



Warwickshire Joint Audit and Standards Committee Meeting Open Minutes

Date:	Wednesday 13 th January 2021
Time:	14:00
Location:	Virtual Meeting via Teams/Dial in
Chair:	John Anderson
Vice Chair:	Gavin McArthur
Minute Taker:	Nargis Begum

Attendees

Audit Committee Members

	Name:	Capacity:
Attendance:	John Anderson	Chair
	David Carter	Member
	Helen Knee	Member
	Alistair Murdie	Member
	Gavin McArthur	Vice Chair

Offices of the Police and Crime Commissioner

	Name:	Capacity:
Attendance:	Philip Seccombe (PS)	Police & Crime Commissioner
	Neil Hewison (NH)	Chief Executive, OPCC
	Polly Reed (PR)	Chief Executive, OPCC
	Debbie Mullis (DM)	Development Lead for Standards & Integrity, OPCC
	Sara Ansell (SA)	Treasurer, OPCC

Force

	Name:	Capacity:
Attendance:	Richard Moore (RM)	Deputy Chief Constable
	Wendy Knox (WK)	Hd of Accounting & Financial Control
	Steve Russell (SR)	Hd of AS & I
	Andrew Shipman	Crime and Incident Registrar

Internal Audit

	Name:	Capacity:
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Attendance:	Paul Clarke (PC)	Head of Internal Audit, Warwickshire
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External Audit

No attendance at this meeting – a pre-meeting with the Chair has taken place
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	Name:	Capacity:
Apologies:	Martin Jelley (MJ)	CC Warwickshire Police
	Jeff Carruthers (JC)	CC Warwickshire Police
	Laurelin Griffiths (LG)	Grant Thornton
	Alex Walling (AW)	Grant Thornton

Items for Discussion

No	Item	Action
08/13/01/2021	<p>External Annual Audit Letter 2019-20</p> <p>It was confirmed the Chair had met with AW and LG of Grant Thornton prior to today's meeting.</p> <p>It was also confirmed the 2019/20 Accounts were signed off prior to the deadline of 30 November. The PCC noted only 45% of police force annual accounts had been audited by the deadline of 30 November 2020. The PCC was pleased Warwickshire Police were able to sign off their annual accounts by this date despite all the difficulties faced.</p> <p>JASC members noted Grant Thornton's Annual Audit Letter which provided a summary of the key external audit findings in respect of the 2019/20 financial year. The Annual Audit Letter is similar to the audit findings report presented in October 2020 to the JASC but includes an update on the proposed increase in fees for 2019/20. Generally, increased fees are recognised as needed by the PSAA and the Redmond Review. Locally the proposed increase has been discussed with the Treasurer for the PCC and CFO for the CC but the proposed increase is subject to approval by PSAA in line with the Terms of Appointment.</p> <p>The planned audit fee for the year was a total of £42,497 split across the PCC and force. The proposed increase is £8,545 to a new total of</p>	

	<p>£51,042, to reflect increased audit requirements and related work, as set out on pages 11 and 12 of the report.</p> <p>It was noted AG and LW handover their Audit Lead and Manager responsibilities for the annual accounts to their colleagues, Jackson Murray and Andy Reed, ensuring the senior audit responsibilities remain independent. JASC members thanked them both for their work carried out during recent challenging times.</p> <p>Members also noted the difficulty they faced during the Alliance Termination period of 2018-20 when no or inadequate audit reports and communication were provided at their meetings by Grant Thornton. It was agreed this would be discussed with the new Audit Lead and Manager.</p>	<p>JA to discuss with Grant Thornton</p>
<p>09/13/01/2021</p>	<p>Ethics Report - Summary given by Development Lead for Standards & Integrity, OPCC which included the following points:</p> <ul style="list-style-type: none"> • In the first year of the new complaint review process the PCC has received 27 reviews. This number is in line with reviews received under the previous appeals system. • A post implementation review is due to take place in January 2021 with the OPCC and PSD to consider how the reviews process is working and any changes to processes that might be necessary going forward. • The PSD led Internal Ethics Committee had their first meeting in October 2020. Committee member HK will attend meetings going forward on behalf of the JASC. • Due to Covid19 restrictions it has not been possible to conduct complaint dip sampling over the last few months, these will continue when safe to do so. • A triage system offers the opportunity to put things right and meet the needs of the individual without going through a full complaint investigation. This might be as simple as signposting to another organisation. The new legislation offers the option for the complainant to request that the case is recorded. JASC members asked who prioritises cases, it 	

