



## Joint Audit Committee

### Meeting Minutes

**Date:** Thursday March 17<sup>th</sup> 2016

**Time:** 1.30pm

**Location:** Office of the Police & Crime Commissioner, St George's Chambers,  
St George's Street, Winchester

### Committee Members:

Mike Attenborough-Cox  
Elizabeth Mackenzie  
Elizabeth Dermody  
Peter Lloyd

Chair  
Vice-Chair

### In Attendance:

Mr. James Payne	Estate Strategy and Delivery Director (Office of the Police and Crime Commissioner)
Mr. David Pryde	Acting Deputy Chief Constable (Hampshire Constabulary)
Ms Claire Simkin	Head of Organisational Learning (Hampshire Constabulary)
Mrs. Carolyn Williamson	Chief Finance Officer for the Police and Crime Commissioner
Mr. Richard Croucher	Chief Finance Officer for the Chief Constable (Hampshire Constabulary)
Mrs. Karen Shaw	Chief Internal Auditor for the Police & Crime Commissioner and the Constabulary
Ms Justine Thorpe	External Audit Manager (Ernst & Young)
Ms Helen Thompson	External Audit Director (Ernst & Young)
Ms Maria Prew	Corporate Support Officer (Minutes) (Office of the Police and Crime Commissioner)

**206. DECLARATION OF INTERESTS**

Members were mindful that, where they believed they had a personal or prejudicial interest in any matter to be considered at the meeting, they should at the time of the debate, declare their interest and consider whether to leave the meeting whilst the matter was discussed.

**207. APOLOGIES (ITEM 2)**

Kevin Gardner, Lesley Kirk.

**208. CHAIR'S REPORT (ITEM 3)**

The Chair expressed the Committee's appreciation of the training on the role of the SIRO in Hampshire Constabulary which ACO Amanda Cooper had just delivered. They had found it very interesting and informative.

**209. MINUTES OF THE MEETING HELD ON 20<sup>th</sup> January 2016 (ITEM 4)**

The minutes of the last meeting were agreed as a true and proper record. There were no outstanding actions.

**210. EXTERNAL AUDIT PLAN 2015/16 (ITEM 5)**

Helen Thompson presented the External Audit Plan which was noted by the Committee. There was a 25% reduction in the audit fees represented by the outcome of the tendering exercise. Peter Lloyd questioned the inclusion of outcomes as one of the criteria for value for money risks and was informed that the auditors simply look at what arrangements are in place to deliver value for money. They also use HMIC reports to assess effectiveness.

**211. INTERNAL AUDIT PROGRESS REPORT (ITEM 6)**

The Chief Internal Auditor presented a report on progress to date which was noted by the Committee.

Peter Lloyd referred to Section 2 and asked why the auditors are required to update senior management and the board, as in practice they are the same. Karen Shaw explained that in terms of reporting, particular audits will report for practical purposes to senior management; but of course all progress reports are copied to the board. There is one item to commence on the Performance Dashboard on Protective Fraud work, this is on track (Section 3). Elizabeth Mackenzie asked about issues with the February payroll. Carolyn Williamson explained that some overtime and unsocial hours for the police had unfortunately been missed off due to the specific process used to transfer files. The error had been quickly noticed and officers received the payments a day later. Individual letters had been sent out to all staff concerned. Carolyn informed the board that lessons had been learnt from this and they were considering some changes in the process to avoid a reoccurrence. There was some discussion about

commissioning and the complexity of the process and whether a person should be employed to analyse the data (Section 4)

**212. INTERNAL AUDIT CHARTER AND ANNUAL INTERNAL AUDIT PLAN 2016/17 (ITEM 7)**

The internal audit plan was presented by Karen Shaw. Given the appointment of a new Chief Constable and the potential for change if there is a new Police and Crime Commissioner following the elections, a contingency has been built into the plan at a higher level than normal. A/DCC David Pryde said that HMIC will be conducting quick reviews and drill down to a more detailed level on some topics. Internal Audit can be used to give assurance over any management actions taken as a result of these reviews.

Peter Lloyd asked where it states in the Charter that Internal Audit reports go to the JAC. Karen replied that there is a defined process and it is understood that the board makes decisions after consideration and comment from JAC. However, it would be helpful to state this more formally.

**Action: Karen Shaw to redraft and add in a paragraph saying that Internal Audit reports are all submitted to the JAC. This will give clarity to the role of the board and the JAC**

The Chair asked if the HMIC report on Firearms Licensing could be made available to the JAC. Clare Simkin said that this had now been published.

**Action: Clare Simkin will add this to the Agenda for the next meeting.**

Referring to Appendix D the Chair asked now that Hampshire is in partnership with Oxford whether we should pick up a smaller percentage of the cost of shared services. Karen Shaw said that there are still ongoing changes happening in several areas such as HR/Payroll/BACS and pensions. Carolyn Williamson explained that Oxford is an operational partner, not a strategic partner. They rely on our internal audit reports. The reduction in fixed services gives benefits.

**213. CODE OF CORPORATE GOVERNANCE (ITEM 8)**

This code of corporate governance was presented by Richard Croucher. The Chair asked if the note regarding partnership with partners other than the Constabulary could be broadened.

**Action: It was agreed that Richard Croucher will review the wording in this section.**

**214. POLICY REVIEW (ITEM 9)**

The Policy Reviews of the OPCC and HC were considered. The OPCC has no outstanding policies requiring update.

HC have 170 overdue Force Policies and Procedures – some 130 are red or amber. A/DCC David Pryde said that this was being addressed as a priority and he would be reminding officers that reviews needed to be timely. He will have a monthly overview of progress over the next 3 months. The board expressed some concern at how long some of these policies had been out of date. David has a breakdown of this and will prioritise those that pertain to legislation. Clare Simkin confirmed that when policies are updated, only the most recent will be immediately available, older ones will be archived.

**Action: This will be added to the Forward Plan to update in 6 months and these policies will be added into the HC Risk Register as one risk.**

**215. DATE OF NEXT MEETING/FORWARD PLAN (ITEM 10)**

The next meeting of the Joint Audit Committee is **Tuesday June 28<sup>th</sup> at 2pm.**

The Chair and Elizabeth Dermody stated they would be resigning from the board at this meeting as they had come to the end of their tenure. The Chair said he was unlikely to stand for office again due to other commitments. Elizabeth Mackenzie formally thanked them both for their hard work, commitment and contributions and James Payne thanked them on behalf of the OPCC.

**216. EXCLUSION OF THE PRESS AND PUBLIC (ITEM 11)**

The public were excluded from the meeting during the following items of business, as it was 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 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, for the reasons set out in the reports.

**217. CONFIDENTIAL MINUTES (ITEM 12)**

The confidential minutes from 20<sup>th</sup> January 2016 were agreed as a true and proper record.

**218. INTERNAL AUDIT PROGRESS REPORT – CONFIDENTIAL (ITEM 13)**

Members considered the confidential report of the Chief Internal Auditor.

**219 OFFICE OF THE POLICE AND CRIME COMMISSIONER'S STRATEGIC RISK REGISTER UPDATE (ITEM 14)**

Members considered the confidential report of the Estates Strategy and Delivery Director on the OPCC Strategic Risk Register.

**220. HAMPSHIRE CONSTABULARY'S STRATEGIC RISK REGISTER (ITEM 15)**

Members considered the confidential report of the Acting Deputy Chief Constable on the Constabulary's Strategic Risk Register.

**MEETING CLOSED 4.15pm**

**Agreed as a correct record:**

**Chair:**

**Date:**

DRAFT