

**Devon and Cornwall Police Authority  
Minutes**

A meeting of the **Corporate Governance Committee** was held on 11 June 2008 in the Conference Room, Devon and Cornwall Police Authority, Endeavour House, Woodwater Park, Exeter starting at 14:30hrs.

**Present:**

Mr C Wallin – Chair  
Sir Simon Day, 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**

Mr C Papworth (Interim Head of Finance), Mrs A Daveney (Head of Technical Accounting)

**Other Organisations**

Ms C Brown (Audit Commission)

**CG/154 Appointment of Chairman**

**RESOLVED** that Mr Carl Wallin be appointed as Chairman

**CG/155 Appointment of Vice-Chairman**

**RESOLVED** to defer the appointment of the Vice-Chairman to the next meeting

**CG/156 Apologies for Absence**

An apology for absence was received from Mr J Rowe.

**CG/157 Declarations Of Interest**

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

**CG/158 Chairman's Announcement**

The Chairman announced that he would be proposing to take Agenda Number 7 – Update on Procurement of Firearms Inventory System – as a closed item.

**CG/159 Minutes**

**RESOLVED** that the minutes of the meetings held on 4 March 2008 and 30 April 2008 be confirmed as a correct record.

## CG/160 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
7	CG/161	Update on Procurement of Firearms Inventory System	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/161 Update on Procurement of Firearms Inventory System

The report provided an update on the procurement of a new Firearms Inventory System

Issues discussed during consideration of this item included:

- The number of people who have access to the armouries
- Funding for the procurement of a new system
- The user requirements for the inventory system
- This has been a long standing issue and needs to be progressed as a matter of urgency

### **RESOLVED**

- (i) that the principle that any asset tracking system obtained should cover all the Force armouries is endorsed
- (ii) that a report be brought to the September meeting of the Committee providing an update on progress and a timetable for procurement and implementation

## CG/162 Re-Admittance of the Press and Public

**RESOLVED** that the remaining Agenda items be considered as open items

## OPEN SESSION

### CG/163 Final Internal Audit Annual Report – 2007/08 Audit Plan

This report provided a summary of the work undertaken to complete the annual internal audit plan for 2007/2008.

Issues discussed during consideration of this item included:

- the ICT audit and links with other reports on ICT

**RESOLVED** to note the report

### **CG/164 Annual 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. This report provided a summary of that review.

Issues discussed during consideration of this item included:

- the really positive comments made by service users about internal audit
- isolation issues, networking throughout the region with police authorities and local authorities helps to reduce the risk
- a unique approach to audit has been reached and proven with working in an open and transparent way between the audit team and the Force

#### **RESOLVED**

- (i) that the Head of Internal Audit reviews the way in which feedback is obtained from service recipients so that information is obtained in a timely and consistent manner regardless of who undertakes the audit
- (ii) that the Corporate Governance Committee reviews its requirements as to the contents of internal audit reports to ensure that the committee's needs are met.
- (iii) that the Corporate Governance Committee is very satisfied that the internal audit service is effective

### **CG/165 Annual Governance Statement**

The Annual Governance statement explains how the Authority has complied with the Code of Corporate Governance and also meets the requirements of regulation 4(2) of the Accounts and Audit regulations 2003 as amended by the Accounts and Audit (Amendment) (England) regulations 2006 in relation to the publication of a statement on internal control.

Issues discussed during consideration of this item included:

- the Police Authority improvement spreadsheet
- delete from last line below signatories " and Devon and Cornwall Constabulary"

#### **RESOLVED**

- (i) that the Annual Governance statement as attached to these minutes as Appendix A is approved for inclusion in the 2007/08 Statement of accounts
- (ii) that the Annual Governance Statement should be signed by the Chair of the Authority the Chair of the Corporate Governance Committee and the Authority's Chief Executive

### **CG/166 Institute of Internal Auditors IIA-UK - South-West District Society Conference**

The South-West Society of the Institute of Internal Auditors (IIA-UK) held its annual conference in Bristol on 15-16<sup>th</sup> May 2008. The Head of Internal Audit attended provided a report on the event.

Issues discussed during consideration of this item included:

- the future of auditing and how it will be undertaken in various organisations and the topics it will cover

**RESOLVED** to note the report

### **CG/167 Constitution**

The Committee has responsibility for reviewing the Constitution and making recommendations to the Authority regarding amendments.

**A) Financial Regulations** - a revised set of Financial Regulations was attached for the Committee's consideration and recommendations

Issues discussed during consideration of this item included:

- Threshold levels
- Chair's group

**RESOLVED TO RECOMMEND TO THE POLICE AUTHORITY that the Financial Regulations as presented be approved subject to the amendments (i) and (ii) below being incorporated into section G "delegated limits"**

- (i) the Chief Constable being authorised to settle liability claims up to the value of £75,000 and
- (ii) Retirement and Redundancy  
Decisions with regard to the application of those discretions provided within Local Government Pensions Scheme listed below will be subject to a delegated limit.
  - Early payment of pension benefits at the request of a member
  - Flexible retirement
  - The establishment of a Shared Cost AVC scheme
  - Increase membership of an active member up to 10 years
  - Award of additional pension up to £5,000 per annum

Applications of discretion with a total cost (including strain payments) above the limits will be referred for decision to the Treasurer in consultation with Chair of Human Resources Committee on advice from Police Authority's Human Resources Advisor.

- Limit per individual member of staff - £50,000
- Limit in any one staff reduction exercise involving more than one retirement £ 100,000

Redundancy of Police staff where the consequential redundancy payments exceed the limits set out below will be approved by Police Authority Treasurer in consultation with the Chair of the Human Resources Committee on advice from the Police Authority Human Resources Advisor

- Limit per individual member of staff - £50,000
- Limit per group of staff - £100,000

**B) Scheme of Delegations** - amendments regarding the Scheme of Delegations are still being discussed with the Chief Officer team.

**C) General** - to consider comments from Members and make recommendations to the Authority regarding any suggested changes.

Issues discussed during consideration of this item included:

- The length of the Authority Chairman's term of office
- Roles of Members needs to include complaints

- The power to appoint and dismiss the Chief Constable
- An explanation of the role of the Monitoring Officer should be included
- Terminology of Chairmen's Group could be viewed as having a gender bias
- Health and safety responsibilities and liabilities of individual members and the Police Authority as a corporate body

**RESOLVED TO RECOMMEND TO THE POLICE AUTHORITY**

- (iii) That the Chairman is elected annually but could normally be expected to serve for 2 consecutive years. In exceptional circumstances the Police Authority could decide that the Chairman could be asked to serve for a third consecutive year
- (iv) That the Chairmen's Group should be re-titled the Chairs Committee

**CG/168 Strategic Partnerships – Governance**

This report detailed progress to date on the strategic partnerships review.

Issues discussed during consideration of this item included:

- use of audit advice regarding partnerships
- role and remit of Members on partnerships

**RESOLVED**

- (i) that Jo Norton and Martyn Hodge review the phase two reviews and make appropriate recommendations to the Force
- (ii) That the Police Authority looks at the role and remit of members on partnerships and the governance arrangements.

**CG/169 Green Agenda**

A newsletter about the green agenda was made available to Members.

Issues discussed during consideration of this item included:

- Carbon footprint calculation is currently being quality assured

**RESOLVED** to receive the newsletter and note the contents.

The meeting closed at 16:35hrs