



**Lancashire Constabulary**  
police and communities together

## JOINT AUDIT AND ETHICS COMMITTEE

**MONDAY 25 June 2018 AT 1:30PM  
CABINET ROOM D, COUNTY HALL, PRESTON**

### MINUTES

### PRESENT

Mr Clive Portman (Chair)

Ms Karol Sanderson

Mr David Jones

Mr Russell Weaver

### IN ATTENDANCE

Mr I Cosh	Director of Resources, Lancashire Constabulary
Mr S Freeman	Chief Finance Officer, OPCC
Mr R Baker	Grant Thornton
Mrs J Taylor	Audit Manager
Mrs A Harrison	OPCC
Supt I Dawson	Lancashire Constabulary
DCI N Connaughton	Lancashire Constabulary

#### 1. Apologies for absence

S Dobson	Committee member
G Winstanley	Grant Thornton
A Harrison	OPCC

#### 2. Constitutional matters

Following actions from the previous meeting of the committee it was agreed that:

- Mr Freeman will write to committee members to confirm the extension of their tenure in role
- Mr Freeman will confirm the timetable for the recruitment of the new chair for the committee and report back to the committee

**3. Disclosure of members' interests**

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

**4. Minutes of the meeting held on 12 March 2018**

**RESOLVED:** Committee noted and agreed the minutes.

**5. Matters arising**

Mr Cosh confirmed that the Constabulary information risk register was currently being updated in respect of GDPR requirements and agree to circulate the register to committee members once signed off at Constabulary.

It was confirmed that there had been no misconduct hearings since the last meeting of the committee. The commitment to inform committee members of any future misconduct hearing was reiterated.

The Deputy Chief Constable's report on the recent promotion process was discussed and I Cosh agreed it would be circulated to the committee.

The role of the committee in respect of the examination of the complaints process and the complaints protocol was discussed. K Sanderson reported that the committee is waiting for information and feedback from A Harrison (OPCC) before this can be progressed further.

**ACTIONS:**

The Constabulary information risk register will be circulated to the committee once signed off at constabulary

Notification of all future public hearings into misconduct will be provided to the Committee members by Constabulary.

The Deputy Chief Constable's report on the promotion process to be shared with committee members

Mr Freeman to request that Mrs Harrison provide feedback to Ms Sanderson in respect of the update of the complaints protocol

**6. External Audit – Update**

Mr Baker confirmed that the audit of the annual accounts was well under way and progressing well. He reported that it is intended to have the accounts signed off by the Commissioner and Chief Constable on 20 July 2018 which is a week earlier than last year and well within the statutory deadline.

Mr Baker reported that the initial review identified that there are no new risks or concerns and that, as with all PCCs, the main issue impacting upon the contents of the accounts is the treatment of pension liabilities. Mr Baker confirmed that whilst this is a significant issue for the accounts it is not an issue that causes concern.

It was identified that not all members of the committee receive briefings and invitations from Grant Thornton directly. Mr Baker confirmed that Grant Thornton will check and update the details they hold for members of the committee to inform future circulation of information.

Committee discussed the national savings targets set by the Home Office to be achieved through procurement and collaboration savings. Mr Cosh highlighted that Lancashire has performed particularly well in respect of procurement savings in recent years and it was agreed that a report on procurement savings would be brought to the committee at its next meeting. It was also identified that internal audit have produced a report on the procurement activity at constabulary and agreed this would be circulated to committee members.

**RESOLVED:** Committee noted the report

**ACTIONS:**

Grant Thornton to check the information they hold for members of the committee

Mr Cosh to provide the latest report in respect of procurement savings

Mrs Taylor to circulate the internal audit review of procurement to committee members

**7. Joint Audit and Ethics Committee – Annual Report**

C Portman presented the annual report of the Joint Audit and Ethics Committee.

