



## JOINT AUDIT AND ETHICS COMMITTEE

### Minutes of the meeting held on the 14<sup>th</sup> March 2022

#### PRESENT

Ms Karol Sanderson (Chair)  
Mr Stephen Dobson (*until 16.00*)  
Mr David Jones  
Mr Paul Richardson  
Mr Russ Weaver

#### IN ATTENDANCE

Mr S Freeman	Chief Finance Officer, OPCC
Mrs J Greaves	Head of Legal Services and Monitoring Officer, Lancashire Constabulary
Mrs A Harrison	Director, OPCC
Supt Z Mainey	Lancashire Constabulary ( <i>Ethics matters only</i> )
Ch Supt S Osiowy	Lancashire Constabulary ( <i>until 16.20</i> )
Mr D Rogers	Lancashire Constabulary ( <i>Audit matters only</i> )
Mrs J Taylor	Audit Manager, LCC ( <i>for Audit matters only</i> )
Insp D Arthur	Lancashire Constabulary
Mrs J Nicholas	OPCC
Mr G Winstanley	Grant Thornton ( <i>Audit matters only</i> )

#### 1. Apologies for absence

Mr I Murray, Grant Thornton  
Mrs G Routledge, Lancashire Constabulary

The Chair advised the meeting that Mr Ian Cosh had left the Constabulary and Ms Gillian Routledge would be attending these meetings in future. Ms Sanderson also advised that Mrs Greaves would be leaving Lancashire Constabulary in April and Lisa Fletcher, has just been appointed as the new Head of Legal Services.

## AUDIT Matters – Part I

### 2. Constitutional matters

None.

### 3. Disclosure of members' interests

There are no Members' interests for disclosure.

### 4. Minutes of the meeting held on the 14<sup>th</sup> of December 2021

Mr Rogers noted that he should be added to the attendance list for the December meeting. Mrs Taylor advised that in Item 4 at paragraph 9, the Minutes state that the OPCC Public Partnership review would be moved to Q4 (of 2021/2022), however, this has been moved to the 2022/23 Internal Audit Programme.

The Chair also indicated that going forward, the attendance list should specify whether attendees were present for only the Audit or Ethics section of the meeting. Where there is no such specification this indicated attendees were present for the whole meeting.

### 5. Matters arising relating to audit issues

There were no matters arising under audit issues.

### 6. External Audit – Audit Findings Report 2020/2021

Mr Winstanley presented the Audit Findings Report and highlighted the key points as follows:

- A couple of weeks away from finalising the Report.
- No adjustments to the financial statements of the Chief Constable were identified.
- Two material adjustments to the other financial statements neither of which has an effect on the balance sheet. A separate adjustment was identified and made by management relating to both debtors and creditors.
- Two unadjusted misstatements were identified. It is acknowledged that working practices during the pandemic had brought many challenges. There were a number of errors including prior year figures being incorrect as well as some arithmetical errors. Management agreed to correct these within the final statements.
- External Audit work is substantially complete and to date he is not aware of anything which would require modification to the Audit Opinion.

Mr Winstanley told the Committee that it was important to note the positive and professional working relationship between the Grant Thornton team and the Constabulary's finance team.

Mr Winstanley advised that the Value For Money Report would be available for the Committee's next meeting in June 2022.

In response to a question from the Chair, Mr Rogers confirmed that the concerns raised by the audit had been addressed and that the accounting system now provided more transparency and resilience. Mr Rogers further advised that the Constabulary have undertaken substantial efforts to produce the accounts and he felt that the finance team have achieved a lot of progress. He echoed Mr Winstanley's comment that there is a good working relationship with Grant Thornton.

**RESOLVED:** Committee noted the report.

## 7. Internal Audit – Monitoring Report

Mrs Taylor presented her Monitoring Report and advised that it covers work undertaken from 1<sup>st</sup> April 2021 to 28<sup>th</sup> February 2022.

During that period 197 days have been spent delivering items within the 2021/22 audit plan. Of the 16 reviews that form the current year audit programme, 9 have been completed, 3 are at a draft report stage, and four are still in progress.

Section 3 covers pieces of work completed since mid-December and includes opinion on Neighbourhood Policing. Appendix 2 provides a summary of 4 follow-up pieces of work. Results show that just under half of all actions have been implemented since the production of the report. A summary of those areas completed or in progress is reported in Appendix 1.

The Chair commented that there were several follow-up actions although they were all low priority and Mrs Taylor agreed, advising that the Covid pandemic has, and still is, providing an impact on resources implications and whilst there were minor areas for improvement, these were all reasonable and had not given her any concern.

