items were required to be built into the Term of Reference and some minor adjustments be made.</p> <ul style="list-style-type: none"> • Corporate Risk Register be available on quarterly basis. • An oversight of SARs to be added to the agenda each quarter. • Maintain an overview of the number and types of complaints. 	MP	21.05.2019	
02a,b	<p><u>Code of Corporate Governance</u></p> <p>The Committee were advised that the Fire and Rescue plan is in its final stages of consultation period.</p> <p>It was requested that the hierarchy of Corporate plans be made available to the members.</p> <p>It was queried on where and how injuries and accidents were reported, how they were captured and at what level of support was provided to staff?</p> <p>The Chair requested that a list of mechanisms be included in to this document showing how incident are escalated.</p>	JF JF	21.05.2019 21.05.2019	
03	<p><u>Internal Audit Progress Report</u></p> <p>Internal Audit Plan 2019/20 It was agreed that members will with both the Internal Audit External Auditors without executives present. This will be done on an annual basis and independently of each other.</p>	SY/AA	21.05.2019	
04	<p><u>Internal Audit Progress Report</u></p> <p>Internal Audit Plan 2019/20 Draft charter to be included in the July meeting for perusal.</p>	SC	21.05.2019	
05	<p><u>Internal Audit Progress report</u></p> <p>It was agreed the committee should have a clear view of audit actions and progress against them giving assurance that risks identified through Internal Audit are being appropriately managed.</p>	SC		
06	<p><u>Statement of Accounts</u></p> <p>MP to meet with the member in the next pre-meet to give a thorough overview of the Statement of Accounts.</p>	MP	21.05.2019	

No.	Action / Update	Owner	Date Issued	Date Closed
07	<u>Risk Management Governance Group Annual report</u> Members of the committee have requested a copy of the Risk report for perusal.	JF		
08	<u>HMICFRS inspections</u> AA request a copy of the draft findings and action tracker be shared with the committee when compiled.	JF		

**The next meeting will take place at Tuesday 23rd July - Haigh Meeting Room -11:00-13:00.
 Papers for discussion are to be submitted by close of play one week prior to the meeting date.**