

**Minutes of the Joint Audit Committee 25<sup>th</sup> July 2018 held at Surrey Police Headquarters**

**Attendees:**

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

Alison Bolton (AB) – Chief Executive – Office of the Police and Crime Commissioner  
Ian Perkin (IP) – Treasurer – Office of the Police and Crime Commissioner  
Sarah Gordon – Office of the Police and Crime Commissioner (Minute taker)

Gavin Stephens (DCC) – Deputy Chief Constable - Surrey Police  
Paul Bundy (PBu) – Head of Finance – Surrey Police  
Bev Foad (BF) – Financial Accounting Manager - Surrey Police  
Phil Robinson (PRob) – Programme Director – ERP Project (Part)  
David Brown (DB) – Medley (Part)  
Rob Mann (RM) – Deputy Head of Health and Safety (Part)  
Ivano Failla (IF) – Health and Safety Advisor (Part)

Iain Murray (IM) – Grant Thornton (External Auditors)  
Marcus Ward (MW) – Grant Thornton (External Auditors)  
Lorna Raynes (LR) – RSM UK (Internal Auditors)

**PART ONE - IN PUBLIC**

**042/2018 APOLOGIES (Item 1)**

Apologies had been received from PCC David Munro, Chief Constable Nick Ephgrave and Dan Harris (RSM UK).

**043/2018 DECLARATION OF INTEREST (Item 2)**

No declarations were made.

**044/2018 EXCLUSION NOTICE (Item 3)**

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*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**

#### **045/2018 ERP (Item 4)**

Phil Robinson (PRob) and David Brown (DB) were in attendance to provide an update to Members on the ERP project. PRob had been appointed as the Programme Director for the ERP project and had been in post for five weeks. He gave an overview of his background and explained that he had been involved in ERP projects for over 20 years. He was currently looking at the overall governance of the project and better ways of working.

He provided some information on how the project was progressing and work that was being undertaken. The Committee raised a number of questions, all of which were answered by PRob and DB.

The Chairman thanked PRob and DB for attending the meeting and said that they would be called to attend a future Committee meeting to provide a further update as the project progressed.

Phil Robinson and David Brown left the meeting.

#### **046/2018 HEALTH AND SAFETY (Item 8/9)**

Rob Mann (RM), Deputy Head of Health and Safety was in attendance to present the report. Paul Brown (PBr) asked if he could have sight of Surrey Police's incident reporting procedure and that at some stage during the annual audit cycle the Committee be presented with an update on how the Force was performing against this. RM agreed to these actions.

PBr asked what corrective actions were in place when incidents were reported. RM explained that mandatory regulations were in place for dealing with health and safety incidents. The investigations were commensurate to the incident that had occurred. A report would never be closed until all necessary and appropriate remedial action had taken place. Regional and national procedures and meetings were in place to recognise trends. The procedures in place were robust and there were two assistants based within the Force's Health and Safety team who carried out checks.

The DCC said that the Health and Safety teams provided expert advice for thematic issues that may arise. Toolkits were constructed and provided to aide officers in their duties as appropriate.

Chris Johnson (CJ) asked whether all buildings had asbestos registers. RM said that this aspect was owned by the Estates Team but that Matthew Green, Head of Health and Safety, was undertaking a review of asbestos. It was a key focus for the Estates and Facilities team and was a work in progress – the issues were being addressed

## OFFICIAL

robustly and aggressively. Health and Safety was supporting Estates who owned the asbestos risk.

CJ asked whether there were any issues relating to health and safety training. RM said that Learning and Development managed all training but that all relevant officers and staff were appropriately trained. Audit would look at compliance.

CJ asked whether there were any legionella issues within Force. RM said that issues had been addressed. There was robust contract management in place and testing and re-testing was taking place on a regular basis. A strategy was in place relating to testing.

Rob Mann and Ivano Failla left the meeting.

### **047/2018 ESTATES STRATEGY (Item 5)**

It was noted that the Chairman and Chris Johnson attended the Force's Building the Future Board meeting on 23<sup>rd</sup> July and they had been made aware of the progress of the bid for a new headquarters site.

The DCC gave a further more detailed update on progress of the project.

Chris Johnson asked whether the Force was looking at options involving joint development with other parties. The DCC explained that all options were being explored.

### **048/2018 OPCC RISKS (Item 6)**

Alison Bolton (AB) presented the report and its content was noted by the Committee.

### **049/2018 FORCE RISKS – HIGH LEVEL AND SHARED RISK (Item 7)**

The DCC presented the report and its content was noted by the Committee.

## **PART ONE – IN PUBLIC**

### **050/2018 MINUTES OF THE MEETING HELD 25<sup>TH</sup> APRIL 2018 (Item 10)**

The minutes were accepted as a true and accurate record.