In response to a question from Mr Weaver in relation to the Neighbourhood Policing audit, where the audit opinion was moderate assurance. Mrs Taylor commented that the audit looks at what arrangements are in place for neighbourhood policing and whether the Constabulary has appropriate mechanisms in place to achieve its aims and objectives, for example, is appropriate software in place, are officers trained around community engagement.

ChSupt Osiowy advised that each supervisory officer can look at the progress of a case, how long the case had been open, is there an investigation plan in place, has the victim been informed/updated etc. This enabled the supervisor to check individual officers' performance.

Mr Weaver asked whether targeting of prolific offenders was undertaken by the Neighbourhood Policing teams. ChSupt Osiowy advised that the Neighbourhood Policing teams are responsible for engagement, along with Police Community Support Officers and Community Safety Teams. All these teams provide information on repeat victims, repeat/prolific offenders and repeat locations. Sergeant Arthur commented that he had recently visited all of the BCUs to identify any gaps in information and assess compliance. He was reassured that many teams throughout the divisions have a sense of ownership of their areas.

Ms Sanderson commented that this was very positive feedback and Mr Weaver thanked Mrs Taylor, ChSupt Osiowy and Sergeant Arthur for the detailed responses.

The Chair thanked Mrs Taylor for her report.

**RESOLVED:** Committee noted the report.

**8. Internal Audit – Combined Audit Plan 2022/2023**

Mrs Taylor presented her Report to the Committee and advised as follows:

The Plan provides for 200 days of assignments which will provide sufficient time for risk governance and management. The Plan and Charter sets out the roles and responsibilities for Internal Audit and the management teams, along with this Committee in relation to its internal audit function and sets of the legislative framework. As in previous years it will identify any areas which may benefit from audit processes and look at any changes which may impact the organisation. For example, a new Chief Constable, new Commissioner, changes to governance framework for the 2022/2023 programme. This will include discussions with the Constabulary and the OPCC around any area on which they would welcome assurance.

Mrs Taylor further advised there were no specific changes to the way in which Internal Audit carries out these audits; the methodology remains the same. The Audit Charter at Annex 1 identifies the audit programme and highlights that an external audit takes place every 5 years and will take place during 2022/2023. In response to a query from the Chair, Mrs Taylor confirmed that external audits are undertaken by Heads of Internal Audit from, for example, other councils. Mrs Taylor advised that Ruth Lowry had retired as Head of Internal Audit in December 2021 and the new Head is Andrew Dalecki. It was agreed that Mr Dalecki be invited to the Committee's June meeting.

In response to a query from Ms Sanderson regarding the LPPA Pension Administration audit, Mrs Taylor confirmed that she would bring a report to the Committee once the Annual Report is available.

ChSupt Osiowy commented that there may be some recommendation from the PEEL Inspections and asked whether there would be an opportunity to approach Internal Audit for some assistance for future planning. Mrs Taylor agreed that the plan could be flexible with an option to increase the number of days or change/replace the priorities.

Mr Dobson commented there appeared to be little mention of information technology and Mrs Taylor advised that, there is an outside contract for information technology audit which the Constabulary could secure directly if it felt necessary. In response to subsequent query from the Chair, ChSupt Osiowy advised that the Deputy Chief Constable had undertaken a review of its risk register and advised that Gillian Routledge would be able to provide an update to the Committee. Mr Dobson felt this would be very helpful as targeted malware would be a significant risk. ChSupt Osiowy agreed to discuss this with Mr Rogers and Gillian Routledge.

The Chair thanked Mrs Taylor for her report.

**RESOLVED:** Committee noted the report.

**9. JAEC Audit – Workplan 2022/2023**

The Committee considered the Workplan and agreed the following amendments:

- Internal Audit Charter is aligned with the Audit Plan and should be moved to March 2023.
- The addition of Pension Assurance Report.

**10. Committee Members Reports**

Mr Jones commented that he had collected a laptop and he had received very helpful support from the IT department.

**11. Urgent Business**

None.

**12. Dates of future meetings**

The Committee **AGREED** the meeting dates for 2022/2023 Committee year as:

Monday, 13th June 2022

Monday, 12th September 2022

Monday, 12th December 2022

Monday, 13th March **2023**

**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**

Chief Superintendent Stasia Osiowy presented a detailed update to the Committee about ongoing work within the Force in preparation for various HMICFRS inspections.

