

**Joint Audit Committee of the Police and Crime Commissioner for Bedfordshire
and Bedfordshire Police**

Meeting of 26 March 2014

Minutes

Present:

Mr Jagtar Singh - Chair	Independent Committee Member
Mr Andrew Godman	Independent Committee Member
Mr Graham Seaby	Independent Committee Member
Mr Paul Smith	Independent Committee Member
Mr Phil Wells	Joint Chief Finance Officer for of the Police and Crime Commissioner for Bedfordshire and Bedfordshire Police
Mr Simon Bullock	Assistant Commissioner/Deputy Chief of Staff of the Police and Crime Commissioner
Mr John Fletcher	Deputy Chief Constable
Mrs Pat Brown	Compliance Officer - Minutes
Mr Mark Jones	Head of Internal Audit, Baker Tilly Holdings Ltd
Mr Mark Hodgson	Audit Director, Ernst and Young LLP
Ms Natalie Clark	External Audit Manager, Ernst and Young LLP

14/JAC/01 APOLOGIES

Apologies were received from Independent Member Wayne Brads.

14/JAC/02 MINUTES

The minutes of the Meeting of the Joint Audit Committee held on the 18 December 2013 were confirmed subject to corrections for grammatical errors.

14/JAC/03 STATUS REPORT AND MATTERS ARISING

The Committee received a status report of activity taken to implement the actions arising from the meeting held on 18 December 2013. An update to members on Collaboration would be provided at a training event following the sign off of the draft strategic business case.

IT WAS RESOLVED

That the status report be noted.

14/JAC/04 DECLARATIONS OF INTEREST

There were no declarations of personal or prejudicial interests from Members.

14/JAC/05 2014/15 EXTERNAL AUDIT PLAN

Mr Mark Hodgson of Ernst and Young LLP presented the External Audit Plan 2014/15 to members to review the proposed audit approach and scope in accordance with legislation and professional requirements and ensure that the audit was aligned to the Committee's service expectations. The report summarised the key risks which drive the audit for the Commissioner and Chief Constable and outlined the planned audit strategy in response to those risks.

Members discussed the report regarding fraud and were assured by the Deputy Chief Constable that activity in the Professional Standards Department had been boosted to better assess risk and investigate and deal with anti-corruption activity. Members also raised the risk of capitalisation of revenue expenditure and were provided assurance by the Chief Finance Officer that this matter was tested annually.

IT WAS RESOLVED

That the Committee note the External Audit Plan 2014/15 of the Police and Crime Commissioner and Chief Constable.

**14/JAC/06 STRATEGIC RISK REGISTER
Office of the Police and Crime Commissioner for Bedfordshire**

The Deputy Chief of Staff, Simon Bullock, presented a report of the Strategic Risk Register (SRR) of the Police and Crime Commissioner for consideration. Members were informed that the register would continue to evolve and was impacted on by both local and national policy development.

The report set out specific issues relevant to the delivery of the Commissioner's Police and Crime Plan as:

- Police Collaboration/Funding
- Partnership working
- Commissioning
- Community Engagement
- Reputation

The SRR appended to the report currently held five high level risks:

G-1 - The outcomes of the Police and Crime plan are not delivered

R-1 - Failure to provide a policing service to the public due to inadequate resources

PE-1 - Policing services do not meet the needs of local communities, victims and witnesses

T-1 - The reputation of the Police and Crime Commissioner is damaged.

C-1 - The Police and Crime Commissioner does not meet his statutory duties

regarding commissioning of victim services.

Members considered the report.

The Deputy Chief of Staff advised members on mitigations to key risk issues as:

Collaboration - The Medium Term Financial Plan highlighted the continuing budgetary pressures challenging the Commissioner and Chief Constable to deliver an effective policing service for Bedfordshire. There was strong reliance on collaboration with Cambridgeshire and Hertfordshire, focusing on operational and organisational support, to manage demand over future years. A Strategic Business Case, currently in draft form, was ready to be signed by all six parties to set out the delivery of future collaborative working for Bedfordshire, Cambridgeshire and Hertfordshire.

Partnership working - The 'and crime' element of the Commissioner's responsibilities was being addressed through partnership working. The Commissioner and his office were sitting on Community Safety Partnerships, Bedfordshire Criminal Justice Board and other statutory boards and groups.

