

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 9.00 a.m. on
Monday 13 May 2013

Present

Mr D Prince (Interim Chair), Mrs W Martin, Mrs D Newton, Mrs A Roberts, Mr B Millett (newly appointed Chair), Ms K Daisley, Mr L Dundas, Mr I Prince and Mr L Pulford.

Also in attendance

Mr P Lewis (Chief Finance Officer), Mr S Edens (Deputy Chief Constable), Mr P Dawkins (Director of Finance), Mrs L Salmon (Governance Support Officer), Mrs S Lane (RSM Tenon) and Mr M Jones (PricewaterhouseCoopers).

16/13. Apologies

There were no apologies.

17/13. Urgent Business

There was no urgent business.

18/13. 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.

19/13. Minutes of the meeting held on 12 March 2013

The minutes of the meeting held on 12 March 2013, having been previously circulated, were confirmed as a correct record and duly signed.

20/13. Welcome

The Interim Chair welcomed the newly appointed Panel members Mr B Millett (Chair), Ms K Daisley, Mr L Dundas, Mr I Prince and Mr L Pulford to the meeting.

21/13. Internal Audit Progress Report

The Panel considered a report of the internal auditors, RSM Tenon, providing an update on work completed to date against the internal audit plan for 2012/13. A copy of the report marked 'A' is filed with the minutes.

Panel members expressed concern that an identified area of weakness was "minimal evidence of PA scrutiny of performance data" within the minutes of Police Authority meetings. Members felt that adequate scrutiny had been given and stated that the NPIA commissioned report should be consulted on performance monitoring as this provided evidence of challenge.

Ms Lane confirmed work against the internal audit plan was contained within days and within fee and an unqualified opinion would be provided in the end of year report to be presented to the next meeting of the Panel.

The Panel RESOLVED:

- (i) to note the update of the progress report;
- (ii) that the auditors consult the NPIA commissioned report in relation to performance management scrutiny and amend the report if so merited.

22/13. External Interim Audit Report 2012/13

The Panel considered a report of the external auditors, PricewaterhouseCoopers, providing an update on work completed to date against the internal audit plan for 2012/13. A copy of the report marked 'B' is filed with the minutes.

Mr Jones informed the Panel that audits were progressing well and an end of year report would be presented to the September meeting of the Panel. The Interim Chair suggested that new Panel members meet with the auditors prior to this meeting as it was a good discipline to continue.

The Panel RESOLVED to the progress report and assurances to date.

23/13. Closedown of Accounts 2012/13

The Panel received an oral report of the Finance Director updating the Panel on the arrangements for the closedown of accounts 2012/13. A High-Level Timetable was tabled and a copy is filed with the minutes.

The Finance Director informed members that the draft accounts would be presented to the next Panel meeting on 28 June 2013. He added that key dates in the timetable were 1 July 2013 when the external audit commenced and 24 September 2013 when the final accounts would be presented to the JARAP.

The Panel AGREED to note the contents of the report.

24/13. Risk Management - Corporate Risk Register Action Plan

The Panel considered a report of the Chief Finance Officer updating members on progress made in establishing the Police and Crime Commissioner (PCC) corporate risk register, associated risk profiles and draft action plan. A copy of the report marked 'C' is filed with the minutes.

The Chief Finance Officer thanked the Interim Panel members for their support and work which was still in progress. He was keen that the action plan was developed to provide the Panel with evidential documentation. Members requested the document was sharpened up in relation to impact and mitigation. Mrs Roberts stated more emphasis was needed in the 'impact' column to ensure relevant actions made a difference and contributed to public confidence that the Police and Crime Commissioner was holding the Chief Constable to account.

The Deputy Chief Constable invited new Panel members to attend the Force's quarterly Strategic Organisational Risk Board.

In response to a query, the Chief Finance Officer reported that the OPCC was considering if the PCC risks could be incorporated into the Orchid Risk Register.

The Panel RESOLVED:

- (i) to note the progress made to date;
- (ii) that the PCC and Force Risk Registers be presented to the next meeting of the Panel.

25/13. Risk Management – Assurance Framework

The Panel received a report of the Chief Finance Officer updating on progress being made towards producing an assurance framework for both the Office of the Police and Crime Commissioner (OPCC) and the Office of the Chief Constable (OCC). A copy of the report marked 'D' is filed with the minutes.

Mrs Martin stated data quality was crucial to providing assurance in key areas and this became evident during her work around vulnerability. The Interim Chair advised detailed member involvement in the process of assessing key activities and processes would assist in providing an overall assurance rating for each assurance area.

The Panel RESOLVED to note the progress made to date.

26/13. Police and Crime Plan 2013-17 - Update

The Panel received a report of the Chief Finance Officer informing on progress to being made with the development of the next version of the Police and Crime Plan. A copy of the report, marked 'E' is filed with the minutes.

The Chief Finance Officer stated that members would need assurances around the impact of the Change Programme, resourcing issues and how the Chief Constable would deliver the Plan.

The Panel RESOLVED to:

- (i) note the update;
- (ii) receive quarterly progress reports; and
- (iii) note the remit of the multi-agency task and finish group with the purpose of ensuring the next Police and Crime Plan is ready for consideration by the Police and Crime Panel in September 2013.

27/13. JARAP Handover Arrangements

The Panel considered a report of the Chief Finance Officer updating on progress being made with the recruitment of a JARAP chairperson and

members and proposing matters that the interim JARAP will wish to handover to the new JARAP. A copy of the report marked 'F' is filed with the minutes.

The Interim Chair stated there would be challenges going forward especially in relation to two corporations sole and work would need to be focussed. He suggested the six governance principles outlined in paragraph 15 of the report provided a useful framework.

The new Chair, Mr Millett, stated that the new Panel would meet to discuss the key areas for the future. He added that he was happy with the proposed Workplan outlined at Appendix B of the report.

The Chief Finance Officer stated a list of regional JARAP contacts would be provided to new Panel members.

The Panel RESOLVED to note the contents of the report.

At this point, the Interim Chair handed over to the new Panel members and wished them every success.

The Chief Finance Officer thanked the Interim Panel members for providing a solid foundation, pro-active challenge and continuing through the delayed JARAP recruitment process. The Deputy Chief Constable seconded the sentiment. The Interim Chair thanked everyone for the professional relationship that had been developed.

28/13. Dates of forthcoming meetings

The Panel RESOLVED to note the dates of future meetings as 28 June 2013, 24 September 2013 and 3 December 2013 and 28 January 2014.

Chairman

13 May 2013

9.00 a.m. – 10.35 a.m.