



JOINT AUDIT AND ETHICS COMMITTEE

MONDAY, 14TH DECEMBER 2020 AT 13:00

JOINT AUDIT AND ETHICS COMMITTEE

MINUTES OF THE MEETING HELD ON THE 14TH DECEMBER 2020

PRESENT

Ms Karol Sanderson (Chair)
Mr Stephen Dobson
Mr David Jones
Mr Paul Richardson
Mr Russ Weaver

IN ATTENDANCE

Mr I Cosh	Director of Resources, Lancashire Constabulary
Mrs A Harrison	Director, OPCC
Mr S Freeman	Chief Finance Officer, OPCC
Mrs J Greaves	Head of Legal Services and Monitoring Officer, Lancashire Constabulary
T/Supt Z Mainey	Head of Professional Standards, Lancashire Constabulary (<i>Ethics Session only</i>)
Supt S Osiowy	Lancashire Constabulary (<i>Ethics Session only</i>)
Supt R Robertshaw	Lancashire Constabulary
Mr D Rogers	Head of Finance, Lancashire Constabulary
Mrs Ruth Lowry	Head of Internal Audit LCC
Mrs J Taylor	Audit Manager, LCC
Mr G Winstanley	Grant Thornton
Mrs J Nicholas	Governance Support Officer, OPCC

1. Apologies for absence

Chief Supt Ian Dawson, Lancashire Constabulary

Mr I Murray, Director, Grant Thornton

AUDIT Matters – Part I

2. **Constitutional matters**
3. **Disclosure of members' interests**

There are no Members' interests for disclosure.

4. **Minutes of the meeting held on the 12th October 2020**

The Chair highlighted the need to update the PCC website for recent meetings

ACTION: SF to ensure PCC website is updated

5. **Matters arising relating to audit issues**

Request for review documents relating to LPPA requested for committee members
Members' training day to be confirmed

ACTIONS: Mr Cosh to circulate LPPA review documents
Members training day to be arranged

6. **External Audit – Audit Update**
7. **External Audit – Audit Findings Report 2019-2020**
8. **External Audit – Joint Annual Audit Letter 2020-2021**

Mr Winstanley covered all three external audit items with one verbal update.

Mr Winstanley advised the Committee that the audit for 2019/20 was finalised earlier in the day with an unqualified opinion provided. The Value for Money conclusion has identified no areas for concern and gives a positive report for the Commissioner and Constabulary.

Mr Winstanley recorded his appreciation for the positive working relationship that is in place between the audit team and the finance team at Constabulary, which has ensured an efficient process.

Mr Winstanley confirmed that the Audit Findings report and Audit letter will be presented at the next meeting of the Committee.

Mr Winstanley highlighted that, in future years, there will be a greater scope of work for the Value for Money (VfM) audit with a focus on:

- Governance
- Financial sustainability
- Economy, Efficiency and Effectiveness

The VfM audit will provide commentary on all three areas identified.

The Chair highlighted recent commentary from the Financial Reporting Council (FCR) in respect of the quality of external audits in the face of cost pressures and lack of resources. Mr Cosh, Mr Freeman and Mr Winstanley all stated they were confident that these issues had not affected the audit of the Commissioner and Chief Constable accounts.

RESOLVED: Committee noted the report.

9. **Internal Audit Report**

Mrs Taylor presented an update on progress for the Audit Plan for 2020/2021 and confirmed that, despite the impact of the pandemic, good progress has been made with no actions which had been assessed as a 'high' risk.

It was acknowledged that a number of audit days remained outstanding in the plan and Mr Richardson asked what would happen to any unused days.

Mrs Taylor assured the Committee that any unused audit days that are not carried in to the next financial year are not charged for per the Service Level Agreement that is in place and that she was confident that the audit plan would be largely completed by the end of March 2021.

RESOLVED: Committee noted the report

10. **Committee Members Reports**

None

11. **Urgent Business**

None.

12. **Dates of future meetings**

The next meeting will take place on **Monday, 8th March 2021.**

Proposed dates for future meetings are:

Monday, 21st June 2021
Monday, 13th September 2021
Monday, 13th December 2021
Monday, 14th March 2022

RESOLVED: Committee agreed the proposed dates for future meetings

Audit Matters - 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.