Integrated Offender Management (IOM) was progressing well as a standalone charity with the Chief Constable as a trustee on the new board.

Transforming Rehabilitation - A Bedfordshire, Northamptonshire, Cambridgeshire and Hertfordshire (BeNCH) Transforming Rehabilitation Steering Group had been set up to collectively mitigate the impact of probation reforms and would act as the Local Advisory Panel to fulfil Ministry of Justice requirements.

Demand Reduction Board - This board, chaired by the Commissioner, addressed the wider public health issues that impacted on offending and reoffending and was working with partner organisations to align strategic plans to collectively address these issues.

Drug and Alcohol Solutions Group - this project by multiple agencies and organisations to tackle the harm caused by drugs and alcohol across Bedfordshire was represented across all public services with its secretariat supplied by the Commissioner.

Commissioning - The Commissioner was to have responsibility for the majority of victims' services through funding from the Ministry of Justice from October 2014. Funds had been provided from April 2014 for capacity building. A Senior Commissioning Adviser had been seconded from March 2014 and work was in development in this area

Members discussed the report and raised concerns regarding the risk that 'The Outcomes of the Police and Crime Plan are not delivered' did not sit only with governance but also with commissioning and resources and that this risk also impacted on the reputation of the organisation.

The Deputy Chief of Staff agreed to review the SRR in consideration of the concerns of members and in line with the revised Police and Crime Plan to be published in May.

IT WAS RESOLVED

1. That members noted the Strategic Risk Register of the Police and Crime Commissioner.
2. That the Deputy Chief of Staff would review and revise the Strategic Risk Register in consideration of the concerns of members and the revised Police and Crime Plan.

14/JAC/07

STRATEGIC RISK REGISTER Bedfordshire Police (In Private)

The Deputy Chief Constable presented a report to members on the current Strategic Risk Register (SRR) of Bedfordshire Police for consideration. The SSR of Bedfordshire Police reflected the risks associated with delivery of the Force's strategic intent.

The SRR appended to the report contained sensitive operational information and was therefore 'Restricted' and not for publication under The Elected Local Policing Bodies (Specified Information) Order 2011.

The SRR currently contained eleven strategic risks. Since the SRR was last reported to the Joint Audit Committee in December 2013 no risks had a revised risk rating and one risk had been added.

Members discussed the risks regarding performance, reduced budget, partnership working, introduction of the Police and Crime Commissioner, collaborative working, force restructure, HMIC inspections and specific operational policing matters.

Members were reassured that the risks were being managed appropriately.

IT WAS RESOLVED

1. That Members noted and considered the risks in the Force Strategic Risk Register.
2. That Members noted the new risk and its impact on the reputation of the Force.

14/JAC/08

INTERNAL AUDIT

a) Progress against the Internal Audit Plan 2013/14

Mr Mark Jones of Baker Tilly Holdings Ltd. presented an update on the progress of the 2013/14 Internal Audit Plan since the last meeting.

Members were informed that two audits had been finalised as:

1. **Governance - Force and OPCC** (rated green) - recommendations - 4 low priority
2. **Collaboration - Scientific Services** (rated amber/green) - recommendations - 2 medium priority and 1 low priority

Two audits, Collaboration - Governance and Follow Up, were currently in draft

form and would be reported to the next meeting.

The executive summaries of the two finalised audits were contained within the report to members.

Members asked for assurance, in relation to the Scientific Services audit and collaboration as a whole, how cashable benefits were being realised and controlled and how this fitted in with the financial planning of the Force. The Chief Finance Officer explained the process and agreed to include this within the training session for Members, prior to the next meeting of the Committee.

There were no high priority recommendations in any audit reported at this meeting.

Members were also informed of the collaborative audit on Police Pensions undertaken by Hertfordshire Police Internal Auditors which had a substantial assurance level with eight low level recommendations.

All full finalised audit reports had been provided to members by email and paper copy.

Members were advised that there were no changes proposed to the internal audit plan.

Members considered the Internal Audit Report and agreed the progress made to date against the 2013/14 Internal Audit Plan.

b) Internal Audit Plan 2014/15

Members had considered the strategic risk registers of the Commissioner and Chief Constable prior to making any decisions regarding the Internal Audit Plan for 2014/15.