**RESOLVED:** Committee noted the report.

**The Audit section of the meeting concluded at 14:30.**

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## Ethics Matters – Part I (commenced at 14.45)

### 14. Minutes of the meeting held on the 14<sup>th</sup> of December 2021

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

### 15. Matters arising relating to ethics issues

Item 17 - Mrs Harrison and Mr Freeman confirmed that the action in relation to the updated dip sampling protocol had been concluded and it would be circulated. The meeting subsequently agreed to include VAWG sampling work in the protocol and this would need to be further updated and be circulated at the next meeting

Item 18 - ChSupt Osiowy confirmed her report on Violence Against Women and Girls appears on this Agenda.

Item 21 - Committee Structure – Mr Freeman advised that arrangements are being made for a meeting with Gillian Routledge and a further update would be provided at the next meeting for the Committee's consideration.

### 16. Key Issues Update

Mr Freeman and Mr Rogers confirmed the budget had been set and agreed just a few weeks ago but the very recent news of the 'cost of living crisis' will affect everyone, including the Constabulary, and the budget would be affected considerably. In addition, the Russian invasion of Ukraine would impact in several key financial areas including inflation and consumables. It is anticipated to be an extremely difficult time for both organisations and both these issues would impact on the new financial year in April.

**RESOLVED:** Committee noted the update.

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

ChSupt Osiowy presented a report to the Committee which highlighted the two key points of discussion from the TEC meeting held on 23<sup>rd</sup> February, firstly the reporting of misconduct and secondly the subject of tattoos.

in response to a comment from the Chair, Supt Mainey felt the idea of a Witness Charter which would support staff who had reported misconduct was a useful suggestion.

ChSupt Osiowy advised the Committee there was a Tattoo Panel within the Constabulary and it does share its outcomes with staff. Guidance included tattoos which were offensive, sexist, racist, homophobic etc will not be tolerated. Ms Greaves told the Committee that whilst policy is complex, reasoning and rationale should be in place and flexible to reflect the communities being served in

2022. Supervisors should identify any issues around tattoos and there is an option to include the wearing of long sleeves in conditions of service.

The Committee felt that they would welcome feedback from the Constabulary around the Witness Charter and issues of tattoos. ChSupt Osiowy and Supt Mainey agreed to provide this to a future meeting.

Mr Jones confirmed he had attended the TEC meeting which was well attended and feedback from the attendees was very good.

On behalf of the Committee the Chair thanked ChSupt Osiowy for her report.

**RESOLVED:** Committee noted the report.

**18. Update on the Constabulary's Framework on Violence Against Women & Girls**

ChSupt Osiowy presented her report to the Committee and members made a number of comments. Mrs Harrison suggested that perhaps this Committee could have a dip sample function, perhaps twice a year around Supt Mainey's arena of work on this framework.

Supt Mainey advised that all live cases were reviewed to identify those which fall into VAWG and during inspections by both HMIC and IOPC, discussions had taken place around the findings of super complaints. With that in mind, she felt that including this Committee could certainly add value. She further advised that once a month the senior management team of PSD report to her around discrimination, VAWG etc which she then reports directly to the Deputy Chief Constable. Supt Mainey is confident that the Constabulary have appropriate internal scrutiny but would welcome the addition of JAEC oversight.

In response to a query from the Chair, Mrs Harrison confirmed that this dip sample activity would need to be reflected in the protocol of the Committee.

It was agreed that a review of review of VAWG Framework should be revisited.

**RESOLVED:** Committee noted the report.

**19. Committee Members Reports**

Mr Richardson and Mr Jones presented their Grievance Audit Report to the Committee.

It was noted that following the issue of technology, Members would now recommence complaints dip sampling.

**RESOLVED:** Committee noted the report.



**20. OPCC Ethics Update**

Mr Freeman advised the Committee that the OPCC Restructure had been approved which included an increase in posts. An updated Ethics Pack and training session is being produced, including a refresher session for all staff within the next six months.

**RESOLVED:** Committee noted the report.

**21. JAEC Ethics – Workplan 2022/2023**

The Committee considered the Workplan and it was agreed that a discussion would take place ahead of the next meeting to agree the quarterly input from the Head of PSD as these reports would need to be aligned with reports to the Commissioner's Accountability Boards.

**RESOLVED:** Committee noted the report.

**22. Urgent Business**

None.

**Ethics Matters - PART II – PRIVATE AND CONFIDENTIAL**

**23. PSD Update – Vetting Policy & Procedures**

Supt Mainey presented a report to the Committee.

**RESOLVED:** Committee noted the report.

<b>Signed:</b>	.....
	<b>Angela Harrison, Director, OPCC</b>
	<b>Dated the                      day of                      2021</b>

<b>Signed:</b>	.....
	<b>Karol Sanderson, Chair, Joint Audit and Ethics Committee</b>
	<b>Dated the                      day of                      2021</b>