



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

Meeting: Joint Independent Audit Committee
Time and date: Thursday 17th March 2020, 11:00-13:00
Location: Haigh Meeting Room, Ground Floor, Alverton Court
Chair: Asim Ashraf (AA)

Attendees:

Name	Role
John Foster (JF)	Deputy Chief Fire Officer
Michael Porter (MP)	PFCC's Chief Finance Officer
Andy Blades (AB)	Temporary Head of Operational Reliance
Stephen Fox (SF)	Independent Member
Andrew Mchutchon (AM)	Independent Member
Stuart Cutts (SC)	Veritau
Gavin Barker (GB)	Mazars
Abi Medic (AM)	Mazars
Shain Yapp (SY)	Personal Assistant to the Commissioner's Chief Finance Officer (Minute taker)

Apologies:

Name	Role
Becky Horrocks	Independent Member
Claire Godfrey	Finance Manager
David Obrien	Independent member

Items and Decisions:

No.	Discussion	Outcome / Decision
1.	<u>Welcome</u>	
2.	<u>Attendance and apologies</u> It was noted a quorum of the Committee was present.	Noted
3.	<u>Declaration of Interest</u> There were no declarations of interest.	For information

No.	Discussion	Outcome / Decision
4.	<p><u>Minutes of the previous meeting</u> Approved</p>	Noted
5.	<p><u>Actions of the previous meeting</u> Actions to be picked up by the Chair outside of the meeting due to time constraints.</p>	
6.	<p><u>Internal Audit Progress Report</u> SC gave a brief synopsis on the report.</p> <p>MP advised; improvement is being made on the slickness of the process through better understanding and training.</p> <p>Report Approved</p> <p><u>Draft Internal Audit Plan for 2020/21</u></p> <p>Role-based access to be discussed outside the meeting, between Veritau and the Chair.</p> <p>The Chair queried if Veritau had robust business continuity plans to see through the current Covid 19 epidemic, SC assured the members that Veritau were working with their business continuity plans and updated were being implemented as the rapidly evolving guidance.</p> <p>The Chair requested the assurance that Veritau had capacity to deliver the 20/21 plan? SC advised that as things were now, there wasn't a reason to change the 20/21 plan within the allocated time scales. However, if there was a requirement to change anything this would be addressed with MP. An extension would be requested if data was not available.</p> <p>MP assured the members that reasonable increases in cost to provide assurance against risk would be considered towards additional days if required.</p> <p>Plan approved</p> <p><u>Information Governance report</u></p> <p>This piece of work was commissioned by MP to offer the Audit Committee assurance on the organisations Data Protection processes. The Chair queried the time scales of re-training, JF advised this was due to different variants of risk. JF to liaise with the Chair outside the meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
7.	<p><u>External Audit updates</u> The accounts and audit timetable have changed. Accounts now need to be produced by 30 June (rather than 31 May) and the audit will be completed by 30 September (rather than 31 July).</p>	Noted

No.	Discussion	Outcome / Decision
	<p>CIPFA has indicated its intention to suspend the CIPFA Accounting Code for 2019/20 and reduce the requirements to be included in the 2019/20 financial statements, but no detail yet. Mazars are liaising and will continue to liaise with officers to ensure that we all understand what is required and when.</p> <p>Date to future meetings to be adjusted to accommodate this.</p>	<p>Noted</p>
<p>8.</p>	<p><u>Risk Management Governance Group update</u></p> <p>Quarterly Update of Risk Management</p> <p>Five high risks were discussed in-depth, these were reported in the RMG quarterly updates earlier in the month; included in the discussion was the recruitment of staff and the deployment regime, which is now at the end of the process.</p> <p>Private Item</p> <p>As of 1st April 2020 Risk Management Governance Group will cease to exist; instead of which the Tactical Leadership Team is being set up, Terms of Reference will require the attendance of the five Function Heads (enableNY) eight Section Heads and Group Managers from the district; risk will be captured as a agenda item at this meeting.</p> <p>HMICFRS Report The report was received and taken as read.</p> <p>Private Item</p> <p>Covid 19 updates The Chair requested assurance, that as a core service, NYFRS management are comfortable that they are providing a place of protection for the staff and the continuity of service to the public.</p> <p>JF shared with the committee the contingency plans that are in place both locally and nationally; working closely with North Yorkshire Police and North Yorkshire Council at a high level.</p> <p>The control room has an elevated contingency plan placed to provide a safe and controlled environment for staff.</p> <p>Public engagements have been suspended on a risk-assessed basis.</p> <p>Gold and Silver teams have been deployed to provide support in the next phase.</p> <p>Confirmation was given that processes are in place for adapting the structure when engaging with clients; that government guidance is being followed and restructures are being devised to adapt business as usual, whilst continuously ensuring safety for the staff and public.</p>	

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9.	<p><u>Information Management / Professional Standards Report</u> Private discussion</p>	
10.	<p><u>Previous Annual Governance Statement Issues Update</u> MP provided an update to the committee, due to the change of time frames of the elections as a result of Covid 19, Julia Mulligan will continue in post. Draft Annual Governance Statement will be presented at the next meeting.</p>	
11.	<p><u>AOB</u> Schedule of work to be updated to capture current changes to reporting period.</p>	
12.	<p><u>Dates of future meetings</u> 23 June 2020 22 September 2020 15 December 2020 16 March 2021</p> <p>The next meeting of the JIAC will take place on Tuesday 23rd June at 10.30hrs Via a remote meeting platform (due to Covid)</p>	

Actions Agreed:

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
09a	<p><u>Risk Management Governance Group updates / Risk Management Quarterly Update</u></p> <p>It was requested by the members that additional details in the 'Actions' need to be shown in the report; this to enhance their understanding. JF offered to add the scoring matrix and rational for additional clarity.</p>	JF	23.07.2019 17.03.2020	28.11.2019 Ongoing	
09b	<p>It was agreed that that a separate meeting would be advantageous to go through the Risk Register in detail. Conditional upon copies of the risk register being shared at least 1 week in advance.</p> <p>09.03.2020; Due to the internal governance structure being introduce from 1st April 2020, RMG will cease and risk management will become an agenda item on the new Tactical Leadership Team meetings. The team will review the risk register and feed by exception any outstanding risks to the Senior Leadership Team.</p>	JF	23.07.2019 17.03.2020	17.03.2020 Ongoing	
		JF	28.11.2019	17.03.2020	17.03.2020 Closed