

**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 29<sup>th</sup> November 2022, 13:00-14:30

**Location:** Via Microsoft Teams

**Chair:** Jo Gleeson (JG)

**Attendees:**

<b>Name</b>	<b>Role</b>
Simon Dennis (SD)	Chief Executive Officer/Monitoring Officer, OPFCC
James Manning (JM)	T / Area Manager
Stuart Green (SG)	Independent Member
Michael Porter (MP)	PFCC's Chief Finance Officer 151
Philip Church (PC)	Internal Audit (RSM)
Roman Pronyszyn (RP)	Independent Member
Andrew McHutchon (AM)	Independent Member
David O'Brien (DO)	Independent Member
Gavin Barker (GB)	Mazars
Malwina Leszczynska (ML)	Data Protection Officer Compliance
Claire Godfrey (CG)	Chief Accountant, Finance

Abi Medic (AM)	Mazars
Matthew Walker (MW)	Deputy Chief Fire Officer North Yorkshire
Caroline Blackburn (CB)	Governance & Assurance Lead
Rena Brown (RB)	Acting enable NY Managing Director
Rajan Thackar (RJ)	Internal Audit (RSM)
Daniel Harris (DH)	Internal Audit (RSM)
Shain Yapp (SY)	Personal Assistant Executive Support for the Chief Officer Team

### Apologies

Name	Role
Philip Church	Internal Audit (RSM)

### Items and Decisions:

No.	Discussion	Outcome / Decision
1.	<p><b>Attendance and Apologies</b> Caroline Blackburn introduced herself to the members.</p> <p>Apologies noted.</p>	
2.	<p><b>Declaration of Interest</b> RP Pronyszyn declared an interest as a Parish Councillor in an area covered by North Yorkshire Police and Fire services,</p> <p>JG declared her declaration of Interest for the records. JG is currently working for a primary school multi academy trust based in North Yorkshire. She has no authority to procure services without following financial regulations which includes transparent public procurement processes. It is not expected that this</p>	<b>For information</b>

No.	Discussion	Outcome / Decision
	relationship will impact on her ability to act as Chair of the IAC. The contract is due to expire on the 31.12.22	
3.	<p><b>Minutes and Actions of the previous meeting</b> The minutes of the previous meeting 20<sup>th</sup> September 2022 were approved. Actions updated.</p>	
4.	<p><b>Matters Arising</b> <b>Procurement Progress Report:</b> MP provided update to members. Ongoing work in progress. Further update/review from internal audit due in current financial year.</p> <p><b>Risk Management Strategy Policy:</b> JM discussed policy with members. RP had queries ref the policy documents, JM will share Scoring Matrix with members.</p>	<b>Action 25</b>
5.	<p><b>Final Annual Governance Statement</b> MP provided update to members. RP and SG suggested action list needs more detail and clarification.</p> <p>SD agreed and will work on the wording. JG thanked everyone on a very good document.</p>	
6.	<p><b>External Audit: Audit Completion Report</b> GB and AM provided update to the committee.</p> <p>GB requested signed set of statements, signed letter of representation, signed annual governance statement.</p> <p>JG and members praised GB, MP, AB, CG, and the finance team for their completion of the audit and the financial accounts.</p> <p>JG requested GB to provide updates in March of Mazars team resources.</p>	<b>Action 26</b>
7.	<p><b>IAC Forward Planner</b> Nothing raised.</p>	
8.	<p><b>Tactical Leadership Team Update Report</b></p> <ul style="list-style-type: none"> <li>• Information Governance No questions raised.</li> <li>• Performance Indicators No questions raised.</li> </ul>	

No.	Discussion	Outcome / Decision
	<ul style="list-style-type: none"> <li>• Corporate Risk Management</li> </ul> <p>No questions raised.</p> <ul style="list-style-type: none"> <li>• Health and Safety</li> </ul> <p>No questions raised.</p>	
9.	<p><b>Internal Audit</b></p> <ul style="list-style-type: none"> <li>• Progress paper including sector briefing</li> </ul> <p>DH provided update.</p> <p>JG suggested RSM may do another check to check progression on actions, to show negative opinions/actions are moving forward. DH has a follow up in January with PC, but another follow up can potentially be put in for April.</p> <ul style="list-style-type: none"> <li>• Fleet Management</li> <li>• Gazetteer Patching Report</li> <li>• Health and Safety Report</li> </ul> <p>MW supported findings in reports. Organisation has gone through significant changes but now have a stable leadership team so foreseeing improvements in the organisation will happen.</p> <p>MW looking forward to bringing back positive outcomes and results to members.</p> <p>JG proposed they did not discuss each report in depth due to time constraints and general discussions already taken place, members agreed.</p>	
10.	<p><b>Final Accounts</b></p> <p>MP provided statement of accounts.</p> <p>No questions raised.</p>	
11.	<p><b>AOB</b></p> <p>JG informed members Andrew (AM) will be leaving after the next meeting.</p> <p>MP has two CVs for the role and will discuss with JG outside of the meeting</p>	
12.	<p><b><u>Dates of future meetings</u></b></p> <p>20<sup>th</sup> June 2023</p>	

No.	Discussion	Outcome / Decision
	19 <sup>th</sup> September 2023	

**Actions Agreed:**

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
16	Head of Finance will provide an update at the September meeting on the procurement processes being considered going forwards. Michael Porter to provide an update to the committee at the November meeting.  An item on the agenda action to be closed.	Michael Porter	21.06.2022  20.10.2022	20.09.2022 29.11.2022  29.11.2022	Closed 29.11.22
18	An update to be provided to members on the recent HMICFRS Peel inspection	SD	21.06.2022	20.09.2022	Closed 20.09.2022
21	Forward Planner: JG requested the Tactical Leadership Team update Report be identified on the planner as separate items.  Report has been added to the planner. Action to be closed.	MP/ SY	20.09.2022	29.11.2022	Closed 29.11.22
22	Declaration of Interest: It was agreed that Declaration of Interest should be clearly shown in the minutes under item 2.  A request has been made to Roman and Jo to forward the wording they would like to be added to the minutes.  A declaration of interest has been added. Action to be closed.	SY/ JG/ RP	20.09.2022	29.11.2022	Closed 29.11.22
23	Risk Policy: Risk policy to be brought to the March meeting.  Already on today's agenda. Action to be closed.	JM / MW	20.09.22	March 2023 meeting	Closed 29.11.22
24	Tactical Leadership Team Update Report:	JM/ MW	20.09.2022	29.11.2022	Closed 29.11.22

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
	DPO ML to be invited to the next meeting to clarify some points raised in the meeting.  DPO ML attended. Action to be closed.				
25	Matters Arising: Risk Management Strategy Policy:  JM to provide detail of how risk scores are arrived at	JM	29.11.22	21.03.23	
26	External Audit:  GB to provide update on Mazars team and their resources	GB	29.11.22	21.03.23	

The next meeting of the IAC will take place at 10:30 on 21<sup>ST</sup> March as a hybrid meeting hosted both at HQ and via Teams