

## **Devon and Cornwall Police Authority Minutes**

A meeting of the **Corporate Governance Committee** was held on 16 September 2008 in the Conference Room, Devon and Cornwall Police Authority, Endeavour House, Woodwater Park, Exeter starting at 10:00hrs.

### **Present:**

Mr C Wallin – Chair  
Sir Simon Day, Mr M Hodge, Ms J Norton and Mr J Rowe.

### **Officers in Attendance**

#### **Police Authority**

Mr J Glasby (Treasurer), Mr G Davey (Chief Executive), Miss J Norris (Assistant Chief Executive), Mr E Wardle (Internal Audit Manager), Mr R Martin (Policy Officer), Mrs E Tanner (Meeting Administrator).

#### **Constabulary**

ACC D Simpson, Chief Inspector K Tilke, Detective Superintendent Kevin Harris, Ms S Goscombe (Interim Head of Finance), Mrs A Daveney (Head of Technical Accounting), Mr T Moorey (Information Assurance).

### **Other Organisations**

Mr A Williams (Audit Commission), Ms C Brown (Audit Commission).

### **CG/170 Apologies for Absence**

An apology for absence was received from Mr C Bulley.

### **CG/171 Declarations Of Interest**

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

### **CG/172 Chairman's Announcement**

The Chairman announced that the Treasurer had received information in relation to the credit crisis in the United States. The Treasurer subsequently briefed Members on this issue.

The Chairman informed the meeting that this would be his last meeting as Chair of the committee as his term of office with the Police Authority expires on 30 September. Members placed on record their thanks to Mr Wallin for his valued contribution.

The Chairman spoke about the wide spectrum of issues that constituted the work of this committee and that he hoped this would continue.

The Chairman proposed to take Agenda Number 15 as the next item to be considered by the committee.

## CG/173 Exclusion of Press and Public

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

Agenda No	Minute No	Report title	Relevant Act	Relevant section
15	CG/174	Update on progress of Firearms Computerised Inventory	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/174 Update on Progress of Firearms Computerised Inventory**

This report provided an update on the progress towards implementation of an asset management system for operational firearms. In addition to the report, Assistant Chief Constable Simpson provided further, more favourable progress that had been made since the report was written.

Issues discussed during consideration of this item included:

- The history behind the process and associated frustrations due to lack of evident progress.
- The processes for progressing projects and competition for resources, especially IT.
- Prioritisation decisions
- The balance between business benefit and risk management.
- Potential software solutions, associated costs and availability of resources.
- The need to consider regional collaboration for the purposes of both cost savings, and regional (and potentially national) integration of systems which would be beneficial for policing the Olympic Games.
- Officers had made arrangements to see the solutions in operation and further to this would be in a favourable position to recommend the preferred option to the Business Change Group.
- Constitution issues and communication between the Authority and the Force. This issue would be discussed in full at a future Police Authority seminar.
- A full audit of the paper system was scheduled for the following week.
- A review of all projects was already underway.

Members were somewhat reassured by this update.

A further report on progress would be brought to the next meeting of the committee.

### **RESOLVED**

- i) **The Committee reaffirms its priority for a new system for firearms;**
- ii) **The Committee expresses its deep concern for the history of this project and the potential security and constitutional issues;**
- iii) **That a firm timetable be set for implementation;**
- iv) **That regular progress reports be brought to committee and that any slippage lead to escalation of the issue to the highest level.**

## **CG/175 Re-Admittance of the Press and Public**

**RESOLVED** to move into open session.

### **❖ CG/176 Minutes**

**RESOLVED** that the minutes of the meetings held on 11 June 2008 be confirmed as a correct record.

### **❖ CG/177 Annual Governance Letter**

The District Auditor presented the Annual Audit Letter which provided an opinion on the way in which the Authority conducts its business.

Issues discussed during consideration of this item included:

- The audit of the accounts had been completed. Amendments had been signed off by the Chair of the Authority and the Chair of Resources Committee.
- The need for one material and a number of minor amendments to the accounts had been identified by the audit and subsequently attended to. The Auditors were proposing an unqualified opinion on the accounts which meant that they were satisfied with them.
- The Auditors proposed an unqualified opinion on the Authority's value for money arrangements – this meant that they were satisfied that the Authority was providing value for money.
- The meaning of materiality and triviality was explained in the context of the audit report.
- IT equipment would be included in the asset register mentioned in the action plan and this would strengthen data security.
- There had been no impact, and there would continue to be no impact on the accounting process as a result of the suspension of a senior staff member in the finance team.
- It was necessary for the Committee to approve a representation letter which would then enable the Auditors to issue their audit opinion.

