



**Lancashire  
Constabulary**  
police and communities together

## **JOINT AUDIT AND ETHICS COMMITTEE**

**MONDAY 6 March 2017 AT 1:30PM**

**CABINET ROOM C, COUNTY HALL, PRESTON**

### **MINUTES**

#### **PRESENT**

Mr Clive Portman (Chair)

Mrs Karol Sanderson

Mr David Jones

Mr Stephen Dobson

Mr Russell Weaver

#### **IN ATTENDANCE**

I Cosh	Director of Resources, Lancashire Constabulary
Supt I Dawson	Head of Corporate Development, Lancashire Constabulary
Ch Insp P Simm	PSD, Lancashire Constabulary
S Freeman	Chief Finance Officer, OPCC
W Kearns	Preston City Council (Deputy Monitoring Officer)
G Winstanley	Grant Thornton
P Buckley	Grant Thornton
J Taylor	Audit Manager

#### **1. APOLOGIES FOR ABSENCE**

R.J. Baker, A. Harrison.

#### **2. CONSTITUTIONAL MATTERS**

None

#### **3. DISCLOSURE OF MEMBERS' INTERESTS**

Mr C Portman                      Chair of the North West Regional Police Pension Board

Mrs K Sanderson member of the Greater Manchester Audit Committee

#### **4. MINUTES OF THE MEETING HELD ON 12 December 2016**

**RESOLVED:** - That the Minutes of the meeting held on 12 December 2016 be confirmed and signed by the Chair.

#### **5. MATTERS ARISING**

The Committee noted that the HMIC report on crime recording was discussed at the last meeting. Training for members of the committee on crime recording and misconduct hearings is to be provided for members.

**ACTION:** - I Cosh to provide prospective dates for training to members.

The Committee noted that the Constabulary had agreed to provide minutes from the tactical ethics board to the Committee but these were not included with the agenda. Mr Cosh and Mr Simm confirmed that these meetings were not minuted.

Mr Cosh confirmed that there is an Action Plan in place in respect of ethics and that the tactical ethics board takes its terms of reference from this plan.

It was suggested that JAEC members could attend Tactical Ethics Boards to inform the committee of its activity.

**ACTION:** I Cosh to circulate ethics action plan to members.

**ACTION:** Constabulary ethics plan to be reported to the next committee meeting.

**ACTION:** I Cosh to arrange for JAEC members to attend future meetings of the Tactical Ethics Board.

The Chair requested an update on the appointment of external auditors for the 2018/19 audit. Mr Freeman reported that there was no new information to report however it would be reported to the next meeting how many PCCs and Local Authorities have 'signed up' to the PSAA led procurement process.

**ACTION:** S Freeman to report 'sign up' to PSAA procurement process at next meeting.

#### **6. EXTERNAL AUDIT – Audit Plan 2016/17**

Gareth Winstanley (Grant Thornton LLP, Manager) presented the External Audit plan for 2016/17. A change to the materiality level for the audit was confirmed to be £6.07m. It was reported that the audit was 'on track' following the interim audit work that has been undertaken.

**RESOLVED**: Committee noted the report.

### **7. Internal Audit – Internal Audit Plan 2017/18**

Judith Taylor presented the combined internal audit plan for 2017/18. Comments were received from the committee members in particular in respect of the proposed audits of staff well-being, data quality, detainees with mental health issues and pension administration. It was agreed that the scoping of these audits was vital to ensure that appropriate checks take place.

It was welcomed that a follow up audit in respect of Evidence Related property is included in the 2017/18 plan.

**RESOLVED**: Committee noted the report

### **8. INTERNAL AUDIT – MONITORING REPORT**

Julie Taylor (Audit Manager) presented the Internal Audit Monitoring Report to the Committee.

There were no issues or areas of concern in relation to this report. Use of the contingency provision has been discussed and agreed with I Cosh and S Freeman. Although there is a significant number of unused audit days currently there is a large amount of fieldwork being undertaken and it is expected that there will only be a small number of audit days carried forward in to 2017/18 to finalise reports for 2016/17.

**RESOLVED**: - Committee noted the report.

### **9. Joint Audit and Ethics Committee – Workplan 2017/18**

Steve Freeman presented the workplan for the committee for 2017/18, no issues were raised.

**RESOLVED**: - Committee noted the report.

### **10. DIP SAMPLING OF COMPLAINTS**

Mrs Karol Sanderson presented the Dip Samplings report to the committee and provided generally positive feedback regarding the dip sampling of complaints. It was noted that some concerns were raised in respect of three cases where delays had occurred. The use of tailored feedback rather than standard letters was again recognised as a significant on-going improvement.

Constabulary reported that volunteers have been engaged to survey complainants about their experience of the complaints process and members expressed that they would be happy to speak to these volunteers to assist in their training.

**RESOLVED:** - Committee noted the report.

#### **11. HMIC INSPECTION REPORT**

Supt Ian Dawson presented the HMIC Inspection report to the committee. The Constabulary has received excellent feedback from the public complaints and internal misconduct file review element of the PEEL legitimacy 2017 inspection that took place on 30<sup>th</sup> and 31<sup>st</sup> January 2017.

It was reported that PEEL efficiency inspection is expected to take place in April 2017.

**RESOLVED:** Committee noted the report.

#### **12. UNIFORMED INSPECTOR PROMOTION PROCESS**

Karol Sanderson presented a report on the Uniformed Inspectors Promotion process to the committee members. A number of interviews have been observed and HR have been provided with very positive feedback.

Committee members have also been invited to observe the forthcoming Detective Sergeant promotion process.

**RESOLVED:** Committee noted the update.

#### **13. URGENT BUSINESS – none.**

#### **14. OUTWARD COMMUNICATION – none.**

#### **15. DATES OF NEXT MEETING**

26th June 2017, 1.30 Committee Room D, County Hall, Preston.

11th September 2017, 1.30 Committee Room B, County Hall, Preston.

11th December 2017, 1.30 Committee Room D, County Hall, Preston.

12th March 2018, 1.30 Committee Room B, County Hall, Preston.

#### **16. COMPLAINTS ANALYSIS**

Ch Insp P Simm presented a report in respect of the performance of the constabulary in relation to its handling of complaints to January 2017.

The Chair welcomed the reduction in the average number of days taken to resolve complaints.

Ch Insp Simm reported that there was an increasing focus on 'service recovery' within the handling of complaints.

It was reported that specific resource within the department has been identified to handle the high level of complaints in respect of the anti-fracking protests currently taking place in the County.

**RESOLVED:** - Committee noted the report.

## **PART II – PRIVATE AND CONFIDENTIAL**

**The following matters will be discussed in private as it involves the likely disclosure of exempt information as defined in the Freedom of Information Act 2000.**

### **17. Matters for consideration from the Tactical Ethics Board**

The committee were presented with a number of ethical issues raised at the Tactical Ethics Board, views and advice were provided to the constabulary by the committee.

**S Freeman  
Chief Finance Officer**

Signed:

Date:

C Portman, Chairman Joint Audit and Ethics Committee