

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

Date:	Monday 22 nd January 2024, 14:00 Allsopp Room, Hindlip
Chair:	Alan Day (AD)
Minute Taker:	Rachael Thorold (RT)

Audit Committee Members

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

Office of the Police and Crime Commissioner

	Name:	Capacity:
Attendance:		
	Paul Benfield (PMB)	Treasurer
	Rachael Thorold (RT)	Secretary
Guest Presenter:		

Force

	Name:	Capacity:
Attendance:	Richard Cooper (RC)	T/Deputy Chief Constable, Crime & Vulnerability
	Richard Muirhead (RM)	Director of Commercial Services
	Elaine Peberdy (EP)	Head of Audit, Risk and Compliance

Internal Audit

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

External Audit

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

	Name:	Capacity:
Apologies:	Marc Bayliss (MB)	Deputy Police & Crime Commissioner

Open Session

Item No.	Summary	Action
01/22/01/2024	Attendance/Apologies. See above. The Chair welcomed those present.	
02/22/01/2024	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> <i>None declared.</i>	
03/22/01/2024	Minutes of the meeting held on the 25th September 2023 – Accuracy and action Updates. (Papers) The minutes were recorded as an accurate record. Matters Arising from the last meeting: - JM raised Force concerns regarding the replacement of the older vehicles within the fleet. The views of the force and OPCC were discussed recognising the need for information from the Telematics project to inform decision making. Action: JASC members to be circulated reports from the outcomes of the telematics project. Update 27.09.22. DCC provided a short update – reports from the telematics project not available for this meeting but will be issued when available. C/fwd. Update 21.03.23 - No	

	<p>updated provided at the meeting. C/fwd. Update 25.09.23 – PB will ensure the report is circulated when it is available – C/Fwd. Update 22.01.24 – This action can be considered complete.</p> <p><u>Actions from the meeting held on the 26.06.2023.</u></p> <p><u>IITCSE recommendation update.</u> Action: PB is to ensure the IITCSE action plan is brought back to this meeting following update reports through WMGB. Update 25.09.23 – The expectation is that there will be a report to WMGB in November 23. A briefing on the report will be submitted to the following JASC meeting in January 2024. C/Fwd. Update 22.01.24 – This action can be considered complete.</p> <p><u>Actions from the meeting held on the 25.09.2023.</u> <u>Ethics and Standards Update.</u> Action: PB to provide an update to the next in the next meeting on whether there has been any identified trends and risk areas in relation to the quarterly number of PSD complaints. Update 22.01.24 – This action can be considered complete.</p>	<p>DCC/PB</p> <p>PB</p> <p>PB</p>
04/22/01/2024	<p>External Audit Findings and Annual Reports (2 x Papers).</p> <p><u>Findings Report.</u> The findings report was presented and discussed.</p> <p>The anticipated date for the final audited opinion is the end of January 2024.</p> <p>Recommendation: The findings report was considered and agreed – approved both adjusted and unadjusted misstatements as detailed in the report.</p> <p><u>Annual Report.</u> The annual report was presented and discussed.</p> <p>Discussion was held around the recommendation on capital and revenue budget variances. Noted assurance around improved budget setting, but recognition that further work required on capital in particular and the importance of providing recorded/written justification and explanation where variances occur.</p>	

