

OFFICE OF THE POLICE AND CRIME COMMISSIONER (OPCC)

**Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP) meeting
held at Police Headquarters, Enderby at 2.00 p.m. on
Tuesday 24 September 2013**

Present

Mr B Millett (Chair), Mr L Dundas, Mr I Prince and Mr L Pulford.

Also in attendance

OPCC

Mr P Stock (Chief Executive), Mr R Vickers (Interim Chief Finance Officer) and Miss T Wilcox (Administrator).

Office of the Chief Constable (OCC)

Ms S Morgan (T/Deputy Chief Constable), Mr P Dawkins (Director of Finance), Mrs R Gilbert (Head of Finance) and Mr A Dale (Corporate Accountant).

Auditors

Mr D Harris, Mr M Humphrey and Mr D Short (RSM Tenon) and Mrs S Bagnall and Mr M Jones (PricewaterhouseCoopers).

Observing

Ms H King.

45/13. Apologies

Apologies were received from Ms H Daisley.

46/13. Urgent Business

There were no items of urgent business.

47/13. 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.

48/13. Minutes of the meeting held on 28 June 2013

The minutes of the meeting held on 28 June 2013, having been previously circulated, were confirmed as a correct record.

Regarding minute 34/13, the Chair stated that Mr Vickers would ensure that feedback on the one-to-one meetings between the PCC and Chief Constable was provided.

In relation to minute 38/13, the Chair stated that detailed discussion had taken place with the Force Risk and Business Continuity Co-ordinator and JARAP members were attending the Strategic Organisational Risk Board.

49/13. Statement of Accounts 2012/13 including Letter of Representation

The Panel considered a joint report of the Chief Finance Officer and Finance Director presenting for approval the Statement of Accounts for the financial year 2012/13 for both the Office of the Police and Crime Commissioner and the Office of the Chief Constable. A copy of the report marked 'A' is filed with the minutes.

The Interim Finance Officer stated that a letter of representation had been signed by Mr Lewis prior to his departure from office on 6 September 2013. He added that for completeness an additional letter of representation would be signed by himself covering both the remaining and the whole period.

The Panel AGREED to approve the Statement of Accounts 2012/13 for the Office of the Police and Crime Commissioner and Office of the Chief Constable.

50/13. Internal Audit Progress Report

The Panel considered a report of the Chief Finance Officer providing an update of work completed to date against the internal audit plan for 2012/13 and 2013/14. A copy of the report marked 'B' is filed with the minutes.

Mr Harris stated there was nothing in the remaining 2012/13 audit reports that would impact negatively on the year-end opinion.

The Head of Finance stated that Finance staff had received training on the fraud alert outlined in the report around changing supplier bank details.

In relation to a decline in the percentage of return to work interviews being undertaken, the T/DCC stated some difficulties had arisen when a number of changes had been implemented in a short period of time however the Force was working towards new processes being bedded in.

The Chief Executive requested clarification on the content of the Collaboration review as HMIC were undertaking a review on behalf of the East Midlands' PCCs. Mr Harris stated the internal audit was mainly around governance, however, there may be some overlap with HMIC's review.

The Chief Executive requested the Forward Plan for 2013/14 be reshaped around the Governance review as the new Chief Finance Officer would not be commencing until 4 November 2013. Mr Harris stated this could be done.

The Panel AGREED to note the contents of the report.

51/13. Internal Audit Charter

The Panel considered a report of the Chief Finance Officer providing information on the Internal Audit Charter. A copy of the report marked 'C' is filed with the minutes.

The Chief Executive requested that a section on information sharing be included in the document.

The Panel AGREED:

- (i) to note the contents of the report;
- (ii) a paragraph be included on information sharing; and
- (ii) once amended the Chair sign the Internal Audit Charter on behalf of JARAP.

52/13. Report to Those Charged with Governance

The Panel considered a report of the external auditors following completion of their work for the year ended 31 March 2013. A copy of the report marked 'D' is filed with the minutes.

The Panel AGREED to note the Auditor's conclusions and the management response.

53/13. Risk Register

The Panel received a report from the Chief Constable providing information on the Corporate Risk Register, highlighting the high priority, newly registered and risks of note. A copy of the report marked 'E' is filed with the minutes.

The Chair requested that a date be put in the 'update' box for each risk and the controls be updated.

The Chief Executive informed members that an Engagement and Consultation Manager had recently been appointed.

The Panel AGREED to note the contents of the report.

Mr Pulford and the Head of Finance left during consideration of this item.

54/13. OPCC Risk Register and Assurance Framework

The Panel considered a report of the Chief Finance Officer providing an update on the progress towards producing an assurance framework for both the Office of the Police and Crime Commissioner and the Office of the Chief Constable specifically focussing on the outcomes from the assurance framework pilot exercise. A copy of the report marked 'F' is filed with the minutes.

The Panel AGREED:

- (i) to note the progress made to date; and
- (ii) that the Chair, Finance Director, Chief Executive, Ms King and Mr Vickers meet to discuss the Framework further.

55/13. Leicestershire Police Internal Audit Function

The Panel received a report of the Chief Constable providing an overview of the internal audit arrangements for Leicestershire Police, describing the function of how a work plan is developed and the strategic governance of any identified risks to the Force. A copy of the report marked 'G' is filed with the minutes.

The Panel AGREED to note the contents of the report.

56/13. Review of Governance Arrangement

The Panel received a report of the Chief Executive providing an update on the proposal to undertake a review of the governance arrangements for the Police and Crime Commissioner. A copy of the report marked 'H' is filed with the minutes.

The Panel AGREED to note the proposal and format of the review commencing in Autumn 2013.

57/13. Police & Crime Plan 2013-17 - Update

The Panel considered an oral report of the Interim Chief Finance Officer updating members on the progress being made with the development of the next version of the Police and Crime Plan.

In relation to concerns around the removal of commercial burglary from the Plan, the T/DCC stated that the priorities for the Force were around crimes that caused most harm to the public.

The Interim Chief Finance Officer stated that the revised Plan would be presented to the Police and Crime Panel on 2 October 2013 and published at the end of October.

It was AGREED to note the progress to date.

58/13. Dates of forthcoming meetings

The Panel AGREED to note the dates of future meetings as 3 December 2013 and 28 January 2014.

59/13. Any other business

The Interim Chief Finance Officer requested that any Panel queries be filtered through the Governance Support Officer to enable an efficient service to be provided.

The Chair requested that JARAP members were kept updated with the position regarding the Chief Constable. The Chief Executive stated he would ask Sir Clive to speak to the Chair on return from leave.

Chairman

24 September 2013

2.00pm – 4.31pm