

Draft West Mercia Joint Audit and Standards Committee (JASC) Meeting Minutes (Open Session)

Date:	22 nd November 2021
Chairman:	Lynne Duffy
Minute Taker:	Rachael Thorold (RT)

Audit Committee Members

	Name:	Capacity:
Attendance:	Lynne Duffy (LD)	Chairman, Committee Member
	Alan Day (AD)	Vice Chair, Committee Member
	Pierre de Carteret (PdC)	Committee Member
	Anthony Dipple (TD)	Committee Member
	Valerie Reynolds (VR)	Committee Member

Office of the Police and Crime Commissioner

	Name:	Capacity:
Attendance:	Liz Hall (LH)	Treasurer
	Tracey Onslow (TLO)	DPCC
	Paul Benfield (PB)	Finance Manager
Guest Presenter:	Chris O'Hara (COH)	

Force

	Name:	Capacity:
Attendance:	Julian Moss (JMo)	DCC
	Richard Muirhead (RM)	Head of Commercial Services (CFO)
	Elaine Peberdy (EP)	Head of Audit, Risk & Compliance
Guest Presenter:	Paul Hariett (PH)	
Guest Presenter:	Simon Bennett (SB)	Head of ICT

Internal Audit

	Name:	Capacity:
Attendance:	Paul Clarke (PC)	Internal Auditor

External Audit

	Name:	Capacity:
Attendance:	Jackson Murray (JMu)	External Auditor

	Name:	Capacity:
Apologies:	Andy Champness (AC)	CEO, West Mercia OPCC
	Matt Stiff (MS)	ASI, West Mercia

Open Session

[illegible]

04/22/11/2021	<p>External Audit Findings/Annual Report (papers). The Audit findings and Annual report were circulated, presented, discussed and</p> <p>Draft Audit Findings/Opinion.</p> <ul style="list-style-type: none"> - Further follow up work is required prior to the Accounts being signed off by the Auditors. There are no loose ends the Committee need to be made aware of. - Auditors raised there will be a change to the Audit findings report in relation to an unadjusted error on accumulated absences. <p>Recommendation: The draft opinion was recommended for approval for sign off, in it's current state, unless there are any significant material changes.</p> <p>Draft Annual Report.</p> <ul style="list-style-type: none"> - Un-achieving of the savings plan; an improvement recommendation was issued stating that lessons are learnt from previous non achievement of savings. The external Auditors have assurance that there are robust budgeting processes in place. <p>Action: EP is to make sure this is raised at the next Audit and Assurance Board.</p> <p>Recommendation: The draft Annual report recommended as such for approval.</p>	EP
05/22/11/2021	<p>Audited Statement of Accounts (Paper). The Audited Statement of Accounts (SoA) was discussed at a morning briefing.</p> <p>Recommendation: The draft SoA were approved as such.</p>	
06/22/11/2021	<p>Audited Annual Governance statement (Paper). The Audited Annual Governance statement was circulated.</p> <p>Recommendation: The AGS was approved.</p>	
07/22/11/2021	<p>Letter of Representation (Papers) The Letter of Representation was circulated.</p> <p>Recommendation: The Letter was noted.</p>	

08/22/11/2021	<p>Change and Transformation briefing – Overview presentation (Verbal presentation and presentation).</p> <p>An overview was given.</p> <ul style="list-style-type: none"> - The presentation was commended on the ease of which it could be followed. - Where there are projects that benefits and knowledge sharing are of an advantage, there will be working with other relevant Forces. - There are various Boards looking at the strategic direction of the projects referred to in the presentation. - This Committee would welcome further updates on the Change and Transformation programme at future meetings. 	
09/22/11/2021	<p>Estates Briefing (Verbal presentation).</p> <p>A presentation was given.</p> <ul style="list-style-type: none"> - The Chairman welcomed the assurance the Estates Team will bring to this meeting. 	
10/22/11/2021	<p>Digital Services transformation programme briefing (verbal presentation).</p> <p>A presentation was given.</p> <ul style="list-style-type: none"> - The Future Operating Model work is to ensure better alignment with the Force Target Operating Model. - The Chairman requested further updates on the Digital Services transformation programme at future meetings. 	
11/22/11/2021	<p>Internal Audit Progress Report (Paper).</p> <p>The report was circulated.</p> <ul style="list-style-type: none"> - The overdue audits are linked in with the Digital Services transformation programme, and are being monitored. It was felt that where audits are not being held to schedule, the report to this Committee needs to record the rationale behind the decisions made prior to those audits not being carried out. <p>Recommendation: The report was noted.</p>	
12/22/11/2021	<p>Money Matters (Paper).</p> <p>The report was circulated.</p> <p>Recommendation: The report was noted.</p>	
13/22/11/2021	OPCC Risk Management (Papers).	

	<p>The OPCC Risk Management papers were circulated.</p> <p><u>OPCC Risk Strategy.</u></p> <p>Recommendation: The report was noted.</p> <p><u>Strategic Risk Register Report.</u></p> <p>Recommendation: The report was noted.</p> <p><u>OPCC Risk Register.</u></p> <p>Recommendation: The register was noted.</p>	
14/22/11/2021	<p>Ethics and Standards Update (Paper). The update was circulated.</p> <ul style="list-style-type: none"> - The DPCC asked how the Committee feel the ethics and standards element has integrated into this committee, the response was it is working well. Action: PB is to find out <p>Recommendation: The report was noted.</p>	
15/22/11/2021	<p>Quarterly Performance Report (Paper). The report was circulated for information.</p> <ul style="list-style-type: none"> - The Committee are to consider and decide upon how they wish to make use of this report. - Concern was raised over the higher than the national average for the Officer and staff attrition rates. The force are looking into this. <p>Recommendation: The report was noted.</p>	
16/22/11/2021	<p>HMICFRS Update Report (Paper). The update report was circulated.</p> <p>Recommendation: The report was noted.</p>	
17/22/11/2021	<p>Members Points. (No papers). <ul style="list-style-type: none"> - The briefings received both this morning and this afternoon were welcomed. - Detailed discussions were held within the briefing sessions. </p>	
18/05/07/2021	Next Meeting. (No Paper).	

	28th March 2022, at 14:00hrs, Hindlip Hall.	
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