

**Minutes of the Joint Audit Committee 24<sup>th</sup> April 2019 held at Surrey Police Headquarters**

**Attendees:**

Paul Brown (PBr)  
Andrew Gascoyne (AG)  
Chris Johnson (CJ)  
Graham Lancaster (GL)  
Paul Rees (Chairman)  
Paul Roberts (PRo)

David Munro (PCC) – Police & Crime Commissioner  
Lisa Herrington (LH) – Chief Executive – Office of the Police and Crime Commissioner  
Ian Perkin (IP) – Treasurer – Office of the Police and Crime Commissioner  
Sarah Gordon (SG) – Office of the Police and Crime Commissioner (Minute taker)

Gavin Stephens (CC) – Chief Constable – Surrey Police  
Peter Gillett (PG) – Commercial Finance Director – Surrey & Sussex Police  
Joseph Langford (JL) – Chief Information Officer – Surrey & Sussex Police  
Paul Bundy (PBU) – Service Director Finance – Surrey & Sussex Police  
Bev Foad (BF) – Financial Accounting Manager - Surrey Police  
Miranda Kadwell – Corporate Finance Manager – Surrey Police  
Phil Robinson (PRob) – Programme Director - Equip

Paul King (PK) – Ernst & Young (External Auditors)  
Lorna Raynes (LR) – RSM UK  
Karen Shaw (KS) – Chief Internal Auditor – Southern Internal Audit Partnership  
Beverly Davies (BD) – Audit Manager – Southern Internal Audit Partnership

Guest - David Rooke (DR) – Chairman – Sussex Audit Committee  
Guest - Alison Phillips OBE (AP) – Member – Thames Valley Audit Committee

**PART ONE - IN PUBLIC**

**021/2019 APOLOGIES (Item 1)**

Apologies were received from Jane Harwood, Equip SRO

**022/2019 DECLARATION OF INTEREST (Item 2)**

No declarations were made.

### **023/2019 EXCLUSION NOTICE (Item 3)**

*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**

### **024/2019 Equip UPDATE (Item 4)**

A commercially sensitive document had been circulated to Members of the Committee prior to the meeting. As a result the Chairman had sent a series of questions to the PCC, Chief Constable (CC) and Peter Gillett (PG) but due to the time constraints these were yet to be answered. PG confirmed that he had just sent some answers to the questions by email. The remaining questions needed information from KPMG and the Equip team. PG would circulate said email to all Members of the Committee. PG offered ACO Jane Harwood's apologies as she had been unable to attend the meeting due to prior annual leave but Phil Robinson (PRob), Programme Director for Equip was in attendance.

The previously circulated report contained a number of recommendations and options. Formal consideration of a way forward would now need to be made by PCCs.

The PCC said that he would welcome the views of the representatives of the Sussex Audit Committee and Thames Valley audit committee.

David Rooke (DR), Chairman of the Sussex Audit Committee gave his views.

Alison Phillips OBE, Member of the Thames Valley Audit Committee gave her views.

The CC said it would be helpful to look forward and get advice from the Committee members to help mitigate some of the risks. These were discussed.

The Committee would be holding a private meeting following this Committee with the PCC, CC and PRob to discuss Equip further.

### **025/2019 ICT Update (Item 5)**

Joseph Langford (JL) introduced himself as the new CIO for Surrey and Sussex Police. He had been in post for just under six months and one of the first things he had done was to assess the strategy he had inherited and confirm what was in place at that time. The principles and foundations of the strategy were good and there were key areas that would give the Force the ability to deliver projects and programmes effectively.

The Chairman asked whether JL had any timescales in which to reduce the number of applications. JL said that he had spoken with his immediate senior team and that he

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would make a personal assessment and provide feedback in early May. It was a huge opportunity to make ICT leaner and deliver operational efficiencies.

JL said that he had received an email earlier that day which set out an updated national programme which he would circulate to the members of the Committee. He also said that he would circulate an ICT dashboard once it was available.

The PCC said he would like any future strategy to include robust ICT spend forecasts for the next four/five years.

**PART ONE – IN PUBLIC**

**026/2019 MINUTES OF THE LAST MEETING HELD 31<sup>ST</sup> JANUARY 2019 (Item 6)**

The minutes were accepted as a true and accurate record.

Chris Johnson (CJ) raised a query about mandatory training. Members had been updated outside the meeting that there was a 90% compliance rate for mandatory training. CJ suggested that this was unacceptable and that there should be 100% compliance rate. The Chief Constable (CC) explained that compliance was monitored by the T/DCC at the Force Performance Board and that he would consider the risk associated with the level of compliance and how much risk could be tolerated.

**027/2019 MATTERS ARISING FROM 31<sup>ST</sup> JANUARY 2019 (Item 7)**

Bev Foad (BF) took an action away to speak to Justine Thorpe and Paul King from Ernst and Young to ensure that the issue regarding materiality levels within the Audit Plan was rectified.

**028/2019 INTERNAL AUDIT END OF YEAR REPORT 2018/19 (Item 8)**

Lorna Raynes (LR) presented the end of year report for RSM UK. An updated report would be issued further when all work was complete. The report gave the opinion that the OPCC and Force has an adequate and effective framework for risk management, governance and internal control. However, RSM's work had identified further enhancements that need to be made to the framework of risk management, governance and internal control to ensure that it remained adequate and accurate.

Two completed audit reports were included with the papers; Victim Support and Governance. The Risk Management audit report was due to be finalised later today.

