

## Devon and Cornwall Police Authority

### Minutes

A meeting of the **Corporate Governance Committee** was held on 5 June 2007 in the Conference Room, Devon and Cornwall Police Authority, Endeavour House, Woodwater Park, Exeter starting at 10:00hrs.

#### **Present:**

Mr C Bulley, Sir Simon Day, Ms J Norton (for the item "Introduction to Risk Management") , Mr B Preston and Mr C Wallin.

#### **Officers in Attendance**

##### **Police Authority**

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

##### **Constabulary**

Mr T Burton (Senior Analyst (Risk)) and Mr C Papworth (Interim Head of Finance).

##### **Other Organisations**

Ms C Brown (Audit Commission) and Mr R Hutchins (Devon Audit Services)

#### **CG/85 Election of Chairman**

**RESOLVED** that Mr B Preston be elected as Chair for the meeting

#### **CG/86 Appointment of Vice-Chairman**

**RESOLVED** that this item be deferred to the next meeting.

#### **CG/87 Introduction to Risk Management**

Peter Osborne the Risk and Health & Safety Adviser for South Hams District Council and the Chair of the South West Region of the Association of Local Authority Risk Managers (ALARM) gave a short presentation as an introduction to the topic of risk management.

Issues discussed included:

- The difficulty of balancing the likelihood of risks occurring with the impact if the risk dose happen
- There can be uncontrollable / unpredictable areas of risk
- It is possible for the government to make decisions and undertake functions over which the Authority has no control but which the Authority will be required to resource
- Risk management is not about the total elimination of risk, it is about managing risk and where possible limiting it
- Monitoring and reviewing risk is very important
- Induction of new staff could include a short session on risk management
- Need to include positive as well as negative risks on the risk register
- Any project can have a risk workshop with all the stakeholders

**RESOLVED** to note the content of the presentation

#### **CG/88 Apologies for Absence**

Apologies for absence were received from Mr J Currie and Mr M Hicks.

### **CG/89 Declarations Of Interest**

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

### **CG/90 Minutes**

**RESOLVED** that the minutes of the meeting held on 13 March 2007 be confirmed as a correct record.

### **CG/91 Update on the implementation of the Recommendations from the Police Authority's PIR of Risk Management**

This report provided an update of activity that has taken place following the acceptance of the Police Authority's PIR of Risk Management.

**RESOLVED** to note the report

### **CG/92 Police Authority Risk Register**

The Authority's updated Risk Register s was presented to the Committee for consideration.

Issues discussed during consideration of this item included:

- The format of the report
- The need for the Committee to request reports on actions being taken to mitigate risks
- Financial implications of mitigating risk

#### **RESOLVED**

- (i) that the Chief Constable be asked to share the mitigation plan regarding health and safety notices
- (ii) to note the contents of the Authority's Risk Register

### **CG/93 Review of the Effectiveness of Internal Audit**

The Authority is required to undertake an annual review of the effectiveness of internal audit in accordance with the Accounts and Audit Regulations. The item was taken in two parts – A) those services provided by Devon Audit Services and B) those provided by the Authority's Internal Audit Manager .

Issues discussed during consideration of this item included:

- Figures for Devon Audit Services are comparators with other county councils not police authorities
- Reasons for some people dissatisfaction

**RESOLVED** that the internal Audit services review the way in which results of audits are provided to service recipients so as to improve the timelines of feedback.

### **CG/94 Audit Commission Audit Plan 2007/08**

This report detailed the planned audit activity by the Audit Commission for 2007/08.

Issues discussed during consideration of this item included:

- The fee will include all work and is less than the total paid in previous years
- The Audit Commission work with HMIC and internal audit to avoid duplication and ensure work is complementary

- There is an audit commission scale of fees
- Quality control process for internal audit

**RESOLVED** that the Audit Commission Audit Plan for 2007/08 be approved.

#### **CG/95 Data Quality Review – Audit Commission Report**

This report presented the Audit Commission's results of their review of Data Quality

Issues discussed during consideration of this item included:

- Responsibility for considering and implementing recommendations resulting from any form of inspection
- Responsibility for monitoring whether or not recommendations have been responded to and implemented

#### **RESOLVED**

- (i) that the Corporate Governance Committee is supportive of the recommendations of the Audit Commissions made in the Data Quality Review Report
- (ii) that the Performance Management Committee be asked to respond to the recommendations made by the Audit Commission

#### **CG/96 Annual Internal Audit Report**

This report outlined the activities of the Internal Audit Manager for the Police Authority in partnership with Devon Audit Services since the audit activity report presented to the meeting of the Corporate Governance Committee held at Endeavour House on 13 March 2007. It was the final report for 2006-07 and summarised work not previously reported and gave an opinion on the adequacy of the overall control environment

Issues discussed during consideration of this item included:

- the partnership arrangement being implemented with Cornwall County Council for specialist audit software
- for asset tracking purposes tasars and baton guns are treated as firearms
- Proceeds of Crime Act – the need to be realistic about what be achieved and what is reported
- Business Continuity Planning
- The need for consistent process which reflects best practise for budgetary control

#### **RESOLVED**

- (i) That the Auditors be thanked for their work
- (ii) That the report be noted

#### **CG/97 Statement of Internal Control**

The Authority is required to make a Statement of Internal Control as part of its accounts. The draft Statement was presented for the Committee's consideration and approval.

**RECOMMENDED to the Police Authority that subject to the following changes being made**

- A) the Chairman should be the Chairman for the period covered by the SIC**
  - B) the duplicate reference to the proforma in the workplan be deleted**
  - C) the section regarding job evaluation is updated**
- the Statement of Internal Control for 2006/07as presented to the Committee, be included within the 2006/07 Statement of Accounts**

### **CG/98 Financial Regulations and Standing Order for Tenders and Contracts**

The report identified changes to financial regulations and Standing Order for Tenders and Contracts to bring them up to date with EU regulations and proposed Force procedures.

**RECOMMENDED TO THE POLICE AUTHORITY that the changes to the Financial Regulations and Standing Orders for Tenders and Contracts , as presented to the Committee, to bring them up to date with current EU Regulations and proposed Force procedures be adopted.**

The meeting closed at 12:30hrs