Mr Mark Jones of Baker Tilly Holdings Ltd. presented the Internal Audit Plan 2014/15 to members for approval. The three year Internal Audit Strategy 2013/14 - 2015/16 had been agreed by the Committee in March 2013. In consideration of new risks identified since March 2013 changes to the Strategy were the additions of internal audits of:

- Reputational Management
- Delivery of the Police and Crime Plan
- Partnerships and Commissioning
- Communications for 2015/16
- Delay of Human Resources to 2015/16 to allow for other priority audits

Risks relating to activity that was to be inspected by HMIC were removed/not included in the internal audit strategy/plan to avoid duplication.

Members agreed that the Internal Audit Strategy covered the key strategic risks of the Commissioner and Chief Constable.

Members supported that the Internal Audit Plan 2014/15 reflected the priority areas.

Members were satisfied that sufficient assurances were being received to monitor the risk profiles effectively of the two organisations, including emerging issues/risks.

IT WAS RESOLVED

1. That members noted and agreed the progress made to date against the 2013/14 Internal Audit Plan.
2. That members approve the Internal Audit Plan 2014/15.

INTERNAL AUDIT

c) Progress on Recommendations

The Chief Finance Officer presented a report to members to reassure them on completion and progression of agreed recommendations from completed internal audits. Progress was reported for all high and medium priority recommendations.

There were twelve recommendations in the report, seven were complete, three were outstanding and two had not yet reached their implementation date.

Members were informed with regard to the three outstanding recommendations that;

- Review of Vetting Collaboration Service Level Agreement to be undertaken – it was agreed by the Committee that the initial risk highlighted by the auditors had been mitigated against, but as part of ongoing improvements the policy should be reviewed once the new National Code of Practice from the College of Policing, expected in April 2014, had been finalised. Members agreed that this recommendation should be closed off as completed and the policy be updated when the new code of practice was introduced as business as usual.
- HR Training and Development 2013/14 - The Collaborated Training Plan was to be ratified by the Force Resources Board in March 2014.
- Data Security 2013/14 - The training package incorporating IT security would be implemented across the three forces during the first quarter of 2014/15.

IT WAS RESOLVED

1. That Members noted and endorsed the completed recommendations.
2. That Members agreed that the recommendation regarding the Vetting Policy be closed off as completed and that the policy be updated to align with the new codes of practice when they were introduced.
3. That Members noted and endorsed the current status of the remaining recommendations as described in the report.

14/JAC/09

SCHEME OF GOVERNANCE AND FINANCIAL REGULATIONS

The Chief Finance Officer presented the draft Scheme of Governance for Bedfordshire, Cambridgeshire and Hertfordshire and draft Financial Regulations, for Bedfordshire only, to members for noting. The Scheme of Governance was expected to be signed off at the Strategic Alliance Summit to be held on 1 April 2014 for implementation from that date. Members were advised that it was intended that joint Financial Regulations with Cambridgeshire and Hertfordshire would be implemented by 30 June 2014, but until that date Bedfordshire required its own financial regulations. These documents had been updated to reflect the fact that from April 2014 the Commissioner and Chief Constable were regarded as corporations sole with specific responsibilities.

Members requested that the Terms of Reference of the Joint Audit Committee be updated to align with the revised documents and presented to the next meeting of the committee.

IT WAS RESOLVED

1. That members noted the content of the report.
2. That members noted the intention to agree a set of Financial Regulations with Cambridgeshire and Hertfordshire by 30 June 2014.
3. That the Terms of Reference of the Joint Audit Committee be updated to align with the revised documents and presented to the next meeting of the committee.

14/JAC/10

HER MAJESTY'S INSPECTORATE OF CONSTABULARY (HMIC) INSPECTIONS

Deputy Chief Constable Mr John Fletcher submitted a report to members to inform of HMIC activity from October 2013 to August 2014.

There were no reports for the Committee to consider on this occasion.

Members asked for an update from the work undertaken by the National Audit Office, for which they were interviewed. It was explained that the report had been published and could be found on the NAO website.

IT WAS RESOLVED

1. That Members noted the report.

14/JAC/11

Meeting closed at 4.45pm

