

**Minutes of the Joint Audit Committee 17<sup>th</sup> March 2016 held at Surrey Police Headquarters**

**Attendees:**

Paul Rees - Chairman  
Andrew Gascoyne – Member  
Chris Johnson – Member

Kevin Hurley – Police and Crime Commissioner (part)  
Alison Bolton – Chief Executive – Office of the Police and Crime Commissioner  
Ian Perkin – Treasurer – Office of the Police and Crime Commissioner  
Harriet Doe – Office of the Police and Crime Commissioner  
Sarah Gordon - Office of the Police and Crime Commissioner

Nick Ephgrave – Deputy Chief Constable  
Paul Bundy – Head of Finance – Surrey Police  
Bev Foad – Financial Accounting Manager - Surrey Police  
Darren Mcinnes – Head of Professional Standards Department – Surrey Police (part)  
Amaraghosha Carter – ICT (part)  
Jen Punton – ICT (part)

Iain Murray – Grant Thornton  
Lorna Raynes– Baker Tilly  
Dan Harris – Baker Tilly

**PART ONE**  
**IN PUBLIC**

**01/16 APOLOGIES (Item 1)**

Apologies had been received from Vanya Moyer.

**02/16 DECLARATION OF INTEREST (Item 2)**

No declarations were made.

**03/16 MINUTES OF THE LAST MEETING – 16<sup>th</sup> December 2015 (Item 3)**

The minutes of the December meeting were accepted as a true and accurate record.

**04/16 MATTERS ARISING – 22<sup>nd</sup> June 2015 (Item 4)**

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The Matters Arising were noted. The D/CC gave an update around ERP, stating that we were a significant way through the project. The preferred supplier has been identified and we are awaiting comments from the joint PCC, as once comments have been received we can begin implementation. The project has been slightly complicated by Thames Valley Police as there has been work needed in order to get them up to speed. The D/CC suggested that ERP should be signed off by the end of the month.

There was some concern around where external individuals would report whistleblowing. The D/CC commented that perhaps Surrey Police could offer external individuals whom wish to report whistleblowing the OPCC reporting line, as this is liable for independent review.

### **05/16 Internal Audit Plan 2016/17 (Item 5)**

Dan Harris (DH) presented the report. The revised plan came out after communications from the Force. The strategy for the year 16/17 is very similar to that of last year. DH explained that the detail was self-explanatory, and that he was happy to skip to appendix A relating to risk based reviews. Chris Johnson (CJ) asked about any specific policies and procedures which were looked at in forming the report. DH stated that there wasn't any, and that he felt there was more value in looking at previous reviews, and focussing on them. DH noted that in terms of the risk index, there is legislation in place and internal guidance which informed the scope. He mentioned that they were looking at the structure in place and would not be second guessing, but looking to the evidence in the project initiation.

CJ questioned the vetting processors, and what sort of processors would be looked at. DH noted that this had not been bottomed out, and it was felt that discussions would be had at the time of scoping. The D/CC stated that at the moment vetting is not joint, but that it may be by August 2016. Sussex would take the lead on vetting, and not Surrey. It was decided that a discussion would take place regarding vetting nearer the time of the merger, and that it may be more beneficial to deliver an update around this item in June, around the Collaboration.

In terms of covert accounts, Lorna Raynes (LR) mentioned that there was not a huge material amount, and they had been asked to give assurance. Paul Rees (PR) mentioned that an update should not take 12 days to complete, and that we need to make things more efficient. Paul Bundy (PB) stated that we do need that level of assurance, and that it is not a managed function but mostly transactional. Whilst this is not a merged function, the plan is to merge but not yet.

PR was surprised at how many reoccurring problems were mentioned in terms of death management, but he noted that these may disappear with a merged world.

PB and Bev Foad (BF) commented that they were content with the way the plan is developed. It is focussed on joint risks and it is key that the right individuals comment on key risks. There was a comment that the plan was not focussed enough on ICT.

