

## Warwickshire and West Mercia Joint Audit Committee Meeting Record.

<b>Date:</b>	21 <sup>st</sup> January 2019
<b>Chair:</b>	Lynne Duffy
<b>Minute Taker:</b>	Rachael Thorold

### Audit Committee Members

	<b>Name:</b>	<b>Capacity:</b>
<b>Attendance:</b>	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
	Helen Knee (HK)	Committee member
	Frazer Stuart (FS)	Committee member

### Offices of the Police and Crime Commissioner

	<b>Name:</b>	<b>Capacity:</b>
<b>Attendance:</b>	Andy Champness (AC)	CEO, West Mercia, OPCC
	Tracey Onslow (TLO)	Deputy Police & Crime Commissioner, West Mercia, OPCC
	Philip Seccombe (PS)	Police and Crime Commissioner, Warwickshire, OPCC
	Liz Hall (LH)	Treasurer, Warwickshire and West Mercia, OPCC
	Sara Ansell (SA)	Head of Finance, Warwickshire and West Mercia, OPCC

### Force

	<b>Name:</b>	<b>Capacity:</b>
<b>Attendance:</b>	Steve Russell (SR)	Head of ASI, West Mercia
	Richard Moore (RM)	DCC Warwickshire
	Amanda Blakeman (ABI)	DCC West Mercia
	Mike Kaine (MK)	Head of Accounting Services

### Internal Audit

	<b>Name:</b>	<b>Capacity:</b>
<b>Attendance:</b>	Paul Clarke (PC)	Internal Auditor, Warwickshire
	Rachael Hart (RH)	Internal Auditor, Warwickshire

## **External Audit**

	<b>Name:</b>	<b>Capacity:</b>
<b>Attendance:</b>	Laurelin Griffiths (LG)	Grant Thornton
	Alex Walling (AW)	Grant Thornton

	<b>Name:</b>	<b>Capacity:</b>
<b>Apologies:</b>	Anthony Bangham (AB)	CC West Mercia
	Jeff Carruthers (JCar)	Chief Financial Officer
	Martin Jelley (MJ)	Chief Constable, Warwickshire
	Neil Hewison (NH)	CEO, Warwickshire, OPCC
	Garry Rollason (GR)	Internal Auditor, Warwickshire

## **Open Session**

<b>No</b>	<b>Summary</b>	<b>Action</b>
01/21/01/19	<b>Attendance/Apologies.</b> As stated above.	
02/21/01/19	<b>Committee Members' Declaration of Personal Prejudicial Interests.</b> <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>  None declared.	
03/21/01/19	<b>Minutes of the meeting held on 17<sup>th</sup> October 2018, and any matters arising.</b> The minutes were recorded as accurate.  No matters arising.	
04/21/01/19	<b>Progress against the 2018/19 Internal Audit Plan.</b> A report was presented.  <b>Action: An update report/action plan on Telematics and other planned IT project</b>	

	<p><b>audits is to be produced for the March meeting.</b></p> <p>An update on the Transformation project was requested.</p> <p><b>Action: JO'S is to be invited to the next meeting to provide a briefing paper and update on the Transformation programme and to provide assurance as to his commitment to the planned audit plan.</b></p> <p>The recommendations of the Telematics audit have been accepted, the action plan has been agreed as outlined in the letter for the PCCs.</p> <p>The fleet management concerns raised have been dealt with satisfactorily.</p> <p>There is a concern regarding the large amount of carry forward audits. An expectation is that it should be less from the financial year 2019-2020 into 2020/2021 and then going forward.</p>	<p><b>RH</b></p> <p><b>RT/JO'S</b></p>
05/21/01/19	<p><b>West Mercia and Warwickshire HMICFRS.</b></p> <p>HMIC Inspection of West Mercia is currently taking place, with a hot debrief taking place next week, providing the initial findings.</p> <p>Acronyms used within the report are to be explained.</p>	
06/21/01/19	<p><b>Warwickshire and West Mercia Assurance Audit Progress Report.</b></p> <p>The Assurance audit report was presented.</p> <p>The audit and assurance process will be mapped and brought back to the next Committee meeting.</p> <p>The schedule is to be shared.</p> <p><b>Action: The audit schedule is to be shared with the meeting members.</b></p> <p>ASI and Internal audit plans will align to ensure no overlapping.</p> <p>Action and development plans will be monitored by the Continuous Improvement team, to ensure overall ownership and validation.</p>	<p><b>SR</b></p>
07/21/01/19	<b>Alliance Risk Register.</b>	

	The risk register was presented.	
08/21/01/19	<p><b>Joint External Audit Plans for Warwickshire and West Mercia.</b> The external audit plans for Warwickshire and West Mercia were presented.</p> <p>Value for Money planning will be brought to the next meeting.</p>	
09/21/01/19	<p><b>Members Points.</b> None raised.</p>	
10/21/01/19	<p><b>Trust, Integrity and Ethics Update.</b> Verbal update given.</p> <p>Two candidates have been appointed. They will receive training on DIP sampling and other elements of the role.</p> <p>A work plan will be produced by the 7<sup>th</sup> February 2019. <b>Action: A work plan for the new TIE members is to be produced by the 7<sup>th</sup> February 2019.</b></p>	LH
11/21/01/19	<p><b>AOB</b></p> <p>The Chair met with the Warwickshire and West Mercia OPCCs regarding the impending alliance changes. <b>Action: The Chair is to have a follow up meeting with the OPCCs.</b></p> <p>The core Audit Committee members met prior to this meeting to discuss the alliance changes.</p> <p>Each force and OPCC are to produce a briefing paper on the alliance change; the governance and financial associated risks for the next meeting. <b>Action: The OPCCs are each to produce a briefing paper on the governance and financial risks of the impending alliance changes.</b></p> <p><b>Precept</b> Both PCCs are concluding consultation on the proposed precept increase.</p>	<p>LD/AC/NH/PS</p> <p>AC/PS</p>

12/21/01/19	<b>Date, Time and location of the next meeting.</b> Monday 18 <sup>th</sup> March 2019, Conference Room, Leek Wootton.	
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**Closed Session.**

No.	Summary	Action
13/21/01/19	<p><b>Alliance Risk Register.</b></p> <p>The new risk relating to recruitment has been well managed since the register was produced.</p> <p>There is a concern regarding certain items not being proactively managed adequately. These items will be looked at and the risk register will be updated accordingly to ensure it reflects the latest position.</p> <p>The overall aim of the risk register is to be annotated in the following version.</p> <p>A covering paper/overarching summary preceding the publishing of the risk register is to be produced. <b>Action: SR is to produce a summary covering note to accompany the alliance risk register.</b></p> <p>A specific risk register item is to be identified for the detail to be presented on at the next meeting. <b>Action: The Committee Members are to identify a particular area of Risk to review in detail at the next meeting.</b></p> <p>Two Strategic change programmes for the impending changes in the Alliance are in place, each with a risk register.</p>	<p><b>SR</b></p> <p><b>Cttee Members</b></p>