

Joint Audit Committee – Notes from Chair’s briefing, 21 June 2016

Present: Liz Mackenzie (Acting Chair), Kevin Gardner, Sara Glen, Richard Croucher, Clare Simkin, Karen Shaw.

1. Declaration of Interests

Nothing to report.

2. Apologies

Noted Peter Lloyd and Lesley Kirk had given apologies for the main meeting. Carolyn Williamson had given apologies for this meeting.

3. Chair’s report

Nothing to report.

4. Minutes and Matters Arising

Noted these were still in draft and a further version would be produced and circulated (SS).

5. External Audit – Annual Audit Progress Report

Noted.

6. External Audit – Annual Audit Fees 2016/17

Noted that proposed fees were as per existing standard scale.

7. Internal Audit Progress Report

Clarity was sought on the level of risk relating to procurement cards. RC confirmed this related to low value transactions, and there had been year on year improvement in registration of card-holders and approvers.

8. Annual Internal Audit Report and Opinion 2015/16

Clarification sought regarding the management of risk relating to the shared ICT function with Thames Valley Police, and specifically the circumstances of the termination of contract of the interim Head of ICT. RC clarified that Thames Valley Police had undertaken a review of relevant ICT contracts to identify any further action necessary to ensure propriety, and had decided as a matter of principle to exit existing contracts with Bramble on an amicable basis. Mike Lattanzio had been appointed new interim Head of ICT.

9. Annual Treasury Outturn Report 2015/16

Re para 6.3, clarified that “cost of carry” meant cost of financing.

10. Annual Governance Statements

Query raised as to whether Thames Valley Collaboration Governance Board could be deemed to have demonstrated adequate assurance in respect of collaboration activity. RC agreed to clarify number of meetings of the Board in 2015/16 and include reference to this in the AGS.

Suggestion that Code of Ethics to be added to JAC training programme.

JAC ToR would be next reviewed in Sept 2016.

11. Senior Information Risk Owner Report 2015/16

“CJX” meant criminal justice network.

Regarding incident of P60s sent to home addresses, clarified that this had not resulted in added risk in practice.

Changes to Government Protective Marking Scheme discussed. In future, “confidential” would become “official – sensitive.”

12. Forward Plan

Nothing to report.

13. Confidential minutes

Nothing to report.

14. Internal Audit progress Report – Confidential

The following confidential reports were discussed with some clarification given: Recording and Management of Assets; Shared Service Procurement (Category Management); P-cards – strategy and process; Local management of shared services processes.

15. OPCC Strategic Risk Register Update and Annual Report

Nothing to report.

16. Hampshire Constabulary Strategic Risk Register and Annual Report

Risk 104: Clarification given that spyhole checks were no longer being used *in isolation*.

In conclusion, the Acting Chair explained that as she had been through the papers, raising questions or concerns with officers at this briefing meeting, it was felt that to hold a meeting which, due to lack of quorum, would be an informal meeting in any event, with only the Acting Chair and the same

officers present, would be simply a re-run of the same meeting. It was therefore decided to cancel the meeting that had been scheduled for 28 June. It was agreed to circulate notes to the two other Committee members asking for their comments or questions on the papers - so that the audit trail would show that steps had been taken to comment on the papers and risks even though a formal meeting had not taken place. The Acting Chair also stated that should External Audit wish to bring anything to the attention of the Audit Committee, in the absence of a meeting they could do so by email or telephone.