	<p>was confirmed this is managed by PSD.</p> <p>The report was noted by the JASC.</p>	
10/13/01/2021	<p>Joint Audit & Standards Committee Annual Report 2019/20 Review of Effectiveness</p> <p>JASC members noted the report prepared by the Chair detailing a brief summary of the work the JASC had undertaken during 2019/20 to meet its responsibilities set out in the terms of reference and the key areas for focus and further development during 2021. The report covers the period October 2019 to December 2020.</p> <p>The JASC Chair wished to place on record his thanks to all members, attendees and the secretariat who have contributed to the important work undertaken by the committee over a difficult and busy period.</p> <p>It was noted by all that the report was a well drafted comprehensive report and the areas of focus for 2020/21 would be taken into account in finalising the JASC annual workplan. Member Helen Knee noted she alone was mentioned in a paragraph under one of the subheadings of the workplan for 2019/20. It was agreed this would be corrected.</p> <p>Going forward it was agreed to review members responsibilities from time to time.</p> <p>Chair of the Police Crime Panel (PCP) requested the document be shared with panel members at the next PCP meeting.</p>	<p>Secretariate to forward copy</p>
11/13/01/2021	<p>Internal Audit Progress Report Update - Update of Audit Workplan for 2020/21 given by Head of Internal Audit for Warwickshire.</p> <p>Progress with the plan is continuing but slower than usual with the working restrictions under Covid19 environment. The Workplan has been allocated to 2 members of staff to complete the plan over the rest of the year.</p> <p>The following audit has now been finalised:</p> <ul style="list-style-type: none"> • Use of consultants – Limited Assurance <p>Changes to the Audit Plan 2020/21:</p> <p>Additions:</p> <ul style="list-style-type: none"> • Commissioned Services – Victim Support Unit 	

- Treasury Management
- Use of consultants – Evolve Programme

Deletions/ Deferrals:

- Crime Safety Partnership
- Business Continuity
- Vetting unit

Following the latest monitoring exercise 21 recommendations are overdue. 17 of these recommendations are more than 6 months overdue of which 14 relate to two IT audits. The process of separating the former Alliance IT systems continues and the responses and updates indicate that the overdue recommendations are gradually being addressed as part of this process.

Meetings between the force, OPCC and Internal Audit are planned for later this month to develop the 21/22 Internal audit plan.

Committee members requested further details regarding the changes to the 2020/21 internal audit plan, particularly on Treasury Management and its inclusion in 2020/21. It was noted this includes:

Policy and procedure in place over Treasury Activities

- Inappropriate borrowing/investment decisions are taken.
- Borrowing / investments may not follow approval process.
- Arrangements are not in place to cover staff absences.

Management information and reporting on Treasury Activities

- The performance of Treasury Management is not monitored.

Cash flow management

- The cashflow position is incorrectly calculated or is not calculated at all.
- Cash flow is not adequately monitored.

Lending and investments

- Investments contravene the authority policy.
- Incorrect calculation of investments

- Investments decisions are not documented.
- Lack of segregation of duties.
- Management fees for Investments are not paid or recorded.

Borrowings arrangements

- Borrowing contravene the authority policy.
- Incorrect calculation of borrowings.
- Borrowing decisions are not documented.
- Lack of segregation of duties.

Regular independent reconciliation to Bank and General Ledger

- The Treasury Management system is not reconciled to Bank & GL.
- Reconciliation to the GL is not independent.
- Appropriate access to banking systems and IT systems is not restricted.

Arrangements with external service providers

- Selection of external service providers is not subject to scrutiny and approval.
- The performance of external service providers is not subject to review and monitoring.
- Arrangements with external service providers are not documented.

JASC members noted their concerns in the number of man-days being taken over to next year and requested this to be kept as minimal as possible.

Members also requested in future for details of the rational for any changes to be included in the Internal Audit report.

Other changes to planned audits include:

- OPCC - CSPs audit replaced by an audit of MOJ grant and funded commissioned services – to ensure compliance with grant conditions, the increased grant funds received due to Covid 19, and the services funded through the grant to inform future commissioning work. The CSP audit will be delayed, but changes have been introduced into the grant process to bring more rigour to their funding through a bid process.

	<ul style="list-style-type: none"> Force - Business continuity and vetting – internal audits both paused. Business continuity postponement is due to priorities under Evolve2 Program to enable resources to be focused on transitioning the final services. The vetting project is ongoing with the commercialisation of the service and a feeling that more value can be driven from an audit once the service improvements have been made internally rather than during the period of change. 	
12/13/01/2021	<p>Treasury Management Mid-year review report 2020/21 - Update provided by the head of Accounting & Financial Control</p> <p>There has been no increased external borrowing. Loan payments and interest remain the same. It was noted the majority of repayments are under balloon payments with the same amount paid out every month.</p> <p>It was also noted that 2020 has been a challenging year for investments, with cash holdings needing to be increased during this COVID19 period, with low returns on short term investments. Activity has been set within limits.</p> <p>Further update reports will be presented to future JASC members to keep them updated on treasury management activity.</p>	
13/13/01/2021	<p>ASI Assurance and Action Plan – Progress Report Update provided by the Head of AS&I</p> <p>An update summary was given on the crime data integrity (CDI) and assurance audit activity of the Force Crime Registrar’s function and planned activity for the next 3 months.</p> <p>Since the last JASC meeting the following audits have been conducted:</p> <ul style="list-style-type: none"> Recording of Reported Incidents of Violence. Out of Court Disposals. <p>Planned future audits include:</p> <ul style="list-style-type: none"> Recording of Reported Incidents of Sexual Offences. Recording of Reports of Crime via Single 	