### **051/2018 MATTERS ARISING FROM 25<sup>TH</sup> APRIL 2018 (Item 11)**

039/2018 - the DCC was managing the issues regarding mandatory training through the Force Performance Board. Under the ERP systems records would be better managed.

### **052/2018 ANNUAL GOVERNANCE STATEMENTS AND FINANCIAL STATEMENTS 2017/18 (Item 12)**

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Bev Foad (BF) said that there had been a few minor amendments made to the draft final accounts but there had been no change to the headline number.

The Committee made two amendments:

Page 23 – 4.3 – change wording to say ‘The Committee will ‘monitor continuous improvement’

Page 27 – 3 – Change wording as May 2018 had passed.

Page 23 – 5.1 – Internal Audit opinion. The Chairman questioned how there could be little or poor progress made but still an overall positive opinion given. He asked whether this was a fair representation of what was happening. Paul Bundy (PBu) said that there was good intention to progress recommendations but that operational bias came into play some of the time. Lorna Raynes (LR) said that the wording of that section could be tweaked. The DCC was not concerned about the wording and said that it was important that the report was factually accurate. The Chairman said that it was important that dates were sensible and achievable when agreeing the recommendations.

The Committee Members gave their recommendation that the PCC and Chief Constable sign off their respective Annual Statement of Accounts 2017/18 and Annual Governance Statement subject to the above mentioned amendments being made.

### **053/2018 EXTERNAL AUDIT FINDINGS REPORT 2017/18 (Item 13)**

Iain Murray (IM) reported that Grant Thornton was close to being ready to issue un-qualified opinions on the accounts. They would be signed off by the PCC and Chief Constable next week.

The Chairman questioned the adjustment of £10.2m. IM said that this was an intergroup transfer that had no material impact on the accounts.

### **054/2018 ANNUAL INTERNAL AUDIT PROGRESS REPORT FOR 2018/19 (Item 14)**

Lorna Raynes (LR) presented the report. She said the auditors had provided a positive opinion for both the PCC and Chief Constable.

Chris Johnson (CJ) questioned that the report stated that strong levels of control had been identified but also that some were not working. He asked for an explanation for this conflicting information. LR explained that the controls were strong but that there was some compliance issues.

### **055/2018 INTERNAL AUDIT PROGRESS REPORT FOR 2018/19 (Item 15)**

The report was noted.

**PART TWO - IN PRIVATE**

**056/2018 ANY OTHER MATTERS TO BE RAISED WITH THE INTERNAL AUDITOR (Item 21)**

The Committee had received a number of finalised audit reports of which all content was noted.

**PART ONE – IN PUBLIC**

**057/2018 AUDIT COMMITTEE SELF ASSESSMENT (Item 16)**

The Chairman said the he had a recently met the PCC and was due to meet the Chief Constable in August. He would report back to the Committee after that meeting and a skills assessment would also need to be completed.

**058/2018 ANNUAL TREASURY MANAGEMENT INTERNAL AUDIT REPORT (Item 17)**

The report was noted.

**059/2018 SCC TREASURY MANAGEMENT INTERNAL AUDIT REPORT (Item 18)**

The report was noted.

**060/2018 REVIEW OF GIFTS AND HOSPITALITY REGISTER AND DISCLOSABLE INTERESTS (Item 19)**

It was noted this report was now brought to the Committee annually rather than bi-annually as stated. Future reports would be amended to reflect this. It was agreed that a link to the OPCC gifts and hospitality register would be sent to the Committee members.

Chris Johnson (CJ) asked whether there was any restrictions on staff using contractors that were used by the Force. The DCC was not aware of any restrictions in place. Paul Bundy (PBU) said that he would look into this. He explained that members of the Procurement team had declared an interest previously but that this did not automatically extend to all staff.

**061/2018 EXCLUSION NOTICE (Item 20)**

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***PART TWO – IN PRIVATE***

**062/2018 AUDIT AND INSPECTION RECOMMENDATIONS (Item 22 and 22a)**

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Item 22 was noted.

The DCC presented item 22a. He explained that the AFI tracker was now located on Sharepoint which made it more accessible and easier to update. However, he felt that it didn't provide the Committee with a proper update as it didn't print well from the system. He would ask his Staff Officer to look into this so that future updates would be more suitably presented.

**063/2018 BAD DEBT WRITE OFF REPORT (Item 23)**

The Committee noted the report.

**064/2018 PRIVATE MEETING WITH INTERNAL AND EXTERNAL AUDITORS (Item 24)**

A private meeting took place between the Committee members and the internal and external auditors. All other attendees left the meeting.

**The meeting ended at 16:40**