

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

**Meeting of 23<sup>rd</sup> September 2016  
Held between 13.30 – 15:30**

## Minutes

**Present:**

Jagtar Singh - Chair	Independent Committee Member
Graham Seaby	Independent Committee Member
Wayne Brads	Independent Committee Member
Andrew Godman	Independent Committee Member
Paul Smith	Independent Committee Member
Phil Wells	Joint Chief Finance Officer for the Police and Crime Commissioner for Bedfordshire and Bedfordshire Police (CFO)
Mark Collins	Deputy Chief Constable
Clare Kelly	Chief of Staff
Neil Harris	Ernst & Young
Mark Jones	RSM
Rosalind Burton	Senior PA (minutes)

16/JAC/27	Apologies	ACTION
	There were no apologies for absence noted.	
<b>Part Two - Not Restricted</b>		
16/JAC/30	<p><b>Minutes and Status Report from the meeting held on the 24<sup>th</sup> June 2016</b></p> <p>The minutes of the meeting held on the 24<sup>th</sup> June 2016 were reviewed for accuracy and the following 2 amendments were requested:</p> <ol style="list-style-type: none"> <li>1. Under section Annual Report 2015/16 paragraph 2 could the word <u>asked</u> be replaced by <u>discussed</u></li> <li>2. Under section Progress against the plan - Progress on Recommendations - It was resolved - the word <u>considered</u> to be replaced by <u>noted</u></li> </ol> <p><b>Action: Minute taker to insert page numbers on all pages for ease of review.</b></p>	<b>Minute taker</b>

16/JAC/31	<p><b>Matters Arising - Status Log</b> Please see attached Action Log</p>	
16/JAC/32	<p><b>Mid Term Financial Plan - Verbal Update - CFO</b> It was reported the Force is in the same position as stated at the last meeting of this group.</p> <p>The outcome of Brexit and the spending review is awaited. A Technical Panel chaired by the CFO and Stakeholder Panel chaired by the CC and PCC are in place.</p> <p>It was noted the Transformation Fund can assist those Forces that are unsuccessful with funding bids.</p>	
16/JAC/33	<p><b>External Audit - Neil Harris of Ernst and Young</b></p> <p><b>a) Audit Results Report 2015/16</b></p> <p>Mr Harris expressed his sincere apologies to the group as the report was not completed in time for this meeting due to resourcing constraints brought about by delays in gaining security clearance. The paper will be circulated electronically to the group as soon as this becomes available. A Position Statement will be issued by the end of next week.</p> <p>Mr Harris noted there was nothing significant to report. One technical adjustment is to be made, however this will make no impact on the final report.</p> <p>Mr Harris stated the Financial Statements were very good reports and a good reflection on the Financial Team. He asked for thanks to be recorded for Hannah Broadbank's work.</p> <p>The VFM conclusion is reported as unqualified.</p> <p>The Members noted the assurances given by Mr Harris; however they wished their concerns to be recorded in respect of the report being incomplete. The Members tenure is to be dissolved at the end of September and this will result in no time to review and comment on the final completed report.</p> <p>Phil Wells circulated the interim report during the meeting apologising that the receiver of this was on sick leave so circulation had not taken place. Two members raised concerns over the incomplete report and it was agreed if anything material arises within the full report this must be circulated to the members for further discussion.</p> <p><b>Agreement</b> Pending reading the final report and with the caveat of the above the group agreed to recommend approval to the PCC and CC for the 2015/16 audit.</p> <p>Mr Harris stated he would be happy to answer any questions raised</p>	

	<p>by email; Phil Wells will contact the Chair should the group need to reconvene.</p> <p>It was agreed the mid-term report shows no concerns re the financial plan or resilience going forward.</p>	
<p><b>16/JAC/34</b></p>	<p><b>Internal Audit</b></p> <p><b>a) Progress on Plan 2015/16</b></p> <p>The above report was reviewed by exception. There are no changes to the Beds only plan; however there are changes to the collaborated plan.</p> <p>The following was noted:</p> <ul style="list-style-type: none"> <li>• The Professional Standards work is going ahead</li> <li>• Athena - preparedness will be reviewed in February 2017, with the provisional expectation of implementation in July - October 2017. There will be a contingency plan in place in the event that this timescale is not met.</li> <li>• The 4 actions noted around budget control are a low priority.</li> </ul> <p>Thanks were requested to be recorded to our Finance Department for management of the budget.</p> <ul style="list-style-type: none"> <li>• The 'in/out' on the suspense account was confirmed as payroll</li> <li>• The mid-term financial planning process is good and well controlled</li> <li>• The full report is available for members</li> </ul> <p><b>Health and Safety Collaborated Report</b></p> <p>The matter of audits not being carried out was raised and it was stated the implications of this vary. It was confirmed the Auditors check for Policy and Process compliance and fit for purpose; they are not H&amp;S experts and are not qualified to carry out risk assessments.</p> <p>Phil Wells noted this is a medium risk and the nature of the gaps are being scrutinised.</p> <p><b>Action: Phil Wells to take the concerns of the members to the Force Executive</b></p> <p>The Members expressed their concerns as to how the situation of no scheduled risk assessments had come about.</p> <p>Phil Wells stated over the past 18 months no Health and Safety Boards had been held; however Mr Collins has now increased the occurrence of these.</p> <p><b>Recommendation</b></p> <p>To identify the gap process and ensure this item is discussed at the next Development Day and be placed on the agenda for the next meeting of this group.</p>	<p><b>Phil Wells</b></p>

	<p>The Members asked for clarity on the process of Governance and responsibility for Beds Health and Safety when it is now a Tri Force department.</p> <p>It was confirmed the responsibility for Beds H&amp;S sits with Bedfordshire's Chief Constable. The Governance sits with the Tri Force.</p>	
16/JAC/35	<p><b>a) Progress against internal recommendations</b></p> <p>Phil Wells reviewed the above documents by exception with the following points noted:</p> <ul style="list-style-type: none"> <li>• 4 of the 8 recommendations are complete</li> <li>• Beds has its own succession planning</li> <li>• Phil Wells is now chair of the People Board and is looking at Critical Posts</li> </ul>	
16/JAC/36	<p><b>Force Overview and Collaboration Report</b></p> <p>The above report was reviewed by exception with the following noted:</p> <ul style="list-style-type: none"> <li>• The Leading the Force Together Presentation is being delivered across the Force.</li> <li>• Overall performance is good</li> </ul> <p>Point 4.2 was discussed and it was noted the Low Confidence figures are against projects that have yet to start.</p> <p>Points 2.3/4/5 were discussed. Phil Wells explained generally performance is good but it is acknowledged there are some gaps hence the Force restructure, which is currently underway. There is a greater volume of crime; this can be due to seasonal trends and the confidence of the public to report.</p> <p>The Members queried what caused the success of last year and why this could not be replicated this year. Concerns were expressed that the percentage of solved crime was not good.</p> <p><b>Action: A full understanding of the figures around Solved/Reported and Priority Crime to be available at the next meeting.</b></p> <p><b>Action: Performance of the Police to be part of the Development Day.</b></p>	<p>Phil Wells</p> <p>Phil Wells</p>
16/JAC/37	<p><b>Strategic Risk Register</b></p> <p>The document was circulated to the Group. Clare Kelly reviewed the changes made to the document from the previous format and explained there is now a page for each priority. There are no critical risks.</p> <p>All areas where wording had changed were highlighted to the group as were new risks.</p>	

	<p>It was noted the PCC's plan is to return to more visible policing with more available when needed, this will be a priority.</p> <p>The Members raised concerns that this document was a tweaked version of the previous risk register and may not reflect the risks in the Policing Plan. The contents appear operational rather than strategic.</p> <p><b>Action: The Strategic Risk Register to be scrutinised with the Police and Crime Plan</b></p> <p>The Members agreed this document is a positive move and shows improvement, the report is noted with a well done to Clare Kelly.</p>	<p><b>Clare Kelly</b></p>
<p><b>16/JAC/38</b></p>	<p><b>Public Sector Audit Appointments</b></p> <p>It was noted the Public Sector Audit Report will be amended to reflect Bedfordshire prior to publication.</p> <p>In 2018/19 there will be a requirement to appoint new auditors. The Beds, Cambs and Herts auditors will remain the same.</p> <p>A discussion took place around the wording of Question 4, it was agreed the language used is confusing.</p> <p>Phil Wells clarified PSAA will run the process for the Framework for the Force to choose and appoint the Auditor.</p> <p>The Members agreed to recommend the Support in principle of joining PSAA for the procurement of audit contracts with effect from 2018/19.</p> <p>The Members also asked for the following recommendation to be added: Support the concept of BCH working together.</p>	
<p><b>16/JAC/39</b></p>	<p><b>Phill Wells - DCC Collins</b></p> <p>The Members were informed DCC Collins has been successful in his application for Chief Constable at Dyfed Powys and will be leaving Bedfordshire in late December.</p> <p>The Chair expressed his thanks to the Members for their long and loyal service to the Group and to the internal and external Auditors. Thanks were also expressed to the Finance Department and Phil Wells.</p>	
<p><b>Date of next meeting</b></p>	<p>6 January 2017</p>	