



Cambridgeshire
Police & Crime
Commissioner



Creating a safer
Cambridgeshire

MINUTES - JOINT AUDIT COMMITTEE

Date: 10 December 2013
Time: 14:00
Location: South Cambridgeshire Hall, Cambourne

Committee Members: Ms Nicola Scrivings (Chairman)
Mr Ansar Ali
Mrs Catherine Crawford
Miss Nicola Mullany
Mr Michael Hindmarch

In Attendance: Mr Brian Ashton, Deputy Police and Crime Commissioner
Dr Dorothy Gregson, Chief Executive
Mr Jim Haylett, Head of Policy and Performance
Miss Eve Landon, Policy Officer
Mrs Niki Howard, Chief Finance Officer (Constabulary & OPCC)
Mr Mark Hodgson, Audit Director, Ernst & Young
Ms Suzanne Lane, Senior Manager, Baker Tilly

1. Welcome and Apologies

Apologies were received from Chief Constable Simon Parr, Ms Natalie Clark of Ernst & Young, Daniel Harris of Baker Tilly and Supt Melanie Dales.

2. Election of Vice Chairman

Mike Hindmarch was nominated by Nicola Scrivings, this was seconded by Nicola Mullany and he was duly elected Vice Chairman of the Joint Audit Committee.

Catherine Crawford was appointed as the JAC member of the Integrity Sub-Committee.

3. Declarations of Interest

Nicola Mullany will soon become an Ombudsman for the Financial Ombudsman Service.

4. Minutes of the Meeting held on 18 September 2013

The minutes of the meeting held on 18 September 2013 were approved and signed by the Chairman. It is noted that attendee lists of previous meetings were not complete and the Committee asked for this to be accurately recorded in the future.

5. Terms of Reference and Establishment of Integrity Sub-Committee

In September 2013 this Committee agreed in principle to the terms of reference and requested some amendments be made before formal approval.

It was agreed that these Terms of Reference be adopted. They would now be considered in Transfer Order 2 to ensure that there is a standard governance document to refer to when updating the Terms of Reference in the future.

It was agreed that membership would be reviewed in July 2015 and action taken to rotate membership to ensure continuity.

The Committee discussed issues around integrity and it was noted that Cambridgeshire was the host organisation for the management of complaints for Bedfordshire, Cambridgeshire and Hertfordshire Police Forces. It was emphasised that complaints needed to be considered separately to integrity issues.

In terms of the Integrity Sub-Committee, it was agreed that the purpose of this would be to review the control mechanisms to ensure effective and transparent handling of integrity issues. It was recognised that the control mechanisms would evolve over time.

The Chief Executive and Catherine Crawford would meet to set up the substance of the Integrity Sub-Committee. It was agreed that this Committee would have one report annually from the ISC at a minimum.

Resolved:

- (i) Terms of Reference of Joint Audit Committee and Integrity Sub-Committee to be linked with Transfer Order 2*
- (ii) Review membership in July 2015 in order to establish rotational membership*
- (iii) Dorothy Gregson and Catherine Crawford to meet to set up the substance of the Integrity Sub-Committee and agree the date for the annual report to the JAC.*

6. Constabulary Operational Risk Management

The Force Executive Board, chaired by the Chief Constable owned and monitored all risks in the Operational Risk Register (ORR). Members were informed that all current

risks would be brought to this Committee in March following its consideration at the BCB. The management process of risks was explained to members.

The Chairman expressed disappointment that the Operational Risk Register was not in front of the Committee at this meeting. Members were reassured that the reason for this was that the ORR had not yet been through the internal processes and considered by the BCB, as well as there being issues with protected information.

It was noted that the only risks the Committee should be aware of at this time in relation to operational work were Child Exploitation and Cyber Crime, this was consistent across all forces. If any of the operational risks were having a significant impact on the organisation, these would be identified on the strategic risk register that the Committee considered at the previous meeting.

The Committee requested a summary of the current risks to ensure visibility.

Resolved:

- (i) *Operational Risk Register to be on the agenda for the next meeting.*
- (ii) *A summary of current highest priority risks to be circulated to members.*

7. Collaboration progress Update

DG gave an overview of collaboration within the region, including the formal and informal meeting structures. DG indicated that a S22 agreement had been signed the previous day by all 6 corporations sole regarding the Joint Protective Services collaborative arrangements, as recommended by internal audit.

Updates on collaboration were presented at most Business Coordination Board's (BCB) in order to ensure appropriate oversight and management and transparency. There were various active controls assurance mechanisms.

Collaboration was a key part of long term balancing of the budget in order to deliver services that were cheaper and of equal quality and helped the forces meet their Strategic Policing Requirement commitments.

The DPCC commented that the difficulty was managing the front facing capacity enabling work and all of the processes and financial backbone is maximised in terms of effectiveness and efficiency. As such, the risks are largely unknown. An example of this was Operation Metis, a project digitising and mobilising all things Police Officers' do. It was agreed that members would receive a briefing on Op Metis.

Resolved:

- (i) *Arrange for Members to receive briefing on Op Metis*