**RESOLVED to**

- i) to approve the representation letter to enable the Auditors to issue their opinion, conclusion and certificate;**
- ii) note to the adjustments made as identified in the report;**
- iii) note the proposed action plan as identified in the report.**

## **CG/178 Police Authority Standing Orders**

This report sought to clarify standing order 22(2) which refers to starred minutes and proposed an additional standing order 22(3) 'No discussion will be allowed in relation to any starred minute and any question may only be asked in accordance with the provisions of Standing Order 6.'

Issues discussed during consideration of this item included:

- The complete minutes for committees will be taken to the full Police Authority.
- Delegated powers enabling committees to take decisions were critical in enabling the Authority to work effectively and efficiently.
- It was proposed that there would be no discussion allowed on any decisions taken by committees.

- If sufficient notice is given in accordance with standing order number 6 issues in the minutes could be referred to and a question asked.

**RESOLVED to recommend that the revised Standing Order 22(3) - No discussion will be allowed in relation to any starred minute and any question may only be asked in accordance with the provisions of Standing Order 6' – be included in the Police Authority's Standing Orders.**

### **CG/179 Standing Orders for Contracts**

Revised Standing Orders for Contracts were submitted for approval. The revisions had been based on the draft regional Contract Standing Orders which had been produced by a procurement consultant to the Regional Programme, however not all had yet signed up to this.

Issues discussed during consideration of this item included:

- There were two sections in the circulated Standing Orders for Contracts document that contained prompt notes by the author and these had subsequently been removed. The final draft was available for Members at the meeting.
- It was suggested that in the section on contract documents, some reference to environmental policy and security considerations ought to be included. Further legal information about the ability to satisfy this request was required and the Treasurer proposed that he follow this up and provide an answer in time for the Police Authority to consider at their meeting on 26 September.

**RESOLVED**

- i) **further information be provided on the ability to include reference to environmental and security considerations in contract documents**
- ii) **to recommend the revised Contract Standing Orders to the Police Authority for adoption.**

### **❖ CG/180 Police Authority Risk Management**

Two significant developments had taken place since the last time this report had been considered by the Committee. A new Risk Management Policy had been drawn up for the Police Authority in line with industry best practice, and the Risk Register had been revised and updated.

Issues discussed during consideration of this item included:

- The Risk Management Policy had been IMPACT assessed and no concerns had been highlighted.
- The policy was open under the Freedom of Information Act.
- Work was already being done towards achieving the aims and objectives contained in the proposed policy.
- Comparison with the Constabulary's Risk Register.
- The need for a strategic focus in the higher risk entries within the Constabulary's Risk Register.
- Strategic risks identified by the Chief Officer Group had guided the work of the Force Risk Review Group. A regular paper that went to the Force Risk Review Group identifying strategic risks faced by the Constabulary could be made available to Members at future meetings of this committee and it was agreed that this should happen.
- The ideal was that funds would not be made available through the budget process for anything that did not rest at the top of the risk registers. It was proposed that a risk analysis environmental scan be carried out in future budget processes.

Members studied the revised Risk Register.

Issues discussed during consideration of this item included:

- The revised Risk Register was welcomed by Members who thought it provided a clear overview of risks faced by the Authority.
- It was accepted that many of the risks faced by the Authority were intertwined with the Constabulary and this was as a result of the two organisations working so closely together.
- Controlling risk and the contents of the control column. Comments were welcomed towards further population of this column.
- The role of the Corporate Governance Committee, which was clarified as being one of scrutinising risks identified and, where possible, for Members to identify risks to be included on the register.
- The risk to Members' ability to function effectively when information is withheld by the Constabulary or the Authority because of the risks around the security of that information. This issue was referred to the Chief Executive for action.
- The Risk Register was a mechanism to drive forward the work of the committee and to keep Members informed.
- An amendment to one entry in the Risk Register in relation to financial stability was requested.

**RESOLVED**

- i) **that the Risk Management Policy be approved;**
- ii) **that the revised Risk Register and its contents are approved.**

❖ **CG/181 Internal Audit Activity Report**

This report provided a summary of the progress made against the internal audit plan 2008-09. The report highlighted work around the following:

- Arval fuel cards
- Sale of vehicles
- Company Barclaycards
- Covert accounts
- Travel claims – self certification
- Police Audit Group

Issues discussed during consideration of this item included:

- As a result of audit work, VAT reclaim for covert expenditure was expected to yield around £15k per annum.
- Self-certification travel claims would be monitored and a report on the results of this initiative brought back to the next committee.
- Payroll auditing would now be a resume of potential risk / unexpected variances across every line in the payroll. A report would be generated and considered by the Interim Head of Finance on a monthly basis.
- The issue of credit cards was restricted to Command team and heads of departments.