13. HMICFRS Inspection Reports

Supt Richard Robertshaw provided the Committee with a verbal report.

Members thanks Supt Robertshaw for his update.

RESOLVED: Committee noted the report.

14. PCC Risk Register

Mr Freeman presented the OPCC risk register to the committee.

15. Chief Constable's Risk Register

Mr Cosh presented the Chief Constable's risk register.

Members thanked Mr Freeman and Mr Cosh for their updates.

RESOLVED: Committee noted the reports.

Ethics Matters – Part I

16. Minutes of the meeting held on 12th October 2020

The Minutes were reviewed and agreed as an accurate record of the meeting.

17. Matters arising

T/Supt Mainey has updated the risk assessment for members attending HQ to conduct sampling.

Training for members on Centurion system and the health and safety requirements for attending the HQ site to be arranged before sampling can be undertaken.

queried whether it was safe and appropriate for them to come in to the Constabulary site and it was agreed that she would review and amend the Risk Assessment for approval by Mr Weaver.

ACTION: T/Supt Mainey to arrange for appropriate training for members to take place.

18. Key Issues Update

Mr Cosh and Mr Freeman provided the committee with a summary of the key financial issues faced by the PCC and Chief Constable.

The main issue is the impact of the Police Funding Settlement due on 17th December 2020.

It is expected that the cost of delivering the uplift programme will be met by government but there is uncertainty of the level of funding that will be provided to meet all of the other cost pressures faced. This will be further complicated by the 'mix' in funding between government grant and local council tax.

Mr Cosh confirmed that the costs of dealing with the Covid pandemic in respect of PPE (Personal Protective Equipment) have been reimbursed by the government.

Mr Freeman confirmed that final interviews for the new Chief Constable would take place in the week commencing 21st December 2020.

RESOLVED: Committee noted the update.

19. Update on the Constabulary's Tactical Ethics Committee (TEC)

Supt Osiowy presented a report on the Force TEC meeting held on 1st December 2020. Attendance at the meeting was good and Mr Jones attended on behalf of JAEC.

The main issues covered at the meeting were the role of the Supervisor in the internal recruitment process and the Force social media policy.

The committee commented on a number of issues in respect of the internal recruitment process including the relationship with the force PDR process. It was noted that internal audit are in the

process of reviewing the PDR. Supt Osiowy will take the comments back to the next meeting of TEC and report further to JAEC on the outcome.

The force social media policy is being updated and the TEC is working with PSD on developing the guidance, focussing on making it more accessible to staff and bringing clarity; The committee made a number of comments on issues that they felt should be reflected in the updated policy. Supt Osiowy will report to the committee when the new policy has been drafted for comment.

RESOLVED: Committee noted the update.

20. TEC Workplan

Supt Osiowy reported that there has been dialogue with other forces as well as internally to inform the TEC workplan.

A report will be provided to the March meeting of JAEC on the proposed plan.

ACTION: Supt Osiowy to present the TEC workplan at the March meeting of JAEC.

21. Member reports

None

22. PSD Update

T/Det Supt Mainey presented her report to the Committee.

The report highlighted a difference in activity between the three BSUs and PSD are undertaking analysis to understand these differences and potential causes. T/Det Supt Mainey reported that she was keen to carry out further analysis on complaints and misconduct. A system of feedback from PSD to operational units had been implemented to inform the learning process. There continued to be staffing challenges in a small team carrying one vacancy and with COVID self-isolation and sickness issues.

In order to allow the committee to support PSD training is to be provided to committee members in respect of the complaint handling process, reflecting in particular the changes that have resulted from the new regulations.

RESOLVED: Committee noted the report.

ACTION-: T/Supt Mainey to arrange a training session for committee members
T/Supt Mainey to provide further analysis around the disparities in activity between the 3 BSUs.

23. OPCC Reviews

Mrs Harrison presented the report to the Committee.

The OPCC will provide further detail on their role in the process at the training session being arranged for members.

ACTION: The OPCC to provide detail of their role in the process at the member training session on complaints being arranged by T/Det Supt Mainey

24. Urgent Business

None.

