

Devon And Cornwall Police Authority Minutes

A meeting of the **Corporate Governance Committee** was held in the Conference Room, Police Authority, Endeavour House, on the 22 March 2006, starting at 14:00hrs

Present

Chairman Mr M Bull

Mr M Nevitt, and Mr C Wallin. Mr D Money also attended.

Officers in Attendance

Ms C Brown (Audit Commission), Mr P Job (Head of Internal Audit Devon County Council), Miss J Norris (Assistant Chief Executive), Mr C Papworth (Head of Finance), Ms A Poole (Principal Analyst), Mr A Rutter (Interim Finance Manager) and Mr E Wardle (Internal Audit).

Assistant Chief Constable R Stowe & Chief Inspector R Baker for Agenda item 14

CG/13 Apologies for Absence

Apologies for absence were received from Mr C Bulley and Mr G Hicks.

CG/14 Chairman's announcements

The Cleveland Corporate Governance report and the Treasurer's related notes were circulated. The Chairman emphasised the significance of such reports and the importance of addressing the relevances to this Authority. This will be an agenda item for the next meeting of the Committee.

CG15/ Declarations of Interest

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

CG/16 Minutes

RESOLVED that the minutes of the meeting held on 23 November 2005 be confirmed as a correct record.

CG/17 Future Servicing of the Committee

The report explained how the Committee will be supported by Officers of the Authority.

RESOLVED to note the report.

CG/18 External Audit Plan Outline

Ms C Brown from the Audit Commission introduced the report and explained the principles used in developing the Audit Plan; the emphasis will be on the audit of key systems. Discussions have taken place with HMIC to minimise the duplication of inspections and ensure each organisation's work complements the other. The Home Secretary's decisions regarding Force Structures will impact upon the audit work required.

Issues discussed during consideration of this item included:

- The position of the authority as a "medium risk" compared to other organisations;
- Work which the committee may require to support its' functions and the process to appoint a suitable organisation to undertake those tasks;
- The need to produce the same information in many different formats to satisfy various inspection regimes and the lack of complementary working by the inspecting organisations; some standardisation

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by the various inspection agencies of the documentation that the Constabulary/ Authority needs to provide would be helpful;

- Concern about the "upwards drift" of the audit fees;
- Concern about there being no apparent benefits from being a lower risk organisation;
- The whole cost of the inspection process not just the fees paid to the Audit Commission and Devon Audit Services;
- Scepticism and lack of evidence about the minimisation of inspection duplication;
- The role of the Association of Police Authorities in relation to lobbying at a national level regarding the fee amounts;
- Inclusion of risk management in both the internal and external audit plans of 2006/07;
- Confidence in the internal audit / control systems;
- Relationship between internal audit and the Audit Commission.

RESOLVED

- (i) to note the report;
- (ii) to further consider and review the report content at a future meeting

CG/19 Police Authority Risk Register

Formal risk management is a reasonably new management process for the Authority. The report outlined how the Authority had developed its risk register and how it would be maintained in the future and also detailed the list of topics for inclusion and their current risk ratings. In due course a formal policy will be written and presented to the Committee.

Issues discussed during consideration of this item included:

- Reporting periods / frequency;
- Officers responsible for pointing and managing / committee for endorsing/scrutinising/checking;
- The rating / scoring mechanism;
- The Register as presented to the Committee needs to be able to show changes from each time it is considered;
- The blurring of the Police Authority / Force risks;
- Need to clearly identify on the risk register the highest/ medium / low risks and the tolerance level;
- How risks are identified and fed into the system;
- Risks must be managed as the Authority is not a risk-adverse organisation;
- The risk register will be managed (including the scoring of risks) on a day-to day basis by the Authority's Officers;
- The Corporate Governance Committee has an oversight role regarding the risk register, it will not be involved the detailed pointing/scoring process of risks;
- Anyone identifying a potential risk should give the details to the Police Authority office.

RESOLVED

- (i) to note the contents of the Authority's risk register as presented in the report;
- (ii) that the Authority's risk register be presented to the Committee for information at every other meeting and any changes notified to the Committee in summary at appropriate meetings;
- (iii) That the Committee's thanks be passed to the people who have worked to bring the risk register to fruition.

CG/20 Risk Management in the Devon and Cornwall Constabulary

The report updated the Committee on the progress made by the Constabulary to introduce an integrated risk management process.

Issues discussed during consideration of this item included:

- In the constabulary policy the wording "Integrated policy" is technical jargon for the type of policy and does not mean it is a joint Police Authority and Constabulary policy;
- transfer of risk.

RESOLVED to recommend to the Authority

- (i) **That the joint Police Authority /Constabulary Integrated Risk Management Strategy be approved**
- (ii) **That the Constabulary Risk Management Policy be approved**

CG/21 Interim Internal Audit Activity Report 2005/06

The report outlined the activities of Devon Audit Services since the report made to the November meeting of the Committee.

Issues discussed during consideration of this item included:

- the work and assistance provided by internal audit in relation to Force Integrated Management System (FIMS);
- widow's pensions - the implication of the Civil Partnerships Act have now been clarified to the Police Service;
- there were no matters of concern that required any further action to be generated by the Committee.

RESOLVED to note the report

CG/22 Internal Audit Plan 2006/07 Consultation Document

The Committee were asked to consider the topics areas for internal audit activity for the year commencing 2006/07.

Issues discussed during consideration of this item included:

- the fees for the internal audit service;
- concern about the need to minimise the risk of work duplication with the Audit Commission;
- there were no matters of concern that required any further action to be generated by the Committee.

RESOLVED to approve the internal audit plan for 2006/07 as presented.

CG/23 Internal Audit Report on Custody Meals

The report detailed the audit of arrangements for providing meals to detainees in custody suites, it included the Force's response to the issues and recommendations raised.

- The type of ambient meals available;
- Number of meals ordered and the fall-back on ambient meal provision;
- There were no matters of concern that required any further action to be generated by the Committee.

RESOLVED to note the report

CG/24 Internal Report on E Tendering

The report detailed the audit of the recently implemented computerised tendering system, it included the Force's response to the issues and recommendations raised.

There were no matters of concern that required any further action to be generated by the Committee.

RESOLVED to note the report.

CG/25 Internal Audit Report on Sponsorship

The report detailed the audit of the sponsorships system and it included the Force's response to the issues and recommendations raised.

Issues discussed during consideration of this item included:

- The need to pitch sponsorship requests at a more strategic level and the resources that may be required;
- The need for the ethical procurement policy to be complemented.

RESOLVED to note the report.

CG/26 Internal Audit Report on VAT

The report details a review of the systems by Devon Audit Services pertaining to VAT reconciliation. There were no matters of concern that required any further action to be generated by the Committee.

RESOLVED to note the report.

CG/27 Closed Session - Consideration to Excluding the Press and Public (Items considered by the Committee with only members of the Police Authority, appropriate Officers and expert advisors present, on the grounds that exempt / confidential information may have been discussed)

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

Agenda item No	Minute No	Report Title	Relevant Act	Relevant section
14	CG/28	Response to Internal Audit Report on Firearms	Freedom of Information Act 2000	S 22 Information intended for future publication

CG/28 Response to Internal Audit Report on Firearms

The report provided the Committee with an update in relation to implementation of previous Devon Audit Services reports on firearms asset management.

Issues discussed during consideration of this item included:

- Identification of an appropriate ICT system;
- Length of time to purchase and install the software / equipment;
- Funding to purchase the system has been identified;
- Effects of computerised systems can have on electronic equipment;
- The immediate matters of concern raised at previous meetings appear to have been addressed.

RESOLVED

(i) to note the report;

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- (ii) that the Committee should receive regular updates on progress to implement the new record keeping system until such time as it is fully operational.

NOTE: Date of November meeting changed from 14 November to 21 November 10.00am

The meeting closed at 16:25hrs