



**POLICE & CRIME
COMMISSIONER**

Serving Hampshire
Isle of Wight
Portsmouth
Southampton

Joint Audit Committee

Meeting Minutes

Date: Thursday May 31st 2018

Time: 1pm

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

Committee Members:

Melvyn Neate	(MN) Chair
Elizabeth Mackenzie	(LM) Vice-Chair
Peter Lloyd	(PL)
Katherine Pears	(KP)
Gordon Manickam	(GM)

In Attendance:

Mr James Payne	(JP) Chief Executive Officer
Mr. Richard Croucher	(RC) Chief Finance Officer for the Chief Constable (Hampshire Constabulary)
Mr Andrew Lowe	(AL) Chief Finance Officer for the Police and Crime Commissioner
Mr Terry Lowe	(TL) Director of Change (Hampshire Constabulary)
Ms Karen Shaw	(KS) Chief Internal Auditor (OPCC and HC)
Mr Rob Griffiths	(RG) Strategic Risk Manager (Hampshire Constabulary)
Mr Adam Swain	(AS) Senior Manager, Ernst and Young
Ms Nadia Siouty-Burke	(NSB) Programme Office Lead
Ms Shirley Semke	(SS) Executive Office Manager (Minutes) (Office of the Police and Crime Commissioner)

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.

Shirley – I think this refers to the previous meetin

315. APOLOGIES

DCC Sara Glen, Maria Grindley

316. CHAIR'S REPORT (ITEM 8)

MN was welcomed as the new Chair. The Chair had nothing to report.

317. MINUTES OF THE MEETING HELD ON 30th JANUARY 2018, MATTERS ARISING AND ACTION LOG (ITEM 9)

PL and LM referred to Item 302, Terms of Reference (ToR). The updated CIPFA guidelines have now been received and a copy will be sent to PL as requested. JP and PL will meet together before the next committee meeting to prepare a final update to the ToR and bring back to the next committee meeting for sign-off.

The minutes were agreed.

Action log: Actions all completed and closed.

318. EXTERNAL AUDIT – ANNUAL AUDIT FEE 2018/19 (ITEM 10)

AS noted the 23% reduction in fees for the current year 1st April 2018 – 31st March 2019.

319. EXTERNAL AUDIT PROGRESS UPDATE (verbal update) (ITEM 11)

AS advised there are no issues to date. Accounts are due out today and all is on track to meet the July sign-off date.

320. INTERNAL AUDIT PROGRESS REPORT 2017/2018 (ITEM 12)

The positive customer feedback of 96% against a target of 90% was acknowledged by PL.

- Questionnaires are distributed annually in September. The team is currently tidying up the remains of the work for the 2017/18 plan and work has started on the 2018/19 plan.
- PL asked whether there are progress reports on items not yet seen. KS advised there are some still in draft and the fire at Three Minsters House affected some.
- One outstanding action remains for Health and Safety

321. ANNUAL AUDIT OPINION 2017/18 (ITEM 13)

KS presented the report noting the overall broad opinion and advised that full reports are available if required.

- Attention was drawn to p.5 where adequate assurance was given for the Annual Internal Audit Opinion 2017/18.
- On p.10, Section 6 Anti-Fraud and corruption views were sought from both HC and OPCC and nothing was raised.
- The presentation at the morning's training session by Steve Price from Professional Standards Department (PSD) raised issues around H3 access to HC and OPCC systems and whether this could result in misconduct or disciplinary issues. It was advised that H3 staff with access to these systems are appropriately vetted and controls are in place. Vetting is subject to 3 yearly renewal and clearly defined roles in place to mitigate issues. Any irregularity would be reported to the Chief Internal Auditor and would form part of the annual assurance statement.
- It was noted that the Code of Ethics applies to HC and OPCC but not to H3 who are part of the partnership with HR working across all three partners.
- KP asked if there are any trends or changes which the committee should be sighted on or focusing on. KS responded that the challenges of austerity are much bigger and there are ongoing discussions to give assurance where possible. There are no other trends when comparing with other organisations.

322. ANNUAL GOVERNANCE STATEMENTS 2017/18 (ITEM 14)

AL presented the statement for the OPCC. Tracked changes are shown in the report so that amendments can be clearly seen. He also advised the meeting of the additional Monitoring Officer support for the CEO by Louise Read, Deputy Monitoring Officer and the value of this support.

AL further noted:

- P.5 work is in progress and Contract Standing Orders (CSO) and Scheme of Delegation (SoD) updates
- PL referred to p.5, point 3.6.9 and requested it is acknowledged issues were raised by the committee and are under discussion.
- MN pointed out that, whilst reliance on assurance from TVP for audit work was noted in the Statements, a similar reference should be made to other assurances received from TVP. JP advised that this is covered under point 4.3 but reference to TVP should be made explicit.

The statement for HC was present in the same format with tracked changes shown. Update was made to the point on ToR. Points 7.4, 7.5 and 7.6 were deleted as they have been actioned during the year.

MN requested that the references in both Annual Governance Statements to delays in finalizing the review of the Terms of Reference should be amended to reflect that the delay was due to the later than expected publication of new CIPFA guidance.

323. ANY OTHER BUSINESS (ITEM 15)

Richard Andrews (RA) provided an update to the meeting on GDPR (General Data Protection Regulations).

The office has taken a project based approach since January 2018 and some external resource has been procured from HCC Legal Services to assist.

- A review has been done of the type and amount of data held and interactions with the public.
- Contact management policies and procedures have been updated, processes reviewed as have contracts, grant agreements and software systems including SafetyNet and my RJ.
- Staff have undertaken training in the form of a one-day course, a half day course and E-Learning.
- A Data Protection Officer (DPO) role has been introduced and Richard Andrews will become the DPO.

One of the biggest impacts on the office has been the Victim Care Service (VCS) which the PCC commissions where VCS lead Emma Robertson has been working with the Joint Information Management Unit (JIMU) as this is a complicated area requiring alternative working methods. Work has been undertaken with the ICO to resolve the Victims Code of Practice where it is considered lawful to provide information without the victims consent, although some exclusions apply. A positive outcome has been achieved as a result of Emma's hard work.

LM asked whether the VCS information is on the OPCC website to advise the public. RA advised that standard documentation scripts have been updated by HC.

KP questioned whether MY RJ holds victim and offender data. RA confirmed that a strengthened agreement has been made through legal services to enable the transfer of data.

324. DATE OF NEXT MEETING/FORWARD PLAN

The next meeting is on Thursday July 26th 2018 at 12pm.

Attendees were reminded of the earlier start time at the request for the External Auditors for the sign-off of the accounts.

MEETING CLOSED

The meeting closed at 3.45pm

Agreed as a correct record:

Chair:

Date: