



**Lancashire
Constabulary**
police and communities together

JOINT AUDIT AND ETHICS COMMITTEE

**MONDAY, 7 DECEMBER 2015 COMMENCING AT 1.30 PM
IN DUKE OF LANCASTER ROOM (FORMER CABINET ROOM C),
COUNTY HALL PRESTON**

MINUTES

PRESENT

Mr Clive Portman (Chair)

Mr Stephen Dobson
Mr David Jones
Ms Karol Sanderson
Mr Russell Weaver

IN ATTENDANCE

Mrs A Harrison	Director, Office of the Police and Crime Commissioner
Mr I Cosh	Director of Resources, Lancashire Constabulary
Superintendent I Dawson	Lancashire Constabulary
Superintendent S MacKenzie	Lancashire Constabulary
Mr S Freeman	Chief Finance Officer, Office of the Police and Crime Commissioner
Ms Judith Taylor	Audit Manager

SECRETARIAT

Mr Ian Dickinson	Standards & Governance Officer, Office of the Police & Crime Commissioner
------------------	--

APOLOGIES FOR ABSENCE

Apologies were presented by Mrs R Lowry, Mr R McGahon and Mr M Thomas

DISCLOSURE OF MEMBERS INTEREST

The Chair disclosed that he was also currently Chair of the North West Regional Police Pensions Board.

CONSTITUTIONAL MATTERS

Members were received a report in relation to constitutional matters of the Committee and asked to review the proposed Terms of Reference, consider which areas of scrutiny they wished to prioritise during the coming 12 months and consider a future training plan to support Member development.

In relation to the areas of scrutiny the Committee identified the following area they wished to focus on during the coming 12 months:-

Data integrity
Crime recording
Stop and Search
Promotion and Promotion Boards
Business Interests
Police Complaints
Gifts and Hospitality

The Committee also expressed a wish to observe the training received by the officers in relation to ethics and to understand the ethical dilemmas.

15/09 RESOLVED: - That:

1. the Police and Crime Commissioner and Chief Constable be recommended to approve the Terms of Reference.

MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2015

In relation to the replacement of Blackpool Police Station, Mr Cosh informed the Committee that it was expected that the planning application would be submitted in February 2016, with an anticipated start date of September 2016 and that the Constabulary would take possession of the building around January 2018.

15/10 RESOLVED: - That the Minutes of the meeting held on the 21 September 2015 be approved and signed by the Chair.

EXTERNAL AUDIT – JOINT ANNUAL AUDIT LETTER 2014 / 15

The External Auditor's Annual Audit Letter for 2014/15 was presented for the Committee's consideration.

The Letter summarised for Members the key findings arising from the audit of the 2014/15 accounts; and an assessment of the Police and Crime Commissioner's and Chief Constable's arrangements for securing economy, efficiency and effectiveness in the use of resources.

The audit conclusions were:-

- unqualified opinions on the PCC's 2014/15 financial statements on the 30 September 2015 and on the Chief Constable's 2014/15 financial statements.
- unqualified VfM conclusions for the PCC for 2014/15 on 30 September 2015 and for the Chief Constable for 2014/15.

15/11 RESOLVED: That the External Auditor's Annual Audit Letter for 2014/15 be noted.

INTERNAL AUDIT MONITORING REPORT

The Internal Audit Manager presented the monitoring report covering internal audit activity during the first eight months of the 2015/16 financial year.

To date 90 days had been spent this financial year on delivering the 2015/16 audit plan and 26 during the same period was spent completing reviews outstanding from the 2014/15 audit plan.

A brief summary of each review undertaken was presented which set out the planned and actual days spent on each review, together with a summary of the assurance provided.

Members recalled that they were advised at the meeting in September 2015 that Internal Audit were not able to provide assurance that the current system of processes and controls were adequate and effective in mitigating the key risks to achieving Evidence Related Property (ERP) objectives. Further, it was noted that Internal Audit were only able to provide limited assurance in relation to the OPCC Commissioning arrangements. Consequently, the Committee had requested that the action plan be brought to the December Joint Audit Committee meeting. These actions plans were considered elsewhere on the Agenda.

The Committee sought clarification in relation to 'follow up reviews'. In response the Internal Audit Manager explained that 'follow up reviews' usually took place during the following financial year. Where a substantial assurance was given Internal Audit would simply review the recommendations to ensure they had been actioned. However, where a limited assurance had been given then full review would take place.

15/12 RESOLVED:- That the report be noted.

SENIOR OFFICER CAR LEASE SCHEME

The Committee received a report in relation to the Chief Officer Car Scheme. It was noted that the Police and Crime Commissioner undertook a review of the Chief Constable's Terms and Conditions in 2013, which included the provision of cars to senior officers of the Office of the PCC and of the Constabulary.

Unfortunately, the Office of the PCC had omitted to bring this decision to the Audit Committee for review and the Committee was therefore asked to consider this scheme in retrospect.

In noting the car scheme the Committee raised no concerns in relation to the provision of a suitable vehicle being drawn from the forces' vehicle fleet for the Police and Crime Commissioner. However, Members did raise questions in relation to the wording of the operational requirement for senior police officers to respond to emergencies and/or urgent situations quickly and appropriately by using a suitable vehicle and suggested that officers should amend the wording to reflect more accurately the use of the vehicles by the senior police officers and following consultation be presented to the Commissioner and the Chief Constable for consideration.

15/13 RESOLVED :- The Committee

1. noted the revised Chief Officers Car Scheme.
2. Recommended that the scheme be reviewed with appropriate consultation in line with the comments above.

CASE SAMPLING OF COMPLAINT FILES

The Vice-Chairman presented a summary of the 13 complaint files reviewed by Members of the Committee in the last quarter. It was noted that Members had discussed and sought further information on several files from the Professional Standards Department staff and no particular trends had been identified.

15/14 RESOLVED:

That the report be noted.

ERP AND OPCC COMMISSIONING ACTION PLANS

The Committee received a copy of the Action Plans in relation to Commissioning and Evidence Related Property which had been developed following recent Internal Audit Reviews.

15/15 RESOLVED:- The Committee noted the action plans.

URGENT BUSINESS

No matters of urgent business were reported.

OUTWARD COMMUNICATION

The Committee was asked to consider if:-

- a) There were any key messages arising from the meeting which should be sent to:-
 - i) The press / public
 - ii) Local / regional / national bodies

- b) The Police and Crime Commissioner's / Constabulary's press / public relations teams should be asked to consider whether any consultation / research on any particular matters arising from the meeting should be undertaken.

15/16 RESOLVED:- The Committee agreed that no further action was necessary.

DATE OF NEXT MEETING

15/17 RESOLVED:- That it be noted that the next scheduled meeting of the Committee was due to be held at 1.30pm on Monday 7 March 2016.

PRIVATE ITEMS

That the following matters be considered in private on the grounds that they involve the likely disclosure of exempt information as defined in the Freedom of Information Act 2000 and in accordance with the section of the Act indicated below:-

Constabulary risk register - section 31 – law enforcement
OPCC risk register - section 31 – law enforcement

CONSTABULARY RISK REGISTER

Mr Cosh presented the Constabulary Strategic Risk Register and outlined a number of changes made by the Senior Management Board since the last meeting.

15/18 RESOLVED:

That the Strategic Risk Register be noted.

OPCC RISK REGISTER

Mr Freeman presented the OPCC Strategic Risk Register and outlined a number of changes made by the Senior Management Team since the last meeting.

15/19RESOLVED:

That the Strategic Risk Register be noted.

**A Harrison
Director**