
NORTH YORKSHIRE POLICE AND CRIME COMMISSIONER AND NORTH YORKSHIRE POLICE

JOINT INDEPENDENT AUDIT COMMITTEE

Minutes of the meeting held at Headquarters North Yorkshire Police, Newby Wiske Hall DL7 9HA at 1pm on Tuesday 20 June 2017.

PRESENT:-

In the Chair: David Portlock (DP)

Members: Steven Hawksworth (SH).

As the Committee is not quorate no decisions can be taken at this meeting.

Officers: Acting Chief Executive Officer Fraser Sampson(FS); Chief Constable's Chief Finance Officer and Chief Accountant Jane Palmer (JP); Commissioner's Chief Finance Officer Michael Porter (MP); External Audit Engagement Senior Manager (Mazars) Gareth Roberts (GR); External Audit Engagement Lead and Partner Cameron Waddell (CW); Internal Audit Lead and Partner (RSM) Dan Harris (DH); Risk & Assurance Manager Donald Stone (DS)

Minute taker: Personal Assistant to the Commissioner's Chief Finance Officer – Shain Yapp (SY)

(316) **Introductions and Apologies**

Apologies had been received from Police & Crime Commissioner Julia Mulligan; Chief Constable Dave Jones; Deputy Chief Constable Lisa Winward; Chief Executive Officer Joanna Carter; Member Max Thomas.

(317) **Declarations of Interest**

The Chair advised the meeting that his wife is an employee of RSM who are the Internal Auditors.

(318) **Minutes of the meeting held on 21st March 2017**

The minutes were approved for publication.

(319) **Matters Arising**

There were no matters arising from the previous meeting which were not included on the agenda for this meeting.

(320) **Confidential items**

It was agreed that item 12 on the agenda should be treated wholly or partly as confidential, and that any confidential information be excluded from the minutes to be made available for

public inspection on the grounds that it will involve, or discussion of it will involve, the likely disclosure of exempt information.

(321) **Draft Financial Statements (unaudited) for 2016-2017**

A Joint Report of the Commissioner's Chief Finance Officer and the Chief Constable's Chief Finance Officer and Chief Accountant.

The draft Financial Statements (unaudited) for 2016-2017 had been prepared and will be published before the end of June.

(322) **Draft Joint Annual Governance Statement for 2016-2017**

DS tabled Draft Joint Annual Governance Statement for 2016-2017. This will be published before the end of June.

No matters were raised at this point.

(323) **External Audit Progress Report**

GR reported that Mazars' audit work was on track for this time of year and there were no matters to raise with the Committee at this stage. There were no changes to the significant risks that were identified in the 2016/17 Audit Strategy Memorandum presented to the March meeting.

The next stage of the audit will be the next tranche of on-site work on the financial statements which is due to take place from mid-June. Mazars are aiming for the audit to be substantially complete by the end of July, in line with the new timetable that will be introduced for 2017/18. It was noted that the latest quarterly compliance report for 2016/17 issued by Public Sector Audit Appointments Ltd indicates that Mazars LLP are fully compliant with the Regulator's standards.

The Report was noted

(324) **Internal Audit Annual Report and Opinion 2016/17**

In accordance with Public Sector Internal Audit Standards (PSIAS), the head of internal audit (DH) is required to provide an annual opinion, based upon the work performed, on the overall adequacy and effectiveness of the organisation's risk management, control and governance processes. For both the Police and Crime Commissioner and the Chief Constable the head of internal audit's annual opinion for 2016/17 is that they have an adequate and effective framework for risk management, governance and internal control. However, RSM's work had identified further enhancements to the framework of risk management, governance and internal control to ensure that it remains effective.

Under PSIAS, internal audit services are required to have an external audit assessment every 5 years. The recent external review concluded that RSM has *'a robust approach to the annual and assignment planning processes and the documentation reviewed was thorough in both terms of reports provided to audit committee and the supporting working papers.'* RSM was found to have an excellent level of conformance with the Global Institute of Internal Auditors' professional standards. RSM has in place a quality assurance and improvement programme to ensure continuous improvement of its internal audit services.

There are no areas which it is believed need bringing to the attention of the Commissioner and Chief Constable as impacting on the quality of the service provided by RSM.

The Annual Report and Opinion were noted.

(325) **Internal Audit Progress Report**

The progress report covered the 2016/2017 and 2017/2018 internal audit plans.

The 2016/2017 plan had been fully delivered following finalisation of the three reports tabled at this meeting. These are *Follow up of Previous Internal Audit and HMIC Recommendations, Digital Forensic Unit Quality Manual and ISO17025 Internal Audit Compliance and Chief Officer Salaries, Allowances and Expenses*.

The internal audit plan for 2017/2018 was approved by the Joint Independent Audit Committee on 21st March 2017 and progress against plan will be reported on at future meetings of the Committee.

The Report was noted.

(326) **Corporate Performance Report – for information**

No issues were raised

The Report was noted.

(327) **Quarterly Strategic Risk Register Report – Confidential report**

The Report provided an update on the Strategic Risk Register and the new and closed risks since the last meeting of the Committee

The Report was noted.

(328) **Committee Annual Report for the year ended 31 March 2017**

The Committee's Annual Report was considered and approved.

The Chair thanked Donald Stone for his assistance in drafting the Report.

Action: The Report be formally submitted to the Commissioner and Chief Constable.

(329) **Commissioner's Decisions**

There were no comments regarding decision notices published on the Commissioner's website

(330) **Commissioner's and Chief Constable's items**

The Police and Crime Plan for the period 2017-2021 had been published. An implementation Plan is being developed. Staff engagement sessions are being rolled out across the force by the Chief Constable which all staff are required to attend.

The Commissioner has decided to prepare a Local Business Case for collaboration with Fire & Rescue Services which will in due course be submitted to the relevant Minister. Public Consultation will begin in July and will be led by an external and independent firm.

(331) **Confirmation of date of next meeting:**

Tuesday 19 September 2017, NYP HQ Alverton Court, Crosby Road, DL6 1AS (AC12 Haigh Meeting Room)

(332) **Date of remaining 2017 meeting**

Tuesday 12 December 2017 (AC 12 Haigh Meeting Room)

(333) **Any other urgent business**

There being no other business the meeting closed at 1440 hrs