

LEICESTERSHIRE POLICE AUTHORITY

Minutes of a meeting of the Audit Committee held at Leicestershire Police Headquarters, Enderby on Thursday 20 May 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), Mr C Smith (Treasurer) and Mrs L Salmon (Members' Services Officer).

Representatives from the Force

Mr G Fraser (Temporary Deputy Chief Constable), Mr P Dawkins (Director of Finance) and Mrs R Gilbert (Head of Finance).

Auditors

Mr C Harris and Ms S Lane (RSM Bentley Jennison) and Ms S Bagnall (PricewaterhouseCoopers).

Mr D Prince – in the Chair

23/10. Apologies

Apologies were received from Mrs A Roberts.

24/10. Items of Urgent Business

There were no items of urgent business.

25/10. 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.

26/10. Minutes of the Meeting held on 18 March 2010

The minutes of the meeting of the meeting held on 18 March 2010, having been previously circulated, were taken as read, confirmed and signed.

It was agreed to consider Paper K as the first item on the agenda.

27/10. Risk Maturity Follow Up and Progress Assessment

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report 'Risk Maturity'. A copy of the report marked 'K' is filed with the minutes.

Mr Harris stated that progress along the spectrum of maturity was about the organisation's culture and behaviour. He added that controls should come under greater scrutiny as controls often cost money.

It was RESOLVED to accept the Action Plan and agree the management response.

28/10. Police Authority Risk Register

The Committee received a joint report of the Treasurer and Chief Executive presenting the Risk Register for consideration and review. A copy of the report marked 'A' is filed with the minutes. The Treasurer tabled the 7 Awayday priorities for members and a copy is filed with the minutes.

Members undertook a re-scoring exercise for the Authority's top ten risks.

It was RESOLVED to:

- (i) receive the results of the re-scoring exercise at the next meeting of the Committee;
- (ii) examine in depth the Police Authority Development Plan at the next meeting; and
- (iii) agree a new version of the Police Authority Risk Register.

29/10. Audit Committee Self-Assessment

The Committee received a report of the Treasurer inviting a review of the Audit Committee against the Chartered Institute of Public Finance and Accountancy (CIPFA) publication "Audit Committees: Practical Guidance for Local Authorities". A copy of the report marked 'B' is filed with the minutes.

It was RESOLVED to defer this item to the next meeting of the Committee.

30/10. Audit Committee Annual Report

The Committee received a joint report of the Chairman and Treasurer presenting a draft report for approval and subsequent submission to the Police Authority. A copy of the report marked 'C' is filed with the minutes.

Members requested that the following information be included when presented to the full Authority:

- The work in progress on risk
- That one risk is looked at in depth at each meeting
- Member attendance at the Strategic Organisational Risk Board
- The Risk Recording, Review and Escalation diagram
- Issues for the future to include monitoring audit quality and satisfaction with internal and external auditors and the cost of the process.

It was RESOLVED that the Audit Committee Annual Report as amended be submitted to the Police Authority.

31/10. Code of Corporate Governance

The Committee received a joint report of the Treasurer, Chief Executive and Chief Constable presenting a review of the Code of Corporate Governance for Leicestershire Police Authority. A copy of the report marked 'D' is filed with the minutes.

It was RESOLVED to:

- (i) re-adopt the Code of Corporate Governance for Leicestershire Police Authority, subject to any comments received from the Standards Committee, and
- (ii) note that an Annual Governance Statement will be included in the Statement of Accounts for 2009-10 to be presented to the Police Authority on 28 June 2010, and

that the outstanding actions contained in the Statement will be subject to monitoring by this Committee at future meetings.

32/10. Force Risk Register

The Committee received a report of the Chief Constable summarising the work of the Strategic Organisational Risk Board (SORB) and the movement of the top strategic risks since the previous Audit Committee meeting on 18 March 2010. A copy of the report marked 'E' is filed with the minutes.

In response to a question whether Sub-Regional Collaboration would be included in the Risk Register due to the risk to reputation, the T/Deputy Chief Constable stated that it would. He added that strategic risk around the remodelling of the Force would also be included before the next meeting of SORB on 8 July 2010.

The T/Deputy Chief Constable invited members of the Committee to attend a meeting of SORB and the Performance Delivery Group to enhance their understanding of performance targets and risk.

It was RESOLVED to agree the report.

33/10. 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 'F' is filed with the minutes.

The Treasurer informed members that the audit fee had been increased to accommodate work around the implementation of International Financial Reporting Standards (IFRS) however the Audit Commission had agreed to refund this increase.

The Director of Finance informed members that the Constabulary were well placed for full implementation of IFRS.

It was RESOLVED to agree the report.

34/10. 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 'G' is filed with the minutes.

Regarding the regional thematic reviews planned for 2010, the Treasurer stated that the review of the use of mobile data would not be undertaken and there was difficulty in progressing the Value for Money (VFM) review regionally. He added that the Authority would progress the VFM review with the Constabulary.

It was RESOLVED to agree the report.

35/10. Internal Audit Annual Report

The Committee received a report of the Treasurer presenting the Chief Internal Auditor's Annual Report for 2009/10. A copy of the report marked 'H' is filed with the minutes.

Members commended the Director of Finance and his team on achieving a large number of substantial assurances during 2009/10.

It was RESOLVED to accept the Internal Audit Report for 2009/10.

36/10. Governance

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report 'Governance'. 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.

37/10. Transport – Vehicle Fleet

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report 'Transport – Vehicle Fleet'. A copy of the report marked 'J' is filed with the minutes.

In response to a question about the process of recharging for transport costs, the Director of Finance stated that there had been a 35% turnover of staff within the Vehicle Fleet Department however corrective action was being implemented.

It was RESOLVED to accept the Action Plan and agree the management response.

38/10. Health and Safety Governance

The Committee received a joint report of the Treasurer and Chief Constable presenting the Internal Audit report 'Health and Safety Governance'. A copy of the report marked 'L' is filed with the minutes.

It was RESOLVED to:

- (i) accept the Action Plan and agree the management response; and
- (ii) note that a regional thematic report will be presented to future meeting of the Committee.

39/10. Workforce Planning Regional Thematic Audit

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

Members suggested that a one page summary of Leicestershire's data be provided to the group looking at the forthcoming Workforce Modernisation Inspection.

It was RESOLVED to agree the report.

40/10. Audit Report and Governance Monitoring

The Committee received a joint report of the Treasurer and Chief Constable presenting the regular report monitoring 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.

Page N3 – Recommendation 5 – complete as training undertaken.

Page N13 - Recommendation 8 – Oracle Database was identified as being complete.

It was RESOLVED to agree the report.

CHAIRMAN

10.00 a.m. – 12.10 p.m.

20 May 2010