

**Devon and Cornwall Police Authority
Minutes**

A meeting of the **Corporate Governance Committee** was held on 11 December 2008 at Endeavour House, Exeter starting at 10:00hrs.

Present:

Sir Simon Day, Mrs A Malcolm, Ms J Norton, Mrs L Williams and Ms J Zito

Officers in Attendance

Police Authority

Mr G Davey (Chief Executive) Mr J Glasby (Treasurer), Mr R Martin (Policy Officer) and Mr E Wardle (Internal Audit Manager)

Constabulary

D. Simpson, S Vry and K Tilke – agenda item 16 only.

CG/188 Chairman

Members agreed not to appoint a Chairman as a number of Members had not been able to attend because of the re-scheduled date. Members did not wish to wait until the next meeting in March to make an appointment so it was agreed that the Committee would meet after the Authority seminar on 23 January to appoint a Chairman and Vice-Chairman.

Members who were interested in standing for either post would advise the Chief Executive prior to the meeting and individuals would be expected to give a short presentation to the committee on what they would bring to the role if appointed.

CG/189 Apologies for Absence

Apologies for absence were received from Mr C Bulley, M Hodge, and J Rowe.

CG/190 Declarations of Interest

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

CG/191 Minutes

The Minutes of the meeting held on 16 September 2008 were agreed as a correct record.

CG/192 Annual Audit Letter

The Audit letter had already been discussed at the full Authority meeting on 5 December 2008.

RESOLVED that the Annual Audit Letter summarising the key issues arising from the work undertaken by the Audit Commission be noted

CG/193 Police Use of Resources Assessment 2008

The Audit Commission report on the Police Use of Resources had awarded the Authority a 3 for all themes – consistently above the minimum requirements, performing well. The Authority and Force

were keen to see an improvement in scores for future years and the report set out the actions planned to address the suggested areas for improvement.

Matters discussed included: -

On going concerns regarding ICT projects, management and strategy.

Concerns from this Committee should be raised with the Chairs' Committee

Project prioritisation particularly in relation to issues identified by the Authority

RESOLVED that the action plan to address the suggested areas for improvement in the Auditor's report on Police Use of Resources be noted

CG/194 Annual Assurance Statement 2007/08

The Statement included a development programme containing 14 areas requiring attention and the report submitted up-dated members on the actions taken to address the governance issues identified.

Members discussed how the progress was reported and the Treasurer reported on the work undertaken to identify progress for inclusion in the report.

The Committee was also interested in information in relation to the top 10 risks as identified by the Force.

CG/195 Partnership Strategy

The full Authority had given initial consideration to this report. This was now an important area for development particularly in relation to the partnerships in which the Authority should be engaged and the role of Members sitting on those partnerships.

The Chief Executive advised that arrangements had been made for a briefing session with the BCU Commander for Plymouth in the New Year and this would be advised to the Community Engagement Committee so that members would attend if possible.

This matter would now be progressed as quickly as possible with reports coming back to this Committee.

CG/196 Internal Audit Half Yearly Report

The Head of Audit presented the half yearly internal audit report to Members. A number of significant changes to the original audit plan for 2008/09 have been made in response to a rapidly changing risk landscape. These changes have been discussed and approved by the Treasurer as the year has progressed. As significant changes have been made to the audit plan, these have been approved by the Corporate Governance Committee.

The Corporate Services Transformation Project (CST) and service reviews of HR, Finance & Resources, ICT and Reprographics conducted by PwC currently have this year required greater flexibility in the application of internal audit resources. Until the outcomes of the service reviews have

been received, considered and digested by the Chief Officer Group and the Police Authority, it was considered that a number of planned audits would not have added value at this time.

Members agreed in principle the need for flexibility in planned audit work and noted the progress or status of postponed or cancelled work against the components of the 2008/09 audit plan.

CG/197 Self Certification of Travel Claims

Self-certification of travel claims had now been introduced and some 90% of staff had taken up the option. Dip sampling of 5% of claims was being undertaken. At this stage Member claims would still be achieved using standard forms.

CG/198 Risk Register

Members indicated that they would like greater involvement with the risk register and that further training should be provided in this area. It was felt that the risks on the register should where appropriate be allocated to individual committees to ensure that they are suitably monitored. A briefing session on the register would be arranged for a future Authority seminar.

It was agreed that a group of members would give further consideration as to how to progress this matter.

CG/199 Insurance Renewals

RESOLVED that the Treasurer in consultation with the Chairman be given powers to approve the terms for the renewal of the Authority's insurance

CG/200 Exclusion of the Press and Public

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

Agenda item No	Report Title	Relevant Act	Relevant section
16	Firearms Inventory System	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/201 Firearms Inventory System

ACC Simpson gave an up-date on the report circulated. Two potential suppliers had been identified but one was now seen as the best option. The indicated costs had risen significantly but it was hoped that they could be kept below the EU level of £139k to avoid the need for wider tendering.

The implementation date was planned for 1 October 2009 subject to the avoidance of EU tendering which would add another 3 months. It was confirmed that the project had the full backing of the Force

and that no further approvals were required. The ICT department had also confirmed that they could support the project.

It was confirmed that a system did currently operate to oversee the firearms inventory although there could be a delay in identifying that a weapon was missing.