**RESOLVED:** Committee noted the report

**ACTION:** Mr Freeman to ensure the report is presented to the Commissioner and Chief Constable

**8. Internal Audit – Annual Report 2017/18**

Mrs Taylor presented the Annual Report of the Internal Audit plan for 2017/18 and reported a generally sound system of governance is in place and is operating soundly.

Mrs Taylor reported that there is one outstanding piece of work to be completed for the 2017/18 audit in respect of the detention of vulnerable children. This report will be brought to committee in its September meeting.

Mrs Taylor confirmed that the amended definitions of assurance brought to the last meeting of the committee will be in place for the internal audit work plan for 2018/19.

**RESOLVED:** Committee noted the report

#### **9. Annual Governance Statements 2017/18 – PCC and Chief Constable**

Mr Freeman and Mr Cosh presented the Annual Governance Statements that form part of the Commissioner and Chief Constable's respective statement of accounts.

**RESOLVED:** Committee noted the report.

#### **10. Draft Statements of Accounts 2017/18**

Mr Freeman and Mr Cosh presented the draft statements of accounts for the PCC and the Chief Constable. Comments and queries were invited from committee members to be directed to either Mr Freeman, Mr Cosh or Mr Baker.

Mr Portman queried a significant movement in pay costs as reported in the accounts, it was confirmed that this related to the change in treatment of the funding of pension costs by the government and affects all police organisations.

Ms Sanderson asked if there is a framework for the regular review and renewal of reserves held by the commissioner. It was confirmed that reserves are monitored throughout the year to consider the level available and that the Commissioner's Reserves strategy is reviewed and published annually.

**RESOLVED:** Committee noted the report.

**ACTION:** Mr Freeman to circulate the latest Reserves Strategy document to the committee

#### **11. Complaints performance report**

DCI Connaughton presented the latest performance report in respect of the handing of complaints at Constabulary. It was highlighted that recorded complaints had reduced by 32% year on year with 95% of complaints recorded within 10 days.

The department is actively examined how to best communicate 'lessons learned' to all staff.

**RESOLVED:** Committee noted the report.

#### **12. DIP sampling of complaints report**

Ms Sanderson and Mr Weaver provided Committee with a report on the management of complaints by the constabulary. It was reported that the report had been considered at the PCC's scrutiny meeting.

**RESOLVED:** Committee noted the report.

**13. Constabulary Ethics update**

The committee welcomed the framework in place through which the constabulary considers ethically issues and their involvement in it.

DCI Connaughton reported that the Tactical Ethics Committee was being reviewed to determine a way forward for the group. DCI Connaughton confirmed that JAEC members are welcome to attend future meetings of the Ethics Committee and it was agreed that Ms Sanderson would attend the next meeting.

**RESOLVED:** Committee noted the report.

**ACTION:** Ms Sanderson to be invited to the next meeting of the Tactical Ethics Committee

**14. Local Audit Quality Forum**

Mr Portman presented a report on the Local Audit Quality Forum attended by Mr Portman and Mr Freeman.

**RESOLVED:** Committee noted the report.

**15. Urgent Business**

Mr Portman reported that he would be attending the Grant Thornton Audit Committee training event

**16. Outward Communication – none**

**17. Date of future meetings**

All meetings will be at County Hall, Preston, commencing at 1.30 pm.

Monday 10 September 2018

Monday 10 December 2018

Monday 11 March 2019

**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.**

**18. HMICFRS inspections update.**

Supt Dawson presented an update report in respect of HMICFRS inspections and reported the new approach that constabulary are undertaking in respect of the inspection process.

**RESOLVED:** Committee noted the report

**19. PSD Peer review**

DCI Connaughton presented a report on the recently completed Peer review of the Professional Standards Department (PSD) undertaken at the request of the Constabulary.

The review recognised a number of strengths and weaknesses with the department and as a result of the comments received PSD is reviewing the way it handles local resolutions to complaints.

Committee noted and commended the Constabulary's willingness to be open to change

**RESOLVED:** Committee noted the report

**A Harrison**  
**Director**

Signed:

Date:

**C Portman, Chairman Joint Audit and Ethics Committee**