

Cambridgeshire
Police & Crime
Commissioner



JOINT AUDIT COMMITTEE

APPROVED MINUTES

Date: 31 March 2015

Time: 10.30 hours

Location: Swansley A, South Cambs District Offices, Cambourne

Members :

Nicola Scrivings	Chair
Nicola Mullany	
Mike Hindmarch	
Ansar Ali	

In Attendance:

Brian Ashton	Deputy Police and Crime Commissioner
Niki Howard	Director of Finance & Resources, Constabulary
Josie Gowler	Director of Finance, OPCC
Dorothy Gregson	Chief Executive, OPCC
Suzanne Lane	Baker Tilly
Natalie Clark	Ernst & Young
Paul Ormerod	Chief Inspector, Corporate Development
Jon Hutchinson	Superintendent, Corporate Development
Nancy Leversha	Strategic Accountant, OPCC

1. Welcome and Apologies

Nicola Scrivings asked for thanks to be recorded to Catherine Crawford who had recently passed away, and the thoughts of the Committee are with her family.

2. Declarations of Interest

Ansar Ali stated he had links with a Youth group in his locality that has been

supported by the Commissioner's Youth Fund.

Mike Hindmarch stated he has left Cambridgeshire NHS Trust and will be joining Cambridgeshire and Peterborough Foundation Trust.

3. Approval of the minutes from the last meeting held on 11 December 2014

The minutes were agreed and signed by the Chair. Mike Hindmarch pointed out his name had been incorrectly recorded as Hindmarsh.

The minutes are written as per the agenda order and not the order discussions were held in the meeting.

4. Review of Action Log

It was noted that the Collaborative Financials internal audit delay was requested by James Hurley due to the new Collaboration Team being established. The fieldwork has now been completed and a draft report will be issued shortly.

Dan Harris had requested Kent's paper but was unsure of whether it could be released. Suzanne Lane will ask Dan Harris to chase on his return.

The six month update of Financial recommendations is to be removed from the action list as this is now business as usual.

Nicola Scrivings stated the invitation to a BCB meeting can now be discharged as she is now receiving BCB papers and this is adequate. The Committee were informed that Constabulary meetings are being restructured in line with HMIC PEEL reviews.

The Committee requested the actions be numbered for ease of reference in the future and that the Action Log be made clearer with regards to outstanding actions and those appearing on the meeting agenda.

5. Internal Audit Progress Report and Audit Plan for 15/16

The Internal Audit report noted that two reports had been finalised, both with Green assurances. There are three reports in draft that await management comments. There was nothing in any of these reports that will impact on year end procedures.

Appendix B showed reports finalised during 2014/15 all with Green assurance levels and no high recommendations.

Appendix C showed work in progress. The Proactive Fraud days will be used in the Complaint Handling, Integrity and Transparency audit which is in progress.

Appendix D showed Bedfordshire and Hertfordshire audits for information only and the only item of note was that Preparedness for Athena has been delayed. There was

one audit report with a High recommendation. The Committee requested sight of this audit report as this had previously been agreed across Beds, Cambs and Herts. In the future there will be a Lead CFO for collaborative audit reports.

The Committee asked whether 15/16 audits will be reported in 15/16, and with the Collaborative audits can the time taken be measured as they seem to take longer to report.

The Internal Audit Plan for 15/16 shows Internal Audits for Cambridgeshire only and also Collaborative Audits. Appendix A shows Cambridgeshire only audits and Appendix B shows the three year strategy. This also shows the Beds, Cambs, Herts areas for audit over a three year period. Appendix C Internal Audit Charter is now included in the plan rather than as a separate letter. Appendices D and E are for information only. Appendix F shows the protocol for sharing audit reports across Beds, Cambs and Herts. This will be amended to include high recommendations.

The split between Joint Protective Services (JPS), Organisational Support and Operational Support was queried by the Committee. It was explained that Bedfordshire became lead for JPS due to Counter Terrorism and Domestic Extremism being part of this command and them having a high demand for this service.

The hours saved from the Child Protection audit (3-4 days) will be carried forward to 15/16 as a contingency that may be used on a risk based approach or an advisory review on gateway reviews for collaboration.

The Committee agreed to support the plan.

Resolved:

- (i) *The group noted the report.*
- (ii) *Dorothy Gregson to contact other Chief Executives about sharing audit reports with high recommendations across the BCH alliance.*
- (iii) *Collaborative audits reporting time to be measured to ensure prompt reporting.*

6. External Audit Plan 14/15

Page 4 showed the significant risks for the financial statements, fraud and error and Property Asset Valuation. Nothing significant of risk in Cambridgeshire was noted. Page 9 mentions Materiality which is set at 2% which is consistent with the previous year. No threats of independence had been identified.

The Director of Finance and Resources stated the Chief Financial Accountant is on maternity leave, however her deputy who has been involved preparing the accounts

for a number of years will be acting in her absence. She also informed the committee that finance are conducting an earlier close down as practice before it becomes statutory in 17/18. In 17/18 close down must happen by 31 May and be audited by 31 July by External Auditors.

Resolved:

(i) The group noted the report.

7. Strategic Risk Register

This register was reviewed by BCB as part of its ongoing programme. The changes since it last came to the Committee are mainly in new controls assurance, and one new risk had been added. The register is evolving especially around Collaboration.

The Chief Executive informed the Committee that a Board Assurance Framework (BAF) has been drawn up and this will focus more on the objectives of the Police and Crime Plan rather than delivery of functions which the risk register does. The BAF will be more future looking and also show the risk appetite. A paper went to BCB and this can be shared with the committee. Either a paper or presentation can be prepared for the next meeting. The ethos of the BAF is to manage risks further ahead and minimise demand and maximise collaborative resources.

The Committee agreed the role of the Committee should be future looking and focus on where the risks lie.

Resolved:

(i) The group noted the report.

(ii) BAF paper from BCB to be shared with members.

(iii) BAF paper/presentation to be added to June meeting agenda.

8. Integrity Controls Assurance Framework Governance Report

This is an amended paper with the same content. The assurances are now dated, the new board structure is to be agreed at Force Executive Board (FEB), and an update can be provided at the next meeting.

The purpose of the Sub Committee was agreed: the full committee performs this role. The Chair and Chief Executive agreed to discuss this at the next pre-meeting.

The Chair requested metrics for outcomes with the next report. It was stated that some of the metrics can be skewed by media reporting and this is outside of our control but can heavily influence statistics such as confidence measures.

Resolved:

- (i) The group noted the report.*
- (ii) Meeting structure update to come to June meeting.*
- (iii) Purpose of subcommittee to be discussed at JAC pre-meeting.*

9. JAC Effectiveness Review

The Chair stated this is a summary from the committee's review. It is missing reference to public accountability and transparency.

It was requested that there is an annual report on how the OPCC meets its transparency for public accountability.

Resolved:

- (i) The group noted the update.*
- (ii) An annual report on how the OPCC meets transparency for public accountability to be presented to the committee.*

10. Control Mechanisms around Safeguarding

Superintendent Hutchinson informed the group that Child Protection is a broad term and falls against a landscape where crime is changing from happening in public to more familial settings and where acquisitive crime is happening more on the internet. Policing now takes a proactive stance reviewing missing from home against vulnerability. Higher levels of historical sexual assaults have been reported, increases in Domestic Abuse including children involving their parents, Child Sexual Exploitation and online crimes.

HMIC are inspecting all 43 Police Forces with a root and branch review and these inspections were due to be completed by now, however, difficulties had arisen and this hasn't happened.

The Constabulary were informed that our inspection would be in the first quarter of 15/16 however, we have been notified they will not visit this quarter. HMIC are conducting their inspections on a risk based approach, and Cambridgeshire are at the bottom of their list which should provide reassurance regarding our processes and culture. Once complete, the report will take approximately four months to be published.

