

NORTH YORKSHIRE POLICE,
FIRE AND CRIME COMMISSIONER /
NORTH YORKSHIRE FIRE AND RESCUE SERVICE
Independent Audit Committee

Meeting: Joint Independent Audit Committee
Time and date: Tuesday 22nd September 2020, 11:00 – 13:00
Location: Via Microsoft Teams
Chair: Asim Ashraf (AA)

Attendees:

Name	Role
John Foster (JF)	Deputy Chief Fire Officer
Michael Porter (MP)	PFCC's Chief Finance Officer
Stephen Fox (SF)	Independent Member
Becky Horrocks (BH)	Independent Member
Andrew McHutchon (AM)	Independent Member
David O'Brien (DO)	Independent Member
Stuart Cutts (SC)	Veritau
David Holmes (DH)	Veritau
Clare Godfrey (CG)	Head of Finance (NYFRS)
Gavin Barker (GB)	Mazars
Abi Medic (AM)	Mazars
Shain Yapp (SY)	Personal Assistant Executive Support for the Chief Officer Team

Apologies:

Name	Role
Simon Dennis	Interim Chief Executive & Monitoring Officer

Items and Decisions:

No.	Discussion	Outcome / Decision
1.	<p><u>Attendance and Apologies</u></p> <p>It was noted a quorum of the Committee was present.</p>	Noted
2.	<p><u>Declaration of Interest</u></p> <p>There were no declarations of interest.</p>	For information
3.	<p><u>Minutes of the previous meeting</u></p> <p>The minutes of the previous meeting were approved.</p>	Approved
4.	<p><u>Actions of the previous meeting</u></p> <p>The Chair updated the committee on his pre-meeting with JF which was held to discuss risk across the organisation.</p>	Noted
5.	<p><u>Internal Audit</u></p> <p><u>Progress report</u></p> <p>SC provided an overview of the report and opened to questions.</p> <p>SC advised Veritau has diarised and met with everyone who needs to be involved in future audits, and the work will progress in the next four to six weeks. Veritau are working towards completing a 'follow up' report which will be brought to the next meeting. SC assured the members that the new rating will be applied to all audit opinions as well as annual reviews.</p> <p><u>Mobile Data Terminal Replacement Project</u></p> <p>AA questioned the lack of assurance on this report and accepted that this was a forward-looking piece of work. MP has advised that lessons learn will now be adopted into future projects.</p>	

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	<p>AA shared his concerns and suggested that in his experience risks should be picked up on a RAID log within a PID.</p> <p>Concerns were raised that there seemed to insufficient training in managing projects. MP appreciates that it is difficult to manage projects when you carry out the task alongside your own role. MP advised that this is being addressed by introducing the new project management process that will be delivered by enableNY through dedicated and experienced project resource.</p> <p>BH asked if the organisation could benefit from member expertise and if there was anything they could do to help? MP advised the committee that there are three significant projects in the pipeline which will shape the future of the organisation and would welcome the committee members to offer support as a critical friend as this could help to feed into the process and sense check the work. JF agreed on MP's suggestion. It was advised that enableNY has been commissioned to carry out this work, therefore conversation would need to extend with them. BH offered to link in with JF and RW after the meeting.</p> <p>It was agreed that the members would meet with JF and RW and support the organisation's future projects as a critical friend.</p>	<p>Action 10,a,b,c</p>
<p>6.</p>	<p><u>External Audit Progress Report</u></p> <p>External Audit Progress Report</p> <p>Asim thanked Mazars, officers involved and their finance teams for adapting their process in the current climate.</p> <p>GB agreed that through difficult circumstances there haven't been any relaxations in the processes by the external auditors or the officers preparing the papers, offering his thanks to MP, CG and their teams for working in challenging circumstances.</p> <p>An overview was provided, no questions raised</p>	
<p>7.</p>	<p><u>Tactical leadership Team</u></p> <p>JF provided an overview of the TLT report, advising that this new reporting process was introduced in April to replace the previous process and procedures used to report on the topic of Risk. Both Risk Management Group and Information Governance Group meetings are now captured in the TLT meetings and actions subsequently feed into the Senior Leadership Team meeting. The TLT report provides functional updates, gives an overview on programmes of work</p>	

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	<p>and updates such as national operation guidance. JF also advised that a new Asset Management system is being implemented; this had a slow to start but is now in its final stages of completion. Corporate Risk is now on the standing agenda and is reviewed monthly by the Senior Leadership Team and all Heads of Function have ownership of risks in their own areas of responsibility. They are also required to update the Senior Leadership of any issues if required.</p> <p><u>Information Governance Performance Indicators</u></p> <p>AA suggested that it may be advantageous for the SLT to commission some analysis to draw more information on any training gaps.</p> <p>JF gave the committee an apprise of recent compliments and complaints and assured the committee that FOI requests have met the Service Level Agreement time frame.</p> <p><u>HMICFRS outcomes action plan and progress</u></p> <p>No questions</p>	
8.	<p><u>Annual Governance Statement</u></p> <p>MP, shared the current draft, advising the committee that there were no significant changes made.</p> <p>It was requested by the members that a summary of changes would be advantages, these could be identified in a covering note, version control or highlighted within the report enabling the committee to efficiently review this document throughout its iterations.</p> <p>No questions raised</p>	
9.	<p><u>Final Accounts</u></p> <p>As with the AGS it was requested by the members that a summary of changes would be advantages, these could be identified in a covering note, version control or highlighted within the report.</p> <p>MP thanked CG and her team for all their hard work in producing the accounts.</p> <p>No questions raised</p>	

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10.	<p><u>Fire Audit Committee Annual Report</u></p> <p>The Chair feels confident that the committee has provided a service as required by guidelines and met all the expected requirements. Training is ongoing area of development and the Chair intends to pick up with the Committee members collectively and individually to identify training needs. A training plan will then be formed for 2021.</p> <p>The Chair has requested that an online member-only session is arranged to discuss training needs.</p> <p>Report approved.</p>	
11.	<p><u>IAC Forward Planner</u></p> <p>It was agreed that the forward planner is to be updated showing the new dates. AA has requested that item 17 is added to the forward planner, 'ToRs - to be reviewed annually at the March meeting'.</p> <p>BH suggested some changes be made to agenda template by including a couple of sentences against items offering a synopsis of their contents.</p> <p>It was suggested that dates are to be added the forward planner to offer further assurance that requirements were being met in the appropriate timeframes.</p>	
12.	<p><u>AOB</u></p> <p>It was agreed if required JF would provide an update on the pensions report after the meeting due to the late submission of papers.</p>	
13.	<p><u>Dates of future meetings</u></p> <p>16th March 2021 22nd June 2021 21st September 2021 14th December 2021 15th March 2022</p>	

Actions Agreed:

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
10a	Member to meet with RW to offer a summary of enableNY & the services provided to NYFRS	SY	23.09.2020	05.11.2020	
10b	Members to meet with JF to offer a summary of Ambition 2025 & Risk Management	SY	23.09.2020	05.11.2020	
10c	Members to meet and discuss training opportunities. SY to set up a Teams meeting for the above by early November.	SY	23.09.2020	05.11.2020	
11	Members to meet with Veritau at the pre meeting in December.	SY	23.09.2020	15.12.2020	

The next meeting of the IAC will take place at 11:00 on 15th December 2020 remotely via Microsoft Teams.