**RESOLVED to note the report.**

## **CG/182 Financial Regulations and the use of Consultants**

This report proposed that Financial Regulations be amended to provide the balance between management flexibility and member overview.

**RESOLVED to recommend to the Police Authority that Financial Regulations be amended to include the following wording:**

### **SECTION D - MANAGEMENT OF RISKS AND RESOURCES**

**(To follow on from the existing section on management of projects :-)**

#### **USE OF CONSULTANTS**

**The Chief Constable may appoint specialist consultants or external experts to assist with the delivery of revenue and/or capital projects contained within the approved revenue budget or capital programme. Above the limits specified in Section G, specific approval shall be required from the Resources Committee or the Chairs' Committee depending on the subject matter.**

### **SECTION G – DELEGATED LIMITS**

#### **USE OF CONSULTANTS**

**The Chief Constable may appoint consultants/external experts up to the limit shown. Above this, proposals must be referred to the Resources Committee or the Chairs' Committee depending on the subject.**

<b>Contracted cost - individual projects</b>	<b>£150,000</b>
<b>Cumulative contracted costs awarded in any one year (separate limits apply for the revenue and capital budgets)</b>	<b>£450,000</b>

## **❖ CG/183 Strategic Partnerships - Governance**

Members were asked to note the progress so far on the review of strategic partnerships and to agree the contents list for the proposed Partnership Strategy and the timetable for its preparation.

Issues discussed during consideration of this item included:

- The points that arose from the sub group who had considered the development of the partnership strategy for the Police Authority.
- That outcomes were very important in light of the money invested in partnership working. Similarly it was important to know what money was being spent on.
- It was proposed that the Authority and Force work towards completing the strategy in time to be presented to the Authority at their meeting in December 2008.
- The definition of what constituted a partnership – it was acknowledged that partners could be small agencies, but equally could be other Police Authorities and a decision needed to be reached which partnerships would be included. Similarly a decision needed to be made which partnerships were strategic and hence required Members involvement.

**RESOLVED**

- i) to note the progress so far on the review of strategic partnerships
- ii) to agree the contents list for the proposed Partnership Strategy and the timetable for its presentation.

❖ **CG/184 Recent HMIC Inspection Reports**

This report advised Members on several HMIC reports recently received. The HMIC reports were

- Serious and Organised Crime
- Major Crime
- Neighbourhood Policing
- Delivering Citizen Focused Policing
- Frontline Supervision Thematic Review
- Detections Audit

The next phase of HMIC inspections initially included one on public order, critical incidents and emergency planning. This had now been withdrawn for Devon and Cornwall because the area was considered to be low risk and was not directly involved with the policing of the 2012 Olympics.

**RESOLVED to note the report.**

**CG/185 Exclusion of Press and Public**

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

<b>Agenda No</b>	<b>Minute No</b>	<b>Report title</b>	<b>Relevant Act</b>	<b>Relevant section</b>
14	CG/186	Information Security	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, paragraph 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
16	CG/187	Anti-Corruption & Intelligence Unit	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, paragraph 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### ❖ **CG/186 Information Security**

This was a presentation that provided information about the internal governance of information and the national drivers behind information assurance.

Issues discussed during consideration of this item included:

- Data loss and data security.
- Handling of sensitive waste.
- Physical security.
- Security audits.
- Government action in relation to information assurance, including the Hannigan Review, action taken by the Information Commissioner and the Association of Chief Police Officers Community Security Policy revision.
- New legislation and new powers for the Information Commissioner's Office in relation to disclosure.
- The Force Information Assurance Strategy and ongoing initiatives.
- Protocols for USB memory sticks.
- Effective management of staff and disciplinary procedures.
- World-wide best practice.

**RESOLVED to note the report.**

### ❖ **CG/187 Anti-Corruption & Intelligence Unit**

This report provided data and information on the Anti-corruption Intelligence Unit, intelligence volumes, investigation techniques and other work undertaken by this unit. It also provided details of some current investigations.

Issues discussed during consideration of this item included:

- Processes undertaken and how intelligence was used.
- Areas of main concern.
- The unit was actively seeking reporting. It was now a disciplinary offence not to report.
- A review of the confidential reporting process was underway.
- The unit was working with modern technology, for example social networking sites, in relation to vetting, for example.
- The links between AIU, Information Assurance and Internal Audit were close and this partnership working was welcomed.
- The focus was on professionalism and not complaints and discipline.

**RESOLVED to note the report.**

The meeting closed at 13:05 hrs

Signed:

Date: