

Devon and Cornwall Police Authority

MINUTES

A meeting of the **Corporate Governance Committee** was held on Thursday 4th March 2010 in the Conference Room, Devon and Cornwall Police Authority, Endeavour House, Woodwater Park, Exeter, starting at 10:30hrs.

Present:

Vice Chairman Mrs L Williams

Members: Mrs L Price, Lady Stanhope.

Officers in attendance:

Police Authority

Mr S Barrett (Interim Authority Treasurer), Mrs G Clifton (Administrator), Miss J Norris (Assistant Chief Executive), Mr E Wardle (Internal Audit Manager).

Constabulary

Mr T Burton (Organisational Learning & Risk Manager), Ms A Daveney (Head of Technical Accounting), Ms S Goscomb (Director of Finance and Resources), Mr P Lea (Head of ICT Service Management) - item CG/291 only, Mr A Williams.

CG/276 Apologies for Absence

Apologies for absence were received from Mr J Hart, Mrs J Owen and Ms J Zito.

CG/277 Chairman's Announcements

- Agenda items CG/283 and CG/284 did not require decisions but they were important to the core work of the Committee. They would be deferred to the next meeting when absent members could attend.
- The new Firearms System had been due to go live on 1st March 2010 but this was now delayed until 22nd March. The Committee would monitor this and arrange for Internal Audit to carry out a follow-up study.

CG/278 Declarations of Interest

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

CG/279 Minutes

RESOLVED that the minutes of the meeting held on 17th November 2009 be confirmed as a correct record following insertion of "part" after the Director of Legal Services in the attendance list.

Matters arising:

CG/256 (4th bullet point) – an initial meeting had been held to consider the draft business plan for the Joint Regional Committee but there was no further information at this stage. An insert into the Local Policing Plans had been approved and would be discussed by the Community Engagement Committee. A briefing sheet for members had to be signed off by 31st March 2010. This predated the next full Police Authority meeting so was likely to be discussed by the Chairs' Committee instead.

CG/259 (3rd bullet point) – Members had not received the paper from the Audit Commission entitled "Nothing but the Truth". This would be followed up.

CG/260 (2nd bullet point) – the Committee must not lose sight of the key milestones in the Core Delivery Programme. It was being monitored by a Task and Finish Group before being considered by the Chairs' Committee and finally the full Police Authority.

RESOLVED that the minutes of the meeting held on 10th February 2010 be confirmed as a correct record following the insertion of “the need to preclude any form of discrimination” at the end of the last bullet point in CG/273.

CG/280 Treasury Management

The Treasury Management Policy had been discussed at the meeting on 10th February but there were a number of points that the Committee had suggested required clarification or amendment. These had been addressed and the revised policy was presented to the Committee for agreement and adoption. Issues discussed during consideration of this item included:

- All the comments made at the previous meeting had been incorporated into the revised plan.
- The list of counterparties included the short-term deposits of up to three months.

RESOLVED (i) that the Treasury Management Policies and Practices and the changes to Financial Regulations be approved (subject to the correction of the typographical error on page 30);
(ii) that the detailed schedules that supplement the Treasury Management Practices be approved;
(iii) that the Annual Treasury Management Strategy be approved;
(iv) that the Chief Executive be given delegated authority to make changes to the constitution with regard to delegated powers to Committees and Officers to reflect the changes contained in the revised Financial Regulations and the revised Treasury Management Practices.

CG/281 Authority's Risk Register

This report highlighted the recent changes to the Authority Risk Register for the Committee's information. Issues discussed during consideration of this item included:

- A small Risk Review Group comprising the Chief Executive, the Assistant Chief Executive, the Internal Audit Manager, a Policy Officer and the Interim Treasurer had recently carried out a comprehensive review of the Register. The top risk identified was the development of the 2012 programme. Responsibility for each of the risks would now be allocated to the appropriate committee.
- Risk 21 – Fraud and Corruption. This was controlled by the Internal Audit Manager. A workshop had been organised for early April 2010 together with the Professional Standards Department to review the exposure to this risk across the business. There is an indication that fraud is on the increase due to the recession. Member training on fraud risk had been delivered but there was a low turnout.
- Risk number 28 – Police Authority staff capacity and capability. No specific risk is identified for the fact that the Authority has an Interim Treasurer and there is no continuity in the role. When the previous Treasurer retired, the post was difficult to fill and the risk went up. Once an Interim Treasurer was appointed the risk dropped but this could be made clearer in the 'Controls' panel. In a small organisation the loss of any specialist post can seriously disrupt working, which increases the value of the risk.

RESOLVED that the changes made to the Authority's Risk Register by the officer risk review group are appropriate.

CG/282 Force Risk Register

This report outlined the process for updating and maintaining the Force Corporate Risk Register and provided a copy of the current document for information. Issues discussed during consideration of this item included:

- The Risk Register was due to be discussed that afternoon. The current Register was a mixture of business and operational risks; any queries members had about a particular risk would be discussed outside the meeting.
- The reference in the first column showed a yellow star for a new risk, a downward arrow for a reducing risk and an upward arrow for a risk that was increasing. This made it easier for operational staff to see at a glance changes to the register.

- RESOLVED** (i) to receive and note the Devon and Cornwall Constabulary Corporate Risk Register.
(ii) to note that individual risks within the Constabulary Risk Register might need to be treated as Closed for FOI purposes.

CG/283 Risk Maturity Survey Results

The presentation by the Head of Internal Audit providing information about perceptions and the reality of the Authority's risk management arrangements was deferred to the next meeting.

CG/284 Assurance Mapping

The presentation by the Head of Internal Audit providing information about the technique of assurance mapping and how it could support the work of the Corporate Governance Committee was deferred to the next meeting.

CG/285 Annual Assurance Statement

This report introduced the Draft Force Annual Assurance Statement produced on behalf of the Chief Officer Group having reviewed the governance systems in place within the Constabulary in support of the Authority's Annual Governance Statement for comment. Issues discussed during consideration of this item included:

- Any comments on the draft statement would be considered and a final version produced for the June meeting of the Committee. It would then be signed off with the Authority's Annual Governance Statement for inclusion with the Annual Accounts.
- Operational issues were covered in the Annual Report and the quarterly report from the Chief Constable to the Police Authority. The annual assurance Statement is about business processes and ensuring the correct systems are in place.
- Consideration would be given to including the issue of incivility complaints by officers in Paragraph (m) 'Ensuring we meet all equalities and diversity legislation and best practice'.
- The Risk Register should drive the Statement as it shows assurance is in place for the identified risks. It also informs the internal audit process. The focus is an external reporting statement from the Chief Constable.
- Members were requested to notify the Force Organisational Learning & Risk Manager of any comments on the Draft Statement; the final version would be brought to the next meeting.

RESOLVED to note the draft Annual Assurance Statement accepting that paragraph 5.3 will be inserted after 31st March 2010.

CG/286 Outline Internal Audit Plan 2010 onwards

An outline annual audit plan was presented to the Committee for consideration and to note the level and nature of audit resources available to deliver it.

- The outline plan lifted risks directly from both the Force and Police Authority risk registers. The number of days allocated to each activity was flexible to reflect the risk at any one time.
- To illustrate the impact and likelihood of the risks future internal audit plans would include the risk score. It was highlighted that not all the risks covered by the plan were high on both the force and the Authority risk registers.
- The plan is an annual one that maps out the resources available over four quarters; the plan might change throughout the year depending on resources. Currently the plan outlined more days than there were resources to cover but the budget for internal audit had not yet been finalised. It would be useful to detail the resources available on future plans. The Committee could then make a judgement or a case for further resources. Discussions were already underway with the new Chief Executive regarding resources for risk management and internal audit.
- Item 10 on the plan covered the continuous audit of payroll data to provide assurance. There were plans to extend this to other areas across the business when sufficient resources were available.

- Some companies' audit plans operate on a three-year rolling programme basis. However, in Devon and Cornwall Constabulary, large areas of the business on the risk register are covered by inspection rather than audit.

- RESOLVED**
- (i) that the outline internal audit plan for 2010-11 be approved;
 - (ii) that arrangements for the preparation of a detailed plan for the first quarter of 2010-11 be agreed;
 - (iii) to note the progress of the delivery of the 2009-10 plan.

CG/287 Indemnity Policy

The Authority's policy regarding indemnity had been reviewed in order to ensure that appropriate cover was provided to members working within the regional collaboration framework and also to the various independent members appointed by the Authority to serve on the Standards Committee and on misconduct panels. Issues discussed during consideration of this item included:

- The draft policy would have to go to the full Police Authority meeting for approval and adoption. It was governed by a Statutory Instrument so the Force's Legal Department is checking that what is in the policy is within our power. Paragraphs five and six are a direct 'lift' from the Statutory Instrument.
- Indemnity cover can be provided by insurers where a member is sitting on a not for profit organisation. The insurers had queried a clause in the joint agreement regarding joint contract procurement across all five Police Authorities. The legal position was being checked.
- The indemnity covers members, officers, volunteers and anyone else used by the Authority.
- Paragraph five covers the 'negligence' point as to whether an individual "knew or ought to have known something" when a claim is made against them.
- The policy would be put to the full Police Authority meeting in June for adoption. Until then the policy introduced in 2003 would provide cover.

- RESOLVED** that the draft policy be presented to the Authority for approval when the relevant legal advice has been received.

CG/288 Reports & Inspection Process – Committee Oversight

The report was a reminder of the process for the Police Authority receiving and considering Her Majesty's Inspectorate of Constabulary (HMIC) reports and notification that a key HMIC report was expected shortly. Issues discussed during consideration of this item included:

- The paper specifically relates to HMIC reports not the myriad of other reports that are received by the Authority. They are not produced very frequently but there have been occasions in the past when the Police Authority did not receive them direct but via the Force.
- On receipt, the Policy Officer will talk to the Chair of the Corporate Governance Committee and then assign it to the relevant committee.
- There will be one police report card each year. Occasionally there are additional thematic reports but these are not always done across all 43 forces.
- The Policy Officer holds a central log showing the date received, when and where the report was referred, when signed off etc. The log does not detail the individual actions as that would be too unwieldy. The actions are contained in the minutes of the committee meetings.
- The reports require the Force to respond to HMIC with the timing of actions and where the decision making on operational activities lies. Members would be welcome to see how the recommendations are tracked and closed off to gain reassurance that the process is robust.

- RESOLVED** to agree the concept of Scrutiny Plans to be prepared and monitored for oversight of key Force assessment reports.

CG/289 Members' Briefing Sheets

The briefing sheet detailed below, which is pertinent to the Corporate Governance Committee, has been issued since the last committee meeting

Number	Title	Date
02/2010	Internal Audit Activity Briefing	18 th February 2010

RESOLVED to note the briefing sheet.

CG/290 Consideration to Excluding the Press and Public

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

Agenda item no.	Report Title	Relevant Act	Relevant Section
16	ICT Service Management Department Update Report for ICT Service Management Department Business Continuity Planning	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/291 ICT Service Management Department Update Report for ICT Service Management Department Business Continuity Planning

In 2009 the Police Authority commissioned an audit of the Business Continuity Planning processes and activities within the Force ICT Service Management Department. The report recommendations were agreed by the Force and an action plan has been drawn up and reported on a regular basis within the Force Organisation Learning Database. Issues discussed during consideration of this item included:

- Contingency planning in the ICT Department was necessary to mitigate against technical risks and disaster recovery. The majority of actions are on target for completion with some significant exceptions.
- A major procurement process is underway for 2012. It is unclear what is in the scope of the critical systems to be replaced until the tenders are received. Most of the new systems are mandatory but there are also some 'optional' systems if there is sufficient funding.
- Servers for Crownhill are in tender to provide 100% recovery in the event of a major incident affecting the systems at Middlemoor. These servers would be used in the interim not just be sitting idle. Additional funding would be necessary to provide disaster recovery for **all** critical systems. The overall cost cannot be judged until it is known which systems will be covered.
- All computer servers are at Middlemoor. If an event occurred IT provision would be very limited except for the Command and Control System held at Crownhill. There are alternative disaster recovery systems already in place for the telephony and Airwave systems.
- The payroll system was only critical for two days per month and the previous month's payroll could be run until the servers were restored; then any adjustments would be made.
- As a risk these type of events were high impact but were very low likelihood. By June there would be more information on the likely timescale for the installations.
- Further information about the top ten critical systems and the mitigation in place would be brought to the next meeting.
- All critical data is backed up and work is ongoing with other forces to replicate business continuity systems. Currently all forces' systems are different except for the Command and Control System which is a national standard. There is a road map for replacement systems when it arises.
- A fireproof safe has been installed approximately 400 meters from the servers to store the backed up data. A similar solution is to be used at Crownhill.

RESOLVED to note the report

There being no other business the meeting closed at 12.45 hrs