



- NOT PROTECTIVELY MARKED -



# Joint Audit Committee

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**DATE:** Monday 30 June 2014

**TIME:** 2.00pm

**VENUE:** Main Conference room, Office of the Police & Crime Commissioner, St George's Chambers, St George's Street, Winchester, SO23 8AJ

**CONTACT:** Caroline Sargeant, 01962 871595

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## AGENDA

### ***PART 1 - MATTERS TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC***

#### **1. DECLARATION OF INTERESTS**

All members who believe they have a personal or prejudicial interest in any matter to be considered at the meeting must declare that interest and consider whether to leave the meeting whilst the matter is discussed, save for exercising any right to speak. The declaration should be made at the time of the relevant debate.

#### **2. APOLOGIES**

To receive apologies for absence.

#### **3. CHAIR'S REPORT**

**(Verbal)**

The Chair to report as appropriate.

#### **4. MINUTES OF THE MEETING HELD ON 10 DECEMBER 2013**

To receive, and confirm as a correct record, the public minutes of the meeting of the Committee held on 10 December 2013. To include matters arising and a review of the action log.

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**5. NOTES OF THE MEETING HELD ON 26 MARCH 2014**

To receive, and confirm as a correct record, the public notes of the meeting held on 26 March 2014.

**6. JOINT AUDIT COMMITTEE TERMS OF REFERENCE REVIEW**

To receive a report of the Chief Executive regarding the proposed revisions to the Committee's Terms of Reference following a review against best practice guidance published by the Chartered Institute of Public Finance and Accountancy in December 2013.

**7. EXTERNAL AUDIT JOINT AUDIT PLAN FOR THE POLICE & CRIME COMMISSIONER AND THE CHIEF CONSTABLE**

To consider a report of the External Auditors regarding the Joint Audit Plan for the Office of the Police & Crime Commissioner and Chief Constable.

**8. EXTERNAL AUDIT PROGRESS REPORT**

To consider a report of the External Auditors regarding the work they have undertaken to date and their plans for the remainder of the 2013/14 year.

**9. OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR HAMPSHIRE ANNUAL AUDIT FEE 2014/15**

To consider the Audit fees for the Office of the Police and Crime Commissioner for Hampshire for 2014/15, and the work the fee covers.

**10. CHIEF CONSTABLE FOR HAMPSHIRE CONSTABULARY ANNUAL AUDIT FEES 2014/15**

To consider the Audit fees for the Chief Constable for Hampshire for 2014/15, and the work the fee covers.

**11. INTERNAL AUDIT CHARTER AND INTERNAL AUDIT PLAN 2014/15**

To consider a report of the Chief Internal Auditor which provides an overview of the Internal Audit Charter and the internal audit plan for the Office of the Police and Crime Commissioner (OPCC) and Hampshire Constabulary.

**12. INTERNAL AUDIT PROGRESS REPORT 2014/15**

To consider a report of the Chief Internal Auditor with an overview of internal audit activity against assurance work completed in accordance with the approved audit plan and to provide an overview of the status of 'live' reports.

**13. ANNUAL INTERNAL AUDIT REPORT AND OPINION 2013/14**

To consider a report of the Chief Internal Auditor which provides their opinion on the adequacy and effectiveness of the framework of risk management, internal control and governance operated for the year ending 31 March 2014.

**14. CODE OF CORPORATE GOVERNANCE**

To consider a report of the Chief Finance Officer to the Chief Constable and the Chief Executive to the Police and Crime Commissioner regarding the Code of Corporate Governance for the Police and Crime Commissioner for Hampshire and the Code of Corporate Governance for Hampshire Constabulary.

**15. ANNUAL GOVERNANCE STATEMENT**

To consider a report of the Chief Finance Officer to the Chief Constable and the Chief Executive to the Police and Crime Commissioner regarding the Annual Governance Statement for the Police and Crime Commissioner for Hampshire and the Annual Governance Statement for Hampshire Constabulary.

**16. TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 2014/15 TO 2016/14**

To consider a report of the Chief Finance Officer to the Police and Crime Commissioner which sets out the Treasury Management and Annual Investment Strategies, and prudential and treasury management indicators for consideration.

**17. TREASURY MANAGEMENT OUTTURN REPORT 2013/14**

To consider a report of the Chief Finance Officer to the Police and Crime Commissioner which sets out the performance of the treasury management function during 2013/14, including the effects of the decisions taken and the transactions executed in the past year.

**18. UPDATE ON THE DEVELOPMENT OF POLICIES OF THE OFFICE OF THE POLICE AND CRIME COMMISSIONER**

To consider a report of the Chief Executive to the Police and Crime Commissioner regarding an update on the development of policies operating within the Office of the Police and Crime Commissioner.

**19. POLICE AND CRIME COMMISSIONER RISK MANAGEMENT POLICY & STRATEGY**

To consider a report of the Estates, Strategy and Delivery Director for the Office of the Police and Crime Commissioner regarding the Risk Management Policy and Strategy for the Office of the Police and Crime Commissioner.

**20. RISK MANAGEMENT FOR HAMPSHIRE CONSTABULARY**

To consider a report of the Strategic Risk Manager which provides an updated view of risk management within Hampshire Constabulary (HC).

**21. JOINT AUDIT COMMITTEE FORWARD PLAN**

To consider a report of the Chief Executive regarding the items to be considered at the next four meetings of the Joint Audit Committee.

**22. ANNUAL REPORT OF THE JOINT AUDIT COMMITTEE (Verbal)**

To note the position reached on the Committee's Annual Report.

**23. DATE OF NEXT MEETING (Verbal)**

The next meeting of the Joint Audit Committee will be Wednesday 24 September 2014 at 2.00pm.

**24. EXCLUSION OF PRESS AND PUBLIC**

To resolve that the public be excluded from the meeting during the following items of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information within Paragraph 3 & 7 of Part 1 of Schedule 12A to the Local Government Act 1972, being information relating to the financial or business affairs of any authority that hold that information and any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. Further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.

***PART 2 - MATTERS TO BE CONSIDERED IN PRIVATE***

**25. CONFIDENTIAL MINUTES**

To receive, and confirm as a correct record, the confidential minutes of the meeting of the Committee held on 10 December 2013.

**26. OFFICE OF THE POLICE AND COMMISSIONER'S STRATEGIC RISK REGISTER**

To consider a confidential report of the Estates, Strategy and Delivery Director for the Office of the Police and Crime Commissioner which provides the current Risk Register for the Office of the Police and Crime Commissioner.

**27. HAMPSHIRE CONSTABULARY'S STRATEGIC RISK REGISTER**

To consider a confidential report of the Strategic Risk Manager which provides the current Risk Register for Hampshire Constabulary.

**28. INTERNAL AUDIT REPORTS ISSUED**

To consider a confidential report of the Chief Internal Auditor regarding the Internal Audit reports issued since the last meeting on 10 December 2013.

***MEETING CLOSED***

***PART 3 – PRIVATE DISCUSSION WITH INTERNAL AND EXTERNAL AUDITORS  
(IF REQUIRED)***

**ABOUT THIS AGENDA:**

This agenda is available on Police and Crime Commissioner's website ([www.hampshire-pcc.gov.uk](http://www.hampshire-pcc.gov.uk)) and can be provided, on request to 01962 871595, in alternative versions (such as large print, Braille or audio) and in alternative languages.

**ABOUT THIS MEETING:**

The press and public are welcome to attend the public sessions of the meeting.

If you have any particular access requirements, for example if you require wheelchair access or a hearing loop, please contact us on 01962 871595 in advance of the meeting to make the necessary arrangements.