

## Devon and Cornwall Police Authority

### Minutes

A meeting of the **Corporate Governance Committee** was held on 11 September 2007 in the Conference Room, Devon and Cornwall Police Authority, Endeavour House, Woodwater Park, Exeter starting at 10:00hrs.

**Present:**

Mr C Bulley, Ms J Norton, 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 A Williams (District Auditor)

**CG/99 Election of Chairman**

**RESOLVED** that Mr Carl Wallin be elected as Chairman.

**CG/100 Appointment of Vice-Chairman**

**RESOLVED** that Mr Craig Bulley be appointed as Vice-Chairman

**CG/101 Apologies for Absence**

Apologies for absence were received from Sir Simon Day, Mr Martyn Hodge, Mrs Vivien Pengelly and Mr Jeremy Rowe

**CG/102 Declarations Of Interest**

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

**CG/103 Minutes**

**RESOLVED** that the minutes of the meeting held on 5 June 2007 be confirmed as a correct record.

**CG/104 Committee Terms of Reference**

Work is currently underway to compile a Constitution for the Authority. As part of that work each Committee is being asked to consider its Terms of Reference and make appropriate recommendations to the Authority.

Issues discussed during consideration of this item included:

- The role of the Committee in risk management.
- The responsibility that accompanies powers being delegated to the Committee.
- The various options for electing a Chairman and the rationale behind each option.

RESOLVED

(i) That The Terms Of Reference As Set Out Below Are Recommended For Inclusion In The Authority's Constitution.

- *To develop and monitor a Code of Corporate Governance for adoption by the Police Authority, including the purpose and effectiveness of corporate governance, good practice and areas for improvement*
- *To review the effectiveness of internal controls in line with statutory requirements and good practice and to determine the annual Statement on Internal Control required for the annual accounts*
- *To consider and approve arrangements for the risk management policies, processes and documentation, the corporate risk register, new risks and risk mitigation including insurance.*
- *To agree and monitor annual internal and external audit plans, fees and work and to monitor the implementation of recommendations of other reviews such as those by Her Majesty's Inspector of Constabulary or the Force which could affect risk, internal control and corporate control*
- *To monitor and review the Authority's Constitution and to recommend changes to the Police Authority when required*

(ii) That the composition of the committee remain as previously approved by the Authority (minutes P1055 and P1168 refer)

- (a) A quorum shall be at least 3 Members
- (b) The Chair of the Committee shall not sit on the Chairs Group
- (c) That the committee size is 7;
- (d) That representatives from all groups (councillors, lay justices and independent members) are on the Committee; and
- (e) That the Chairs of the Authority's Committees, the Authority Chairman and Authority Vice-Chairman should not be eligible to be members of the Committee, (but they would be welcome to attend meetings of the Committee).

(iii) That the Committee's preferred option is for the Committee to elect its Chairman and Vice-Chairman

**CG/105 Annual Governance Letter**

The District Auditor issues an annual governance letter regarding the way in which the Authority conducts its business. The draft letter was presented to the Committee for consideration.

Issues discussed during consideration of this item included:

- The date for the audit opinion to be given is 28 September 2007.
- The Authority must publish its accounts by 30 September 2007.
- Pension liability, how it is documented and the actual impact on the monetary situation
- District Audit are an independent organisation
- The draft report show a good result for the Constabulary and the Authority

**RESOLVED**

- (i) that the Committee's thanks to all the Officers involved in the production of accounts be recorded.
- (ii) That the Interim Head of Finance's acceptance of the recommendations be noted.

**RESOLVED to recommend to the Authority that the Annual Governance Report be accepted.**

**CG/106 Police Authority Risk Register**

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

Issues discussed during consideration of this item included:

- Terminology used to describe risks
- Member availability
- The production, ownership and monitoring of the Authority's strategic plan
- The difficulties where targets are shared with partners and the sole responsibility of one organisation
- The need for corporate and consistent standards throughout the organisation

**RESOLVED** to note the report

**CG/107 Update on the implementation of the Recommendations from the Police Authority's PIR of Risk Management**

This report provided an update of activity since acceptance of the Police Authority's Post Implementation Review of Risk Management.

Issues discussed during consideration of this item included:

- Training of officers in assessing and understanding risk management.

**RESOLVED to recommend to the Authority that the draft Integrated Risk Management Policy ( PPS D325) be approved**

**CG/108 Internal Audit - Half Year Report 2007-08**

The report outlined progress against the annual internal audit plan for 2007-08

Issues discussed during consideration of this item included:

- The costs of implementing the ISO standard for environmental issues
- Station visits and the audit of seized money and property
- Bodmin project to build a new police station

**RESOLVED** to note the report

**CG/109 Memorandum of Understanding between Professional Standards and Internal Audit**

The Memorandum of Understanding formalises arrangements in place for the notification and investigation of suspected financial irregularities and underpins the policy of the Police Authority and the Constabulary in relation to the prevention and detection of fraud set out in the Anti-Fraud and Corruption Strategy.

**RESOLVED** to endorse the Memorandum of Understanding between Professional Standards and Internal Audit.

**CG/110. Insurance Renewals**

The Treasurer advised the Committee of the insurance renewal timetable and requested member involvement to consider the matter in detail.

**RESOLVED** that Mr Carl Wallin, Ms Jo Norton, and Mr Craig Bulley form a pool of Members from which the Treasurer can seek opinion and advice regarding the matter of insurance renewals.

The meeting closed at 12:16hrs