

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

**Meeting of 31 March 2017
Held between 13.30 – 15:00**

Minutes

Present:

Jagtar Singh – Chair (JS)	Independent Committee Member
Wayne Brads (WB)	Independent Committee Member
Laura Cochrane (LC)	Independent Committee Member
Gita Raja (GR)	Independent Committee Member
Judit Sogan (JSG)	Independent Committee Member
Phil Wells (CFO)	Joint Chief Finance Officer for the Police and Crime Commissioner for Bedfordshire and Bedfordshire Police
Mark Jones (MJ)	RSM
Nick Bernstein (NB)	Ernst & Young
Pauline Gibbons (PG)	Minute taker

17/JAC/13	Apologies	ACTION
	<p>Apologies noted from:</p> <ul style="list-style-type: none"> - Mark Cooper, OPCC Chief Executive - Mike Colbourne, Temp DCC - Suzanne Lane, RSM 	
17/JAC/14	<p>Minutes of the meeting held on 06 January 2017</p> <p>The minutes of the meeting of the Joint Audit Committee (JAC) held on 06 January 2017 were confirmed.</p> <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • The minutes of the meeting held on 06 January 2017 were confirmed. 	
17/JAC/15	<p>Matters Arising – Status Log</p> <p>The Committee received a status log of activity taken to implement the actions arising from the meeting held on 06 January 2017.</p> <p>Members noted that all items were complete with the exceptions</p>	

	<p>below:</p> <ul style="list-style-type: none"> • Action 6: “CFO to look further into Apprenticeship Levy” – CFO advised that the plan was to ensure that the future workforce was of graduate level. Probationers would need to obtain a degree within three years. <p>JS advised caution and that we should consider this further as it could lead to the over qualification of police officers along similar lines as was seen with nurses in the NHS. The CFO explained that this was a national scheme that all Forces would have to introduce.</p> <ul style="list-style-type: none"> • Action 9: “TDCC’s verbal presentation very useful but would be beneficial to have in the report itself as it addresses many potential concerns. CFO to ensure this happens in future”. CFO has now put more detail into the report. • Action 10: “CFO to look into whether or not Cyber Crime is a risk in its own right rather than a subsection under Performance”. CFO is happy with how data is currently being captured. • Action 11: CFO to ensure appointment of auditors for 2018/19. CFO advised that this is still outstanding but as previously agreed this would be through the PSAA which the Force and PCC have signed up to and therefore this item can be discharged. <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • That members noted and agreed the updates. 	
17/JAC/16	<p>Declarations of Interest</p> <p>Declaration of Interest forms are to be emailed to members to complete by the next meeting.</p>	PG
17/JAC/17	<p>Part One – Not Restricted</p> <p>External Audit Plan 2016/17</p> <p>NB advised that he would shortly be leaving EY and will be replaced by Carol Ryan.</p> <p>The first two financial statement risks are driven by management with journal testing undertaken. No other significant risks.</p> <p>NB advised that with regards to pension valuations & disclosures, they rely on estimates from experts and that there were no significant changes.</p> <p>Financial Resilience relies on significant savings being made from collaboration.</p>	