Fieldwork had been concluded for the following reviews: Legal and Insurance; Out of Court Disposals; Follow Up. These would be finalised in due course but LR was anticipating that they would issue positive opinions for the Legal and Insurance report and Out of Court Disposals report. However, it was anticipated that a 'poor progress' opinion would be issued for the Follow Up report due to the number of actions that have either not been implemented or were still in progress. It was agreed that LR would send Bev Foad (BF) a list of outstanding actions so that she could chase them up.

The Chairman raised an issue about the late receipt of meeting papers. He wanted to ensure that Members received their papers well in advance of each meeting so that

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they could adequately prepare. It was agreed that Sarah Gordon (SG) would review processes and ensure that adequate time was given to collate and circulate papers. It was suggested that if papers are late then their review will be delayed until the following meeting.

### **029/2019 INTERNAL AUDIT STRATEGY, PLAN AND CHARTER 2019/20 (Item 9)**

Karen Shaw (KS) presented the reports. She explained that as Southern Internal Audit Partnership would be providing audit services to both Surrey and Sussex it had presented an opportunity to be able to produce one shared audit plan for the collaborated and shared services functions. The report included proposed protocols to scope and audit the collaborative and shared services. Surrey specific services formed a smaller part of the plan. Also included with the papers was a detailed IT audit needs assessment.

The first year of the plan was focussed on IT and Equip but due to the delay in delivering the Equip project this would need to be revisited. It was agreed that KS would re-evaluate the audit timings for Equip.

The Members of the Committee were happy for Southern to begin their work and would submit any comments they had on the reports outside the meeting. The Chairman asked that the Members have a meeting with KS and Beverly Davies in advance of the next Committee meeting so they could discuss the audit plan in more detail.

### **030/2019 SCHEME OF CORPORATE GOVERNANCE ANNUAL REVIEW (Item 10)**

It was noted that both Chris Johnson (CJ) and Andrew Gascoyne (AG) had suggested proposed amendments to the Scheme of Corporate Governance documents outside the meeting. The amendments had been listed with track changes for the rest of the Committee to review. There was no objections and it was agreed that the documents would be sent to Sussex OPCC for finalisation, signature and publication.

PBr mentioned that he had chaired the first two Surrey Police Ethics Committee meetings but at some stage the independent Chair and deputy needed to be formally appointed by the CC. This requirement should therefore be included in the Scheme of Governance documents. Lisa Herrington (LH) agreed to take this away as an action and would make the necessary amendments before the documents were submitted to Sussex OPCC.

### **031/2019 REVIEW OF GIFTS FROM THIRD PARTIES AND SPONSORSHIP STRATEGY (Item 11)**

This item was deferred to the July meeting.

### **032/2019 AUDIT COMMITTEE SELF ASSESSMENT (Item 12)**

This item was deferred to the July meeting.

### **033/2019 AUDIT COMMITTEE TERMS OF REFERENCE (Item 13)**

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This item was deferred to the July meeting.

**034/2019 ANNUAL REVIEW OF WORK PROGRAMME (Item 14)**

This item was deferred to the July meeting.

**035/2019 AUDIT COMMITTEE ATTENDANCE RECORD (Item 15)**

This item was referred to the July meeting.

**036/2019 PERFORMANCE REPORT (Item 16)**

The performance report had been submitted as an agenda item following a request from the Chairman. The performance report was a report that was submitted by the Force to the PCC's performance/scrutiny meeting that was held with the Chief Constable on a six weekly basis.

The CC explained that the report only presented performance information against the Police and Crime Plan. The Force worked to a much wider performance framework.

The PCC said that any Members of the Committee were most welcome to attend any future performance meetings, either public or private, so they could see first-hand what was discussed.

**037/2019 PRECEPT REPORT (Item 17)**

The precept report had been submitted as an agenda item following a request from the Chairman. This was a copy of the report that was submitted to the Police and Crime Panel in February 2019 notifying them of the PCC's proposed precept level.

Chris Johnson (CJ) asked whether there had been any public objection to the 10% increase in council tax. The PCC said that most residents had been in favour. A survey had been concluded and 75% of over 5000 responders were in favour of supporting an increase. This, along with financial information provided by the Force had led him to his decision for an increase.

The Chairman asked how the Force could prove value for money on some of the figures listed in Appendix A. The CC said that the HMICFRS report would be able to provide the value for money information. Peter Gillett (PG) said that he would provide Members with a link to the report.

**038/2018 EXCLUSION NOTICE (Item 18)**

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**PART TWO - IN PRIVATE**

**039/2019 ANY OTHER MATTERS TO BE RAISED WITH THE INTERNAL AUDITOR (Item 19)**

The audit reports which had been circulated; Governance and Victim Support were noted.

**040/2019 OPCC RISK REGISTER & ASSURANCE FRAMEWORK (Item 20)**

Lisa Herrington (LH) presented the report. It was discussed and comments noted.

**041/2019 FORCE RISKS – HIGH LEVEL & SHARED (Item 21)**

Paul Bundy (PB) presented the updated report. It was discussed and comments noted.

**042/2019 AUDIT & INSPECTION RECOMMENDATIONS & AFI TRACKER (Item 22a and 22b)**

Paul Bundy (PB) presented item 22a. He said that things had moved on a lot since the previous report and the Force was in a strong position.

Item 22b was noted. No comments were made.

**043/2019 COLLABORATION UPDATE (Item 23)**

Paul Bundy (PB) presented the paper which gave an update on recent progress made through the Policing Together programme with Sussex and collaboration with other forces in the South East region.

The report was discussed and comments noted.

**044/2019 CONTRACT WAIVERS (Item 24)**

Peter Gillett (PG) presented the report. Various issues were discussed and noted.

**020/2019 PRIVATE MEETING WITH INTERNAL AND EXTERNAL AUDITORS (Item 25)**

A private meeting was not required on this occasion.

**The meeting ended at 5.15pm**