

Warwickshire and West Mercia Joint Audit Committee Meeting Record.

Date:	30 th July 2018
Chair:	Lynne Duffy
Minute Taker:	Rachael Thorold

Audit Committee Members

	Name:	Capacity:
Attendance:	Lynne Duffy (LD)	Chair
	John Anderson (JA)	Committee Member
	Dr Sanjay Bhasin (SB)	Committee Member
	Alan Day (AD)	Committee Member
	Martin King (MK)	Committee Member
	Gavin McArthur (GMc)	Committee Member

Offices of the Police and Crime Commissioner

	Name:	Capacity:
Attendance:	Tracey Onslow (TLO)	DPCC, West Mercia
	Philip Seccombe (PS)	PCC Warwickshire
	Liz Hall (LH)	Treasurer, OPCC's Warwickshire and West Mercia

Force

	Name:	Capacity:
Attendance:	Jeff Carruthers (JC)	Chief Finance Officer
	Helen Kinrade (HK)	DI, HMIC
	Steve Russell (SR)	Head of ASI
	Karen Manners (KM)	DCC Warwickshire
	Amanda Blakeman (AM)	DCC West Mercia

Internal Audit

	Name:	Capacity:
Attendance:	Garry Rollason (GR)	Internal Auditor, Warwickshire

External Audit

	Name:	Capacity:
Attendance:	Joan Barnett (JB)	Grant Thornton
	Alex Walling (AW)	Grant Thornton

	Name:	Capacity:
Apologies:	Anthony Bangham (AB)	CC West Mercia Police
	Martin Jelley (MJ)	CC Warwickshire Police
	Andy Champness (AC)	CEO West Mercia
	Neil Hewison (NH)	CEO Warwickshire
	Sara Ansell (SA)	Head of Finance, Warwickshire and West Mercia OPCC
	Ben Smith (BS)	Supt. Analysis and Service Improvement
	Jacqueline Sparkes (JS)	Internal Auditor, West Mercia.

Open Session

No.	Summary	Action
01/30/07/18	Attendance/Apologies.	
02/30/07/18	Committee Members' Declaration of Personal Prejudicial Interests. <i>Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the member must withdraw from the room unless one of the exceptions applies.</i>	
03/30/07/18	Minutes of the meeting of the 19th March 2018 and any matters arising. The minutes from the last meeting were recorded as accurate.	



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06/30/07/18	<p>Audited Statement of Accounts.</p> <p>A full and detailed briefing was held on the accounts prior to this meeting, which resulted in a detailed discussion.</p> <p>Thanks and appreciation is to go to the finance team for their efforts made.</p> <p>The accounts were approved.</p>	
07/30/07/18	<p>Audited Annual Governance Statements.</p> <p>The annual governance statements were presented.</p> <p>The statements were approved.</p>	
08/30/07/18	<p>Letters of Representation.</p> <p>The letters of representation were presented.</p> <p>The letters were approved.</p>	
09/30/07/18	<p>External Audit – 2018/19 External Audit Fee Letters.</p> <p>The external audit fee letters for 2018/19 were presented and approved.</p> <p>No further comments made.</p>	
10/30/07/18	<p>Internal Audit Report 2017/18.</p> <p>The internal audit report for 2017/18 was presented.</p> <p>The opinion given by Internal Audit of 'moderate' assurance is due to the subjects audited year on year being different, and the focus is on the higher risk areas.</p> <p>The Partnerships audit and the management response is being discussed outside this meeting.</p> <p>Payroll issues were discussed. This committee seeks reassurance the issues will be resolved.</p>	



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	<p>ACTION - A pre-briefing on this is required by JC prior to the next meeting.</p> <p>ACTION - Payroll is also to be revisited by the Internal Audit team as part of the 2018/19 audit plan.</p> <p>ACTION - A comment in the minutes is required on the compliance on the new GDPR.</p> <p>Progress will be reported on the 2017/18 plan until its completion.</p> <p>An external assessment was carried out in February 2018. The Audit Committee acknowledged the assessment conclusions and recommendations, and Internal Audit will produce an action plan to include these.</p> <p>Further work is required on assurance and risk mapping. The audit team can only audit against robust risk management processes being in place. An audit will be conducted on the Risk Management Processes.</p> <p>ACTION – An action plan will be produced and report to this committee on.</p> <p>The reports produced are to include the number of days spent on each topic. This is required by the Audit Committee, for the year end reports.</p> <p>ACTION – GR to amend the annual audit plan for 2017/18 and then include in subsequent quarterly and annual reports, as relevant, the percentages for each sector in Gant Charts and the number of planned and spent days in total for each audit topic.</p>	<p>JC</p> <p>GR</p> <p>GR</p> <p>GR</p> <p>GR</p> <p>GR</p>
11/30/07/18	<p>Internal Audit Plan 2018/19.</p> <p>The revised and original internal audit plans for 2018/19 were presented.</p>	



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	<p>There is sufficient in-built flexibility within the plan, for any unforeseen more lengthy audits required.</p> <p>The plan was approved.</p>	
12/30/07/18	<p>OPCC Strategic Risk Register.</p> <p>The OPCC strategic risk register was presented.</p> <p>ACTION - The register is to be amended to reflect the changes to the Trust, Integrity and Ethics Committee.</p>	LH/SA
13/30/07/18	<p>Alliance Risk Map.</p> <p>Dealt with as a closed item.</p>	
14/30/07/18	<p>HMIC Action Plan Summary.</p> <p>The HMIC action plan summary was presented.</p> <p>The two forces will be inspected separately next year, resulting in this committee receiving two action plan summaries.</p> <p>ACTION – Explanations are required in terms of the RAG status definitions and outstanding Reality Testing numbers.</p> <p>Any non savings are to be included, as these affect efficiencies.</p>	HK
15/30/07/18	<p>ASI Assurance Recommendations Monitoring Report.</p> <p>The ASI assurance recommendations monitoring report was presented.</p> <p>ACTION - This committee seeks assurance on whether or not there are planned assurance audits.</p>	SR



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	ACTION - ASI are to report back to this Committee on where the force are on File Data Quality and on Crime Data Integrity.	SR
16/30/07/18	Members Points. <i>The Chair has requested that members be given the opportunity to raise queries on subjects or issues which are not necessarily agenda items.</i>	
17/30/07/18	AOB. ACTION – GT are to arrange a briefing to the Audit Committee members on the role of Audit Committees and their part in seeking assurance. Thanks and appreciation is to go to DCC Manners for her contributions and efforts made to this Committee.	GT
18/30/07/18	Date, time and location of the next meeting. Wednesday 17 th October 2018, 14:00hrs, Conference Room, Leek Wootton.	

Restricted/Closed Item.

No.	Summary	Action
19/30/07/18	Alliance Risk Register. The Alliance Risk Register was presented. This Committee would like to know if there is formal risk management at all levels. This is to be looked into.	



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