	<p>It was suggested that when the draft set of accounts is available, Hannah Broadbank, Beds Police Principal Accountant, is introduced to the Committee. Accounts for 2016-17 will be produced on the old accounts system.</p> <p>The ERP audit starts 03 April and this will fall into next year's testing.</p> <p>HMIC are focusing on demand management whilst EY are still looking at value for money.</p> <p>JS asked if contract levels were closely monitored with regards to possible fraud, i.e. 3 x £20k contracts rather than one for £60k. EY acknowledged this as a good point and advised that internal audit would be the ones to look into this.</p> <p>Benchmarking our organisation against a similar sized one needs to be undertaken along with measuring the effectiveness of the leadership changes.</p> <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • That members noted the contents of the report. 	
17/JAC/18	<p>Internal Audit</p> <p>a) Progress against plan 2016/17</p> <p>MJ advised that everything is looking satisfactory and there is nothing to lead to a negative opinion. Still finishing off several areas, including Health and Safety and Governance.</p> <p>It was suggested that an audit take place looking into the delays experienced to date with Athena however it was clarified that this had already been done using PA consulting on behalf of Beds, Cambs and Herts.</p> <p>Under Overtime and Expenses, it was found that there was a lack of an authorised signature list. JSG enquired as to what the percentage of overtime to overall salaries was. The CFO advised that the budget is £2.5m on £100m budget. The payroll budget is £60-£65m.</p> <p>JS wanted assurance that the overtime expenditure was under control. The CFO advised that overtime was higher this year due to the number of vacancies. Most is planned overtime and is closely monitored by senior managers. RMU do the allocating of overtime and managers authorise. Overtime is paper based whilst expenses are both paper and electronic. JS offered to show the CFO the NHS system, where three levels of authority are in place and claims are not paid unless accompanied by receipts where applicable.</p> <p>The report on Payroll and Expenses is positive.</p> <p>Income and Debtors – three low priority actions.</p>	

	<p>Firearms Licencing (Collaboration) – positive improvement from the previous audit on firearms. Six low priority actions.</p> <p>Governance (Collaboration) – Action needs to be taken regarding:</p> <ul style="list-style-type: none"> • Role of Strategic Alliance in monitoring programme change, business as usual and benefits realisation. • Beds – ensure benefits and savings are flowing through <p>JS advised that JAC are aware and constantly asking for collaboration to be reported at each meeting and development days.</p> <p>JS asked if there was a policy on change management which the CFO advised him that there was not but that there was one on governance which JS asked for a copy of.</p> <p>It was noted that the following had been added into the audit plan:</p> <ul style="list-style-type: none"> • Overtime and Expenses • HMIC Action Plans <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • That members noted and received the update, and noted the dates of the audit. <p>b) Audit Plan 2017/18</p> <p>The CFO confirmed that the plan was as expected.</p> <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • That members note and consider the contents of the Audit Plan 2017/18. <p>c) Progress on recommendations</p> <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • That members note and endorse the completion of two internal audit recommendations as described in this report. • That members consider and endorse the current status of the five remaining recommendations as described in this report. 	
17/JAC/19	<p>Force Overview and Collaboration Report</p> <p>The CFO presented the report and is to arrange a presentation from Joint Protective Services (JPS) later in the year.</p> <p>IT WAS RESOLVED:</p>	

	<ul style="list-style-type: none"> That members note and consider the data and information provided in this report. 	
17/JAC/20	<p>Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire</p> <p>The revised report was not available for the meeting and will be sent out to members along with the minutes of the meeting.</p>	PG
	Part Two Restricted	
17/JAC/21	RESTRICTED	
17/JAC/22	RESTRICTED	
17/JAC/23	<p>AOB</p> <p><u>Tri Force Joint Audit Committee meeting held on 17 March 2017:</u> WB and LC attended from Bedfordshire. WB felt that more attention around collaboration was required as there is not a lot of substantive evidence being provided. It is proposed that these meetings are held twice yearly.</p> <p>LC felt our concerns over Athena were heightened at the moment and it was hard to track any progress although some assurance was taken around the work undertaken to date.</p> <p>WB felt that JAC members should have more input into the agenda items at the tri-force meetings.</p> <p>Collaborative audit reports need to be included as agenda items.</p> <p>Date of next Tri Force Joint Audit Committee meeting: TBC</p> <p><u>Development Day:</u> A date for a Development Day in September needs to be agreed. Members to email PG with items they would like covered. The full demand module is to be included.</p> <p>With no further items to discuss, the meeting closed at 15:00.</p>	
Date of next meeting	Friday 30 June 2017, 13:30 to 15:30. (13:00 pre-meet for members only.)	