The Chief Executive stated both County Councils had been inspected by Ofsted and were in need of improvement, however, they have both improved. Also recent reports to BCB give reassurance. Op Shade has just won a National Award and the

work conducted in CSE by Cambridgeshire has led to the ACPO Guidance being drafted. This does not mean we are complacent but we see the increase in the number of cases reported as positive.

The Committee asked about partnership working and were informed that September 2014 saw the launch of the Multi Agency Safeguarding Hub (MASH) where Social Services, Police, Health and Education all sit together and make collective decisions based on a holistic view of the child.

The Chief Executive offered to circulate the Ofsted reports to members of the Committee for their information.

The Chair requested that this item be placed on the agenda for six months' time in order for the Committee to review progress.

The Chief Constable had requested a summary of findings from HMIC so the Constabulary can conduct a health check, but nothing had been released as yet.

The Constabulary have adopted a proactive approach especially with CSE with a victim led approach.

Superintendent Hutchinson also informed the committee that on a regional level the Eastern Region Serious and Organised Crime unit (ERSOU) have started to review where their resources operate and are looking to resource this area of crime more.

The Committee confirmed they were content with Safeguarding being split from Equality and Diversity Internal Audit and requested a progress review in six months.

They further suggested that a letter from the Audit Committee Chair to HMIC requesting the Safeguarding inspection take place and sharing information from forces already inspected would show support.

Resolved:

- (i) The group noted the report.*
- (ii) Ofsted reports on Cambridgeshire County Council and Peterborough City Council to be circulated.*
- (iii) Progress review for Safeguarding Children to be placed on agenda for September 2015.*
- (iv) Chair of JAC to write to HMIC requesting Safeguarding inspection take place and to share findings from forces already inspected.*

11. Status update on METIS and way forward

The committee were informed METIS now sits in the tri-force collaboration team. The report gave the background to the current situation. TuServ is now live as is the event dashboard. Handheld devices have been purchased from the Innovation Fund and are in the process of being configured and rolled out.

Previously the Cambridgeshire savings programme was based fully on METIS. Now this is embedded in tri-force collaboration business plans it is more difficult to differentiate. Collaboration has slowed some elements but other elements have moved on due to collaboration.

The DPCC stated that the Finance Sub Group receives a quarterly report on the Cambridgeshire elements of METIS in order to track progress. The outline plan is being revised for the April report, which will show that some savings won't be delivered as soon as originally predicted.

Discussions are ongoing as to whether it is better to METIS departments internally and then collaborate units or whether to collaborate and METIS at the same time.

The committee asked for oversight of the innovation fund. The Director of Finance and Resources assured the committee that all conditions set by the Home Office have been complied with and the next return to them is due by the end of April. A report was requested by the committee showing the investment, how the Home Office criteria was met and benefits report.

The committee also requested a progress report in a year to better understand how working practices and behaviours have changed.

The committee asked whether there were any problems with connectivity for the devices. They were informed that tuServ continues without connectivity and saves everything until it reconnects to a network.

Resolved:

- (i) The group noted the report.*
- (ii) Innovation Fund report to be prepared for June meeting.*
- (iii) Progress report on METIS for March 2016.*

12. AOB

There was no AOB.

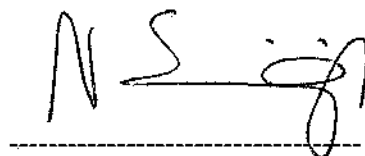
13. Date of the Next Meeting

The next meeting of the Joint Audit Committee will be Monday 29th June 2015 @

NOT PROTECTIVELY MARKED

10.30 hours in Conference Room 3 at Police Headquarters, Huntingdon.

Members are invited from 10.00 hours for a pre-meet.

A handwritten signature in black ink, appearing to read 'N S Scrivings', written over a horizontal dashed line.

Nicola Scrivings