

LEICESTERSHIRE POLICE AUTHORITY

Minutes of a meeting of the Audit Committee held at Leicestershire Police Headquarters, Enderby on Thursday 18 March 2010

Present

Members

Mr D Bill, Dr S Chowdhury, Mrs W Martin, Mr D Prince and Mr D Snartt.

Officers

Mr R Swinfield (Chief Executive), Mrs A Perry (Deputy Chief Executive) and Mr C Smith (Treasurer).

Representatives from the Force

Mr C Eyre (Temporary Chief Constable), Mr P Dawkins (Director of Finance), Mrs R Gilbert (Head of Finance), Mr T Glover (Head of IT) and Mrs A Coulton (Resourcing and Workforce Planning Manager).

Auditors

Mr C Harris and Ms S Lane (RSM Tenon) and Mr M Jones and Ms S Bagnall (PricewaterhouseCoopers).

Mr D Prince – in the Chair

The Chairman welcomed Mr Bill, Dr Chowdhury and Mr Snartt to their first Audit Committee meeting.

01/10. Apologies

Apologies were received from Mrs A Roberts.

02/10. Items of Urgent Business

There were no items of urgent business.

03/10. Declarations of Code of Conduct Interests

The Chairman invited members who wished to do so to make declarations of any Code of Conduct interests in respect of items on the agenda for the meeting. No such declarations were made.

04/10. Minutes of the Meeting held on 10 November 2009

The minutes of the meeting of the meeting held on 10 November 2009, having been previously circulated, were taken as read, confirmed and signed.

05/10. External Audit – Audit Letter 2008-09

The Committee received a joint report of the Treasurer and Chief Constable presenting PricewaterhouseCoopers' Audit Letter for 2008-09. A copy of the report marked 'A' is filed with the minutes.

The Letter confirmed that unqualified opinions had been given on the Authority's accounts and use of resources.

It was RESOLVED to note the Audit Letter which will now be issued as final and posted on the Police Authority website.

06/10. External Audit – Progress Report

The Committee received a joint report of the Treasurer and Chief Constable presenting PricewaterhouseCoopers' progress report. A copy of the report marked 'B' is filed with the minutes.

It was RESOLVED to agree the report.

07/10. External Audit – Audit Plan 2009-10

The Committee received a joint report of the Treasurer and Chief Constable presenting PricewaterhouseCoopers' Audit Plan for 2009-10. A copy of the report marked 'C' is filed with the minutes.

The Committee noted that further information would be provided to members on the move to International Financial Reporting Standards (IFRS).

It was RESOLVED to note the Audit Plan.

It was agreed to consider Paper H as the next item on the agenda.

08/10. ITIL Self Assessment Review

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report "ITIL Self Assessment Review". A copy of the report marked 'H' is filed with the minutes.

It was RESOLVED to accept the action plan and agree the management response.

At this point, Mr Glover left the meeting.

09/10. Internal Audit – Progress Report

The Committee received a joint report of the Treasurer and Chief Constable presenting the latest internal Audit progress report. A copy of the report marked 'D' is filed with the minutes.

Auditors RSM Tenon indicated that all 2009-10 reports will have been completed by the time of the next meeting in May.

It was RESOLVED to agree the report.

10/10. Internal Audit Plan 2010-11

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit Plan for 2010-11. A copy of the report marked 'E' is filed with the minutes.

It was noted that some 13.5 days of audit resource had been re-allocated towards value for money work, and Members offered some suggestions on how this might be utilised.

The Committee considered in detail whether the Plan reflected the key areas and risks to be covered.

Regarding the NPIA Second Evaluation in respect of the Mobile Data Project, the Chief Constable informed members that it remained unpublished. He stated that when received the published report would be forwarded to the Police Authority for circulation to Audit Committee members.

It was RESOLVED to agree the report.

It was agreed to consider Paper M as the next item on the agenda.

11/10. Workforce Planning

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report "Workforce Planning". A copy of the report marked 'M' is filed with the minutes.

It was RESOLVED to accept the action plan, agree the management response and note that a regional thematic report will be presented to the next meeting of the Committee.

At this point, Mr Harris left the meeting.

12/10. Budgetary Control

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report "Budgetary Control". A copy of the report marked 'F' is filed with the minutes.

It was RESOLVED to accept the action plan and agree the management response.

13/10. Cash, Banking and Treasury Management

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report "Cash, Banking and Treasury Management". A copy of the report marked 'G' is filed with the minutes.

It was RESOLVED to accept the action plan and agree the management response.

14/10. Payroll Provider Processing

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report "Payroll Provider Processing". A copy of the report marked 'I' is filed with the minutes.

It was RESOLVED to accept the action plan and agree the management response.

15/10. Performance Management

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report "Performance management". A copy of the report marked 'J' is filed with the minutes.

It was RESOLVED to note the results of the audit.

16/10. Business Continuity – Absence Management

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report "Business Continuity – Absence Management". A copy of the report marked 'K' is filed with the minutes.

It was RESOLVED to accept the action plan and agree the management response.

17/10. Payroll (including expenses)

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report "Payroll (including expenses)". A copy of the report marked 'L' is filed with the minutes.

It was RESOLVED to accept the action plan and agree the management response.

18/10. Audit Report and Governance Monitoring

The Committee received a joint report of the Treasurer and Chief Constable presenting a regular report that monitors the implementation of audit report recommendations, plus the areas for improvement identified in the Annual Governance Statement for 2007-08 and 2008-09. A copy of the report marked 'N' is filed with the minutes.

The Committee agreed to remove from the next update those actions that were now completed.

It was RESOLVED to note performance to date in implementing recommendations from audit reports.

At this point, Mrs Gilbert left the meeting.

19/10. Force Risk Register

The Committee received a report from the Chief Constable which summarised the work of the Strategic Organisational Risk Board (S.O.R.B.) and the movement of the top strategic risks, since the previous Audit Committee meeting on 10 November 2009. A copy of the report marked 'O' is filed with the minutes.

The Committee discussed the movement in risk scores and in particular the increased risk to the organisation from the need to save up to £15 million.

It was RESOLVED to note the contents of the report.

At this point, the T/Chief Constable left the meeting.

20/10. Police Authority Risk Register

The Committee received a joint report of the Treasurer and Chief Constable presenting the Police Authority specific Risk Register for the Committee's consideration and review. A copy of the report marked 'P' is filed with the minutes.

The Committee scrutinised the Register and made the following amendments:

- Risk 208: the failure to obtain satisfactory scores from external inspection agencies is now a higher risk.
- New risk: the failure to implement the Police Authority Improvement Plan and working practices discussed at the recent Away Day.

All risks will be re-scored at the next meeting.

It was RESOLVED to agree, subject to the amendments made, this version of the Police Authority Risk Register, and note that it will be reviewed for each meeting of the Committee.

21/10. Audit Committee Member Training

The Chairman reported on the successful collaborative Audit Training event held in Northampton in January. Members indicated a wish to see more similar events in future.

22/10. Strategic Organisational Risk Board

The Chairman asked if Members could represent him at the meetings of the Strategic Organisational Risk Board on 22 April and 8 July. Mr Snartt agreed to attend the first and Mrs Martin the second.

CHAIRMAN

10.00 a.m. – 1.05 p.m.

18 March 2010