

**Devon and Cornwall Police Authority
Minutes**

A meeting of the **Corporate Governance Committee** was held on 4 March 2008 in the Conference Room, Devon and Cornwall Police Authority, Endeavour House, Woodwater Park, Exeter starting at 10:00hrs.

Present:

Mr C Wallin – Chair

Mr C Bulley, Mr M Hodge, and Ms J Norton

Officers in Attendance

Police Authority

Mr J Glasby (Treasurer), Miss J Norris (Assistant Chief Executive) and Mr E Wardle (Internal Audit Manager),

Constabulary

ACC S Taylor, Mr C Papworth (Interim Head of Finance), Mr T Moorey (Force Information Assurance Manager) Mr J Ellis (Head of Information Management) Mrs A Daveney (Head of Technical Accounting)

Other Organisations

Ms C Brown (Audit Commission) and Mr A Williams (District Auditor)

A Parsons (Devon Audit Services)

CG/125 Apologies for Absence

Apologies for absence were received from Sir Simon Day and Mr J Rowe.

CG/126 Declarations Of Interest

No declarations of interest were made in respect of any item on the agenda.

CG/127 Chairman's Announcement

The Chair certified that having regard to the special circumstances pertaining in this matter – namely the need for the Internal Audit Strategy to be approved before the next meeting of the Corporate Governance Committee – he was of the opinion that, despite its non-inclusion on the Agenda, the matter of the Draft Internal Audit Strategy should be considered at the meeting as a matter of urgency.

CG/128 Exclusion of Press and Public

RESOLVED that the Agenda items detailed in the table below be considered as closed items

Minute number	Report title	Relevant Act	Relevant section
CG/129	Chairman's Announcements	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
CG/130	Information Security and Data Protection Practices	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

CG/129 Chairman's Announcements

The Chairman announced that the Ombudsman's decision in a complaint regarding Police Officer pensions had just been received and he was pleased to report that no maladministration had been found.

CG/130 Information Security and Data Protection Practices

This paper described the existing and current work with regards to Information Security and Data Protection practices in the Force, as well as providing a high level summary of the Force's response to the recent security breaches.

Issues discussed during consideration of this item included:

- An information assurance and compliance audit is due to be completed by 10 March 2008.
- Business continuity issues including data loss and recovery
- There is a graded response to restoring systems with operational systems being given the highest priority
- Data back-ups are stored away from the main server system
- Contractors' compliance with force security standards and procedures.

RESOLVED to note the report

CG/131 Re-Admittance of the Press and Public

RESOLVED that the remaining Agenda items be considered as open items

OPEN SESSION

CG/132 Minutes

RESOLVED that the minutes of the meeting held on 4 December 2007 be confirmed as a correct record.

CG/133 Draft External Audit Plan

This report outlined the Audit Commission's draft audit plan for 2008/09.

Issues discussed during consideration of this item included:

- Process and outcomes
- Quality Assurance now puts more emphasis on process
- Fees
- Resources needed to undertake audits and the impact upon staff workloads
- The International Financial Reporting Standards and the appropriateness for the public sector

RESOLVED to note the report

CG/134 Internal Audit - Activity Report

The report outlined progress against the annual internal audit plan for 2007-08. A presentation on continuous auditing of the payroll was included within this agenda item

Issues discussed during consideration of this item included:

- The links between the audit plan and the risk register
- Management issues identified as apart of the continuous auditing work
- Plans to upgrade the technology to assist in shift planning
- The reassurance that continuous auditing provides
- Firearms asset management

RESOLVED to note the report

CG/135 Draft Annual Governance Statement

The preparation and publication of an annual governance statement is a statutory requirement. The draft statement was presented to the Committee for comment.

Issues discussed during consideration of this item included:

- The difference between the Annual Governance Statement and what was formerly the Statement on Internal Control
- The resources needed to complete the evidence lists on which the governance statement is based
- The timetable for completing the evidence lists

RESOLVED to approve the draft Annual Governance Statement as a framework and the final document to be presented to the June meeting

CG/136 Force Annual Assurance Statement

This report summarised the arrangements made by the Chief Officer Group (COG) to review the governance systems in place within the Constabulary and to prepare an Annual Assurance Statement.

Issues discussed during consideration of this item included:

- The efforts made by staff to undertake this work thoroughly
- The Force Annual Assurance Statement will form an important piece of evidence for the Annual Governance Statement

RESOLVED that the comprehensive process developed to prepare the Force Annual Assurance Statement be noted

CG/137 Strategic Partnerships

This report outlined the governance framework and the proposed timetable for the review of the Force's strategic partnerships.

Issues discussed during consideration of this item included:

- the Police Authority role in partnerships
- the range of partnerships in which the Force are involved
- the internal audit of partnerships has been deferred from 07/08 to 08/09 to take into account the strategic partnership review
- the links and duplication between partnerships and the Local Area Agreement

RESOLVED that the timetable and governance framework for the review of strategic partnerships be noted

CG/138 Financial Regulations

This report explained the rationale for reviewing Financial Regulations

Issues discussed during consideration of this item included:

- the Financial Regulations are an integral part of the Authority's constitution
- the effect of regional collaboration on the practical implementation of financial regulations
- checks with Regulations and guidance show no significant weaknesses in the Authority's current financial regulations

RESOLVED that the timetable for updating Financial Regulations is noted.

CG/139 Business Continuity

This report outlined the current business continuity arrangements and proposals to review the plans for functions provided at the police headquarters site.

Issues discussed during consideration of this item included:

- Business continuity as it affects the Police Authority
- Data security
- Data recovery

RESOLVED that the current business continuity arrangements be noted

CG/140 Memorandum of Understanding between Internal Audit and Professional Standards – Review

This item was referred to in the Internal Audit activity report (minute CG/134 above) and no further report was required.

CG/141 Governance Aspects of Regional Collaboration

This agenda item was intended to raise awareness of issues relating the governance of regional collaboration projects, the Committee were provided with extracts form the programme Definition Statement.

RESOLVED to note the governance arrangements for regional collaboration projects.

CG/142 Draft Internal Audit Strategy

The purpose of the Internal Audit Strategy is to formalise the adoption of an Internal Audit Strategy, Charter, Terms of Reference, and Code of Ethics in accordance with best practice drawn from Accounts and Audit Regulations 2003 (as amended) and the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom 2006. The draft strategy was presented for consideration

RESOLVED that the Internal Audit Strategy be approved.

The meeting closed at 12:35hrs