Ian Perkin (IP) noted that there have been questions with our counterparts in Sussex about the ICT audit, and that it is not very helpful have a large number of different providers. There is a protocol in place, but Sussex tend to buy-in internal auditors. Soon there could be the potential to have a shared collaborative plan with Sussex. The D/PCC noted that within the report there needs to be a clearer differentiation

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between priorities and objectives – priorities is what the Surrey Police do, whereas objectives is how the Surrey Police set out to complete their priorities. It was also suggested that clarity was needed around what was a PCC priority and what was a Surrey Police objective.

*Under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under paragraph 7 of Part 1 of Schedule 12A of the Act.*

**PART TWO**  
**IN PRIVATE**

**06/16 Whistleblowing – Progress of Audit Recommendations (Item 18)**

Darren Mcinnes (DM) spoke to the group about Whistleblowing, and the progress of the Audit Recommendations.

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**IN PUBLIC**

**07/16 Internal Audit Progress Report (Item 6)**

The report was noted. The remainder of the plan is on schedule.

**08/16 – External Audit Plan for 2015/16 (Item 7)**

Ian Murray (IM) presented the report. IM noted that the financial year is due to end in April. Key highlights have been around financial statements. There are 2 risks around equipment and pensions, which have not been included in plans previously – these now need to be reflected in the current plans. The capital program and plans will be looked at, in order to see how we can spend capital over short to medium term. The D/CC noted that there had been a significant input from HMIC. IP mentioned that we should stick to the September deadline for accounts sign-off and that he wouldn't change the timetable for this year, as it would mean changing the meeting timetable.

**09/16 Strategic Review of the Joint Surrey/Sussex IT Function (Item 8)**

PB noted that Surrey Police are instigating the Surrey/Sussex IT strategy. Between the two Forces we now have the Terms of Reference and the arrangements we currently have in place are with Deloit. The D/CC noted that Sussex Police have an arrangement with Deloit and that is the basis for this piece of work. PR commented that Surrey and Sussex should be careful not to end up embedded with Deloit, and that others companies should be sought for their opinion. The D/CC noted that ICT is

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fundamental to everything, and in terms of a broader IT strategy a program has recently been set up called SERIP, and they are just about to appoint an individual to lead on a regional approach. PR highlighted the fact that Surrey Police should look to employ another big firm, in order to provide competition for Deloit.

### **10/16 Exclusion Note (Item 9)**

The Committee noted the report.

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### **Part Two** **In Private**

### **11/16 Collaboration Update (Item 10)**

The Head of Finance presented the report to the group in regards to the collaboration update.

### **12/16 Draft Surrey Police Budget Proposal (Item 11)**

The Head of Finance presented the report to the group in regards to the Surrey Police Budget Proposal.

### **13/16 ICT – Risks and Issues Update (Item 17)**

Jen Punton (JP) presented the report to the group in relation to ICT risks and Updates.

### **14/16 OPCC Risks – Update report (Item 14)**

Alison Bolton (AB) presented the report in relation to risks owned by the Office of the Police and Crime Commissioner.

### **14/16 Any other matters to be raised with the internal auditors (Item 12)**

There was a concern raised around the number of debtors to the Surrey Police.

### **15/16 Monitoring of Audit and Inspection Recommendations (Item 13)**

The report was noted.

**16/16 Force Risks – High Level and Shared Risks – Update Report (Item 15)**

PB presented the report to the group in relation to Force Risks.

**17/16 SIREN – Progress of Audit Recommendations (Item 16)**

The report was noted.

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**IN PUBLIC**

**18/16 Audit Committee Annual Self-Assessment Review (Item 19)**

IP noted that he is attempting to set up a meeting in order to provide an update about HMIC. IP commented that at the next meeting we may well have a new PCC.

**19/16 Annual Audit Committee Attendance Record (Item 20)**

Attendance was noted. PR commented that he was pleased that the PCC and the D/CC attend meetings as this helps with the discussions. The D/CC extended his thanks, and added that he learns a great deal from the Joint Audit Committee meetings.

**20/16 Annual Review of Work Programme (Item 21)**

IP noted that the work programme falls in-line with the frequency requested.

**21/16 Exclusion Notice (Item 22)**

IP mentioned that it was Sarah Gordon's last time at the meeting before commencing maternity leave, and attendees thanked her for her help.

**The meeting ended at 16:55**