



**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 15<sup>th</sup> December 2020, 11:00 – 13:00  
**Location:** Via Teams  
**Chair:** Asim Ashraf (AA)

**Attendees:**

<b>Name</b>	<b>Role</b>
John Foster (JF)	Deputy Chief Fire Officer
Michael Porter (MP)	PFCC's Chief Finance Officer
Stephen Fox (SF)	Independent Member
Andrew McHutchon (AM)	Independent Member
David O'Brien (DO)	Independent Member
Stuart Cutts (SC)	Veritau
David Holmes	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

**Items and Decisions:**

No.	Discussion	Outcome / Decision
1.	<p><b><u>Attendance and Apologies</u></b></p> <p>It was noted a quorum of the Committee was present.</p>	<b>Noted</b>
2.	<p><b><u>Declaration of Interest</u></b></p> <p>There were no declarations of interest.</p>	<b>For information</b>
3.	<p><b><u>Minutes of Previous meeting</u></b></p> <p>The minutes of the previous meeting were approved.</p>	<b>Approved</b>
4.	<p><b><u>Actions of previous meeting</u></b></p> <p>The Chair updated the committee on his pre -meeting with JF which was held to discuss risk management across the organisation.</p>	<b>Noted</b>
5.	<p><b><u>Internal Audit progress Report(s)</u></b></p> <p>The Chair requested that the procurement report must be sent to members prior to the meeting.</p>	<b>Action 12</b>
6.	<p><b><u>External Audit Completion Report</u></b></p> <p><u>Follow Up Letter Concluding the Audit</u></p> <p>GB provided a comprehensive overview of the completion report, thanking CG for her and her team’s professionalism in challenging circumstances.</p> <p>GB to check on the misprint of the letter and adjust.</p>	
7.	<p><b><u>Tactical Leadership Team Update Report</u></b></p> <p>JF offered additional updates as the Tactical Leadership Team had met yesterday.</p>	

No.	Discussion	Outcome / Decision
	<p><b><u>Information Governance</u></b></p> <p>JF reported that one area of concern was the e - learning module, clarity is being sought from the Group Managers on how training is accessed by individuals and the obstacles if any are preventing the training from happening.</p> <p>AA asked at what point is the issue escalated, JF advised that it was unclear whether some training had been completed and not captured correctly and this is being looked into to ascertain the accuracy of the data.</p> <p>AA suggested a management level communication is sent out to staff to send a timely reminder of the need for training.</p> <p><b><u>Performance Indicators</u></b></p> <p>No questions</p> <p><b><u>Corporate Risk Management</u></b></p> <p>The Chair requested an extra column for which records in/out</p> <p><b><u>HMICFRS outcome action plan and progress</u></b></p> <p>Draft Covid report has been received, however due to it being at a sensitive period of distribution, the report is not for wider sharing now.</p> <p>Visibility of report before or at the next meeting to be circulated to members.</p> <p>It was agreed that the report will be tabled for review at the next meeting.</p>	
8.	<p><b><u>IAC Forward Planner</u></b></p> <p>Noted</p>	
9.	<p><b><u>AOB</u></b></p> <p>The Chair closed the meeting at 12:00</p>	
10.	<p><b><u>Dates of future meetings</u></b></p> <p>22<sup>nd</sup> June 2021</p> <p>21<sup>st</sup> September 2021</p> <p>14<sup>th</sup> December 2021</p> <p>15<sup>th</sup> March 2022</p>	

**Actions Agreed:**

<b>No.</b>	<b>Action / Update</b>	<b>Owner</b>	<b>Date Issued</b>	<b>Due Date</b>	<b>Date Closed</b>
<b>10a</b>	Member to meet with RW to offer a summary of enableNY & the services provided to NYFRS	SY	23.09.2020	05.11.2020	15.12.2020
<b>10b</b>	Members to meet with JF to offer a summary of Ambition 2025 & Risk Management	SY	23.09.2020	05.11.2020	15.12.2020
<b>10c</b>	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	Carried forward to March 2021 meeting
<b>11</b>	Members to meet with Veritau at the pre meeting in December.	SY	23.09.2020	15.12.2020	15.12.2021
<b>12</b>	The Chair requested that the procurement report must be sent to members prior to the March meeting.	Veritau	15.12.2020		

**The next meeting of the IAC will take place at 11:00 on 16<sup>th</sup> March 2021 via Teams**