	<p>Online Home.</p> <ul style="list-style-type: none"> Recording of Reports of Crime Received by the Harm Assessment Unit. <p>JASC Members requested details of the progress of the planned work and activity for the full year be provided in future in order to gain assurance over the years audit coverage.</p>	<p>SR to provide schedule of progress of planned audit activity to be available to members at next meetings</p>
<p>14/13/01/2021</p>	<p>HMICFRS Action Plan Update Report - Update provided by the Head of AS&I</p> <p>HMICFRS inspection was conducted during the week commencing Monday 16th November. Inspection consisted of interviews with key strategic leads, focus groups and reality testing at various stations across the force area. Due to the ongoing Covid-19 restrictions the activity was conducted remotely.</p> <p>A summary of the feedback provided around each recommendation was given with the following points noted:</p> <ul style="list-style-type: none"> To date no formal report of the inspection has been received from HMICFRS. Once received this will be shared with PCC, CC and JASC members. Forensics is a national issue, changes are being made during the transition period to a standalone force. Positive as trending in the right direction. The next PEEL assessment of Warwickshire Police will take place in May 2022. Continuous inspections will still take place in the meantime with the Force liaising with HMICFRS at all times before the formal inspection report in 2022. A Custody inspection was due to take place but this has had to be rearranged due to Covid19 and is due to take place at the next earliest opportunity. The backlogs in the wider CJ system was noted. Magistrates Courts are reducing the backlog but there is still a delay in Crown Court hearings. Warwickshire Police are continuing to work with the 	

	<p>regional criminal justice forum and the three other forces across the area to deal with the backlog.</p> <p>Recommendation 2 - <i>The force should ensure regular and active supervision of the quality and progress of investigations. This supervision should be properly recorded.</i></p> <p>JASC member asked how it is possible to ensure when recruiting to posts candidates have the capability to supervise.</p> <p>It was confirmed that documentation to support this skill was not sufficient but changes have been made to the process with training available.</p> <p>Recommendation 3 - <i>The force should improve its ability to retrieve digital evidence from mobile phones, computers and other electronic devices quickly enough to ensure investigations are not delayed.</i></p> <p>It was noted the new ICT arrangements will improve delays.</p> <p>JASC noted the report.</p>	
15/13/01/2021	<p>Joint Audit and Standards Committee Workplan (paper) Update given by the OPCC Treasurer</p> <p>Upcoming reports and agenda items envisaged over the next 12 months were noted by JASC members.</p> <p>JASC members requested the outstanding Health and Safety report at the next meeting.</p> <p>The PCC suggested an Estates update also be provided at the next meeting.</p> <p>It was noted that there may have to be some flexibility to the workplan in light of Covid19 restrictions.</p>	<p>RM/SR to provide Health and Safety report for the next meeting.</p> <p>PCC to provide Estates Update at next meeting.</p>
16/13/01/2021	<p>Members Points</p> <p>Thanks to WCC for arranging this virtual meeting with a dial in facility. Having joint attendance worked well for JASC members.</p>	
17/13/01/2021	There were no AOB.	
Meeting dates for 2020/21 and 2021/22:		

Next Meeting Wednesday 17th March 2021 – 2pm – 4pmWednesday 28th July 2021 – 2pm – 4pmWednesday 20th October 2021 – 2pm – 4pm**Police and Crime Panel meeting dates:**1st February 2021 – 10:301st April 2021 – 10:30**MEETING ACTIONS**


Minute No/Agenda No	Actions	Status/ Timetable	Action owner
03/21/10/20	Minutes of open meeting July 2020		
	JA to brief GT on the JASC concerns and GT to brief the JASC on their relationship with the JASC.	Discharged	JA
04/21/10/20	2019/20 Draft External Audit Findings Report		
	HMICFRS investigation update to be provided at January meeting.	Discharged	SR
	Committee Chair to see the final draft when complete and raise any additional comments with members before signing off. OPCC Treasurer to co-ordinate.	Discharged	SA/JA
07/21/10/20	2019/20 External Audit Report Update (Paper)		
	GT to brief JASC at future meetings as new audit guidance is issued.	Ongoing	GT
	RM to brief JASC on new VFM arrangements and how these will fit with the HMICFRS inspection requirements.	Ongoing	RM
08/21/10/20	Treasury Management Outturn Report		
	WK to prepare a table showing the two sets of figures.	Discharged	WK
12/21/10/20	JASC work plan		
	JA to prepare draft Annual Report for consideration.	Discharged	JA
14/21/10/21	AOB		
	Monitoring Officers to prepare brief annual assurance report on compliance with Gifts and Hospitality policy and reporting.	March 2021	SA/JC

MEETING ACTIONS –13 January 2021

Minute No/Agenda No	Actions	Status/ Timetable	Action owner
13/13/01/2021	ASI Assurance and Action Plan – Progress Report		
	Schedule of progress of planned audit activity to be available to members at next meeting	March 2021	SR
15/13/01/2021	JASC work plan		
	Health and Safety report be provided for the next meeting.	March 2021	SR/RM

	Estates Update will be provided at next meeting by PCC	March 2021	PCC
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Formal Approval of Meeting Record

Signature:		
Print Name:	John Anderson	Date : 17 March 2021