

Warwickshire and West Mercia Joint Audit Committee Meeting Record.

Date:	17 th October 2018
Chair:	Lynne Duffy
Minute Taker:	Rachael Thorold, OPCC, West Mercia

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
	Debbie Mullis (DM)	Warwickshire OPCC

Force

	Name:	Capacity:
Attendance:	Anthony Bangham (AB)	CC West Mercia
	Jeff Carruthers (JC)	Director of Finance
	Richard Moore (RM)	DCC Warwickshire
	Joe O'Sullivan (JO'S)	Transformation Director
	Joy Preece (JP)	ASI Audit Lead
	Steve Russell (SR)	Head of ASI

Internal Audit

	Name:	Capacity:
Attendance:	Garry Rollason (GR)	Internal Auditor, Warwickshire
	Rachael Hart (RH)	Internal Audit

External Audit.

	Name:	Capacity:
Attendance:	Laurelin Griffiths (LG)	Grant Thornton
	Alex Walling (AW)	Grant Thornton

	Name:	Capacity:
Apologies:	Amanda Blakeman (ABI)	DCC, West Mercia
	Andy Champness (AC)	CEO, West Mercia
	Martin Jelley (MJ)	CC, Warwickshire
	Neil Hewison (NH)	CEO, Warwickshire
	Philip Seccombe (PS)	PCC Warwickshire
	Sara Ansell (SA)	Head of Finance, Warwickshire and West Mercia OPCC

Open Session

No.	Summary	Action
01/17/10/18	<u>Attendance/Apologies.</u> See above.	
02/17/10/18	<u>Committee Members' Declaration of Personal Prejudicial Interests.</u> <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>	
03/17/10/18	<u>Minutes of the meeting of 30th July 2018 and any matters arising.</u> Minutes were recorded as being accurate. There were no further matters arising.	
04/17/10/18	<u>Transformation Programme Update Presentation.</u> It is to be noted that papers are to be received by the committee with sufficient time for them to be read prior to the meeting.	

	<p>The Committee would like to see more frequent updates on the Transformation Programme.</p> <p>There will be an impact on the programme where the ICT Technical Architecture is upgraded, and the implications of the upgrade are being actively managed.</p> <p>Any risks associated with this are being managed and mitigated. This committee would like a paper on the ICT and Supporting Services to be presented in March 2019.</p> <p>There is a concern the ICT issues have only been discovered via the Transformation Programme. Internal Audit have audited procedures relating to the concerns raised. The Transformation reports monthly to the AGG, to the Holding to Account and Transformation Board meetings.</p> <p>This Committee seeks assurance the CCs and PCCs are kept fully informed of any risks associated with the Transformation Programme. There is a monthly risk programme/management board which is then escalated to the Exec Board and upwards.</p> <p>There are also briefings held with leadership teams, SRO's, CCs and DCCs, which sits outside of monthly reporting.</p> <p>Assurance is sought on when any new technology is installed, it is fit for purpose, at every level of the installation process.</p>	
05/17/10/18	<p><u>Trust, Integrity and Ethics Update Report.</u></p> <p>Candidates who applied to be members of this Committee were interviewed on the 16th October 2018. The successful candidates will be attendees of this Committee in due course.</p>	
06/17/10/18	<p><u>External Audit – Progress Report.</u></p> <p>No further comments were made.</p>	

07/17/10/18	<p><u>External Audit – Annual Audit Letters.</u></p> <p>No further comments were made.</p>	
08/17/10/18	<p><u>Internal Audit Report.</u></p> <p>The audit plan is to be revised, and is to be discussed outside this meeting.</p> <p>The current style of the report presented to this meeting is to be revised to provide more detail. A meeting will be held to progress this.</p>	
09/17/10/18	<p><u>Treasury Management Outturn.</u></p> <p>The report was noted.</p>	
10/17/10/18	<p><u>Treasury Management mid year review.</u></p> <p>Action: The Committee requested a projection from the end of March 2019.</p> <p>The risks with the banks which led to bank balances being higher than authorised were unavoidable. Bank balances are carefully monitored and managed..</p>	LH/JC
11/17/10/18	<p><u>Analyst and Service Improvement (ASI) Monitoring Assurance and Action Plan.</u></p> <p>Action: A specific plan relating to crime data activity, and an audit action plan and its recommendations and changes will be presented to this committee at future meetings .</p>	SR/JP
12/17/10/18	<p><u>HMICFRS Action Plan.</u></p> <p>No further comments made.</p>	
13/17/10/18	<p><u>OPCC Risk Register.</u></p> <p>No further comments made.</p>	
14/17/10/18	<p><u>Joint Audit Committee Annual Report 2017/18 Review of Effectiveness and 2018/19 Work Plan.</u></p> <p>No further comments were made.</p>	

15/17/10/18	<p><u>Joint Audit and Standards Committee – Terms of Reference and Administration.</u></p> <p>Where the term JAC is referred to, it is to be amended.</p> <p>The Statement of Purpose and Recommendations were approved.</p>	
16/17/10/18	<p><u>Members Points.</u></p> <p><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></p>	
17/17/10/18	<p><u>AOB.</u></p> <p>None recorded.</p>	
18/17/10/18	<p><u>Date, time and location of next meeting.</u></p> <p>Monday 21st January 2019, Willison Room, Hindlip Hall, Worcester.</p>	

Closed Session

No.	Summary	Action
19/17/10/18	<p><u>Alliance Risk Register.</u></p> <p>The Alliance Risk Register was discussed.</p>	
20/17/10/18	<p><u>Internal Audit – Telematics.</u></p> <p>Highlights from the internal audit that was carried out on the governance arrangements of the Telematics programme were discussed.</p>	
21/17/10/18	<p><u>Minutes of the Police Internal Ethics Committee - Minutes from meeting held on the 16.02.18.</u></p> <p>The minutes of the final meeting for the Trust, Integrity and Ethics committee were noted.</p>	
22/17/10/18	<p><u>Withdrawal of West Mercia from the Alliance and future Governance issues.</u></p>	

	The decision to withdraw from the current alliance and renegotiate a new collaboration between Warwickshire and West Mercia was discussed.	
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