	Recommendation: The annual report was considered and agreed.	
05/22/01/2024	<p>Audited Statement of Accounts (3 x Papers). The audited statement of accounts was presented and discussed.</p> <p>Recommendation: The audited statement of accounts to be recommended for approval by the PCC & CC as presented, subject to final audit opinion.</p>	
06/22/01/2024	<p>Audited Annual Governance Statement (Paper). The annual governance statement was presented and discussed.</p> <p>No significant changes or risks have been raised since the paper was presented at the June 2023 meeting.</p> <p>Recommendation: The annual governance statement was considered and noted.</p>	
07/22/01/2024	<p>Letters of Representation (2 x Papers). The letters of representation were presented and discussed.</p> <p>Recommendation: The letters were considered and recommended to be approved by the PCC and CC, subject to the final audit opinion.</p>	
08/22/01/2024	<p>Internal Audit Progress Report (Paper). The internal audit progress report was presented and discussed.</p> <p>Progress has been made on the number of outstanding recommendations, with regular reviews carried out and required actions chased as required.</p> <p>Actions slippage occurs when the deadline for required remedial actions and recommendations completion is missed.</p> <p>Action: EP is to ensure that going forwards, the process for ensuring the completion of remedial actions and recommendations is adhered to with agreed due dates being accurately recorded.</p> <p>Action: PB is to follow up on the OPCC estate continuity plans and provided feedback</p> <p>Recommendation: The internal audit plan was considered and noted.</p>	<p>EP</p> <p>PB</p>

09/22/01/2024	<p>Digital Services Transformation (DST) update (Paper). The DST update was presented and discussed.</p> <p>The Chair asked how the digital transformation changes have been received by the end users, with the response that the improvements have been noticed with further enhancements and improvements to be made.</p> <p>Recommendation: The update was considered and noted.</p>	
10/22/01/2024	<p>Independent Inquiry Telford Child Sexual Exploitation (IITCSE) Recommendations update (Paper). The Independent Inquiry Telford Child Sexual Exploitation (IITCSE) Recommendations update was presented and discussed.</p> <p>The Chair asked if the lessons learnt from the CSE in Rochdale have been mapped across into the learning from the Telford IITCSE.</p> <p>Recommendation: The update was considered and noted.</p>	
11/22/01/2024	<p>Treasury Management Mid-Year Report 2022-23. (Paper). The Treasury Management Mid-Year Report 2022-23 was presented and discussed.</p> <p>Recommendation: The report was considered and noted.</p>	
12/22/01/2024	<p>Capital Strategy 2023-24 Review (Paper). The Capital Strategy 2023-24 Review was presented and discussed.</p> <p>PdC asked if the current situation with vehicle insurance premiums is having an impact/is posing a financial risk, and are these factors being considered. Assurance provided that Insurance premiums are considered as part of business / budget planning.</p> <p>Recommendation: The Capital Strategy 2023-24 Review was considered and noted.</p>	
13/22/01/2024	<p>OPCC Risk Register (Paper). The OPCC risk register was presented and discussed.</p> <p>There have been no changes to the risk raised at the last meeting of this committee.</p>	

	<p>Discussion was held around the incoming Chief Constable and forthcoming PCC election and their potential impacts upon the OPCC Risk Register. Reassurance provided by PMB that both are part of operational risk registers for the OPCC, and with mitigations in place are not currently considered to be strategic risks.</p> <p>Recommendation: The risk register was considered and noted.</p>	
14/22/01/2024	<p>Ethics and Standards Updates for the Force and OPCC (Papers). The ethics and standards update for the Force was presented and discussed.</p> <p>It was felt more detail is required going forwards for the Force' ethics and standards update.</p> <p>Discussion was held around training courses consistently not being attended and the potential consequences of this.</p> <p>The PCC standards update paper was also presented and discussed.</p> <p>Recommendation: The updates were considered and noted.</p> <p>Action: A Day to raise at next pre meeting as to the future direction of JASC role on ethics.</p>	AD
15/22/01/2024	<p>HMICFRS Update Report (Paper). The HMICFRS update report was presented and discussed.</p> <p>Recommendation: The update was considered and noted.</p>	
16/22/01/2024	<p>Members Points (No Paper). None raised.</p>	
17/22/01/2024	<p>Any Other Business (no papers).</p> <p>Recruitment for committee members. Interviews have been held with 2 candidates being chosen now going through the required recruitment processes.</p> <p>Outgoing External Auditor.</p>	

	Thanks and appreciation are to go to Jackson Murray for his efforts and contributions made over the years for this committee.	
18/22/01/2024	Next Meeting. (No Paper). Qtr 4 - 25 th March 2024, 14:00, Allsopp - Hindlip Hall, WR3 8TA	

The meeting closed at 16:00