

OFFICE OF THE POLICE AND CRIME COMMISSIONER

Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP)
meeting held at Police Headquarters, Enderby at 3.00 p.m. on
Thursday 13 December 2012

Present

Mrs W Martin, Mrs D Newton, Mr D Prince, Mrs A Roberts, Mr P Lewis (Chief Finance Officer), Mr S Edens (Deputy Chief Constable), Mr P Dawkins (Director of Finance), Mrs L Salmon (Governance Support Officer) and Mr M Humphrey, Mr D Harris and Mrs S Lane (RSM Tenon) and Mr M Jones and Mrs S Bagnall (PricewaterhouseCoopers)

01/12. Election of Chair

It was proposed by Mrs Martin, and seconded by Mrs Roberts, that Mr Prince be elected Chair of the Panel. There being no further nominations Mr Prince was duly elected.

02/12. Apologies

Apologies were received from Sir C Loader (Police and Crime Commissioner) and Mr P Stock (Chief Executive).

03/12. Declarations of Interests

The Chair invited members who wished to do so to make declarations of any interests in respect of items on the agenda for the meeting.

No such declarations were made.

04/12. Terms of Reference

The Panel considered a report of the Chief Executive seeking agreement and approval to the Joint Audit, Risk and Assurance Panel (JARAP) Terms of Reference. A copy of the report marked 'A' is filed with the minutes.

The Chair stated the Panel could not approve its own Terms of Reference therefore the recommendation should be amended to 'endorse' the document.

The following comments were made:

- A work plan and working protocol would be established and presented to the next meeting of JARAP to ensure no conflict with the work of the Police and Crime Panel;
- The Force supported JARAP holding private informal meetings for briefing and training purposes;
- A Deputy Chair was required to ensure the Panel were quorate;
- Members of the Panel would be covered by indemnity insurance;
- Consistent wording with the Code of Corporate Governance should be used in relation to approving but not directing the Internal Audit Plan;

- Section 10.4.1 should include review, scrutinise and sign the annual statement of accounts;

It was proposed by Mrs Martin and seconded by Mrs Newton that Mrs Roberts be appointed Deputy Chair of JARAP. There being no further nominations, Mrs Roberts was duly elected.

Subject to the amendments outlined, members endorsed the Terms of Reference for the Joint Audit, Risk and Assurance Panel.

05/12. Corporate Governance Framework

The Panel considered a report of the Chief Finance Officer presenting the Corporate Governance Framework. A copy of the report marked 'B' is filed with the minutes.

Members commented that the document should include reference to the need to produce a projected outturn and the consequent effect on reserves and balances.

The Risk Workshop was confirmed as 22 January 2013.

Subject to the amendment outlined, the Panel AGREED the Corporate Governance Framework as the basis for the secure and robust operation of the two corporations sole.

06/12. Management of Risk

The Panel considered a report of the Chief Finance Officer outlining the arrangements in place regarding the management of risk for the Office of the Police and Crime Commissioner (OPCC). A copy of the report marked 'C' is filed with the minutes.

The Chair stated the Panel could not approve the risk management strategy therefore the recommendation should be amended to 'endorse' the document.

A query was raised around the responsibility for ensuring employees and contractors were risk aware. The Finance Director stated the Force had a method statement and members requested that this approach was utilised in OPCC contracts.

Members endorsed the Police and Crime Commissioner's Risk Management Strategy.

07/12. Risk Management – Update Position

The Board considered a report of the Chief Constable presenting information on the Force Risk Register highlighting the priority risks and the current state of Business Continuity (BC). A copy of the report marked 'D' is filed with the minutes.

The Deputy Chief Constable stated that 6 of the Force's identified strategic risks were high priority and not 5 as outlined in the report. The Panel AGREED to note the current priority risks.

08/12. JARAP Tactical Plan Progress (including Recruitment)

The Panel received a report of the Chief Finance Officer providing an update on the recruitment process for substantive JARAP members. A copy of the report, marked 'E', is filed with the minutes.

Mr Humphrey stated an application form would be circulated to Panel members shortly.

The Panel AGREED to note the progress to date.

09/12. Internal Audit Progress Report

The Panel received a joint report of the Chief Finance Officer and Finance Director providing an update on progress against the internal audit plan 2012/13. A copy of the report marked 'F' is filed with the minutes.

Mr Harris of RSM Tenon stated no weaknesses had been found to affect the qualified Head of Internal Audit opinion.

In light of the Risk Workshop taking place on 22 January 2013 and the need to assimilate resulting information, members suggested changing the date of the next Panel meeting to late February or early March.

The Finance Director stated that the high recommendation in relation to the Winsor Review had been completed.

A query was raised regarding Recommendation 1 of the Advisory Review of Efficiency Saving which outlined the removal of 74 posts. Mr Harris stated he would clarify the information and provide feedback.

The Panel AGREED to:

- (i) note the progress to date; and
- (ii) reschedule the date of the next meeting to late February or early March.

10/12. External Audit Progress Report

The Board received a joint report of the Chief Finance Officer and Finance Director providing an external audit progress report and introducing the most recent Annual Audit Letter and ISA 260 Report (to those charged with governance). A copy of the report marked 'G' is filed with the minutes.

The Panel AGREED to note the report and the priorities for the coming year.

Chairman

13 December 2012

3.00 p.m. – 4.05 p.m.