

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

**Meeting:** Joint Independent Audit Committee  
**Time and date:** Thursday 27<sup>th</sup> January 2022, 15:30 - 17:00  
**Location:** Via Microsoft Teams  
**Chair:** Becky Horrocks (BH)

**Attendees:**

<b>Name</b>	<b>Role</b>
Jon Dyson (JD)	Deputy Chief Fire Officer
Simon Dennis (SD)	Chief Executive Officer/Monitoring Officer, OPFCC
Michael Porter (MP)	PFCC's Chief Finance Officer
Ray Ward (RW) (SG)	Managing Director enableNY
Jonathan Dyson (JD)	Independent Member
Joanne Gleeson (JG)	Independent Member
Stuart Green (SG)	Independent Member
Roman Pronyszyn (RP)	Independent Member
Andrew McHutchon (AM)	Independent Member
David O'Brien (DO)	Independent Member
Stuart Cutts (SC)	Veritau
Abi Medic (AM)	Mazars
Gavin Barker (GB)	Mazars
Shain Yapp (SY)	Executive Support Personal Assistant for the Chief Officer Team

**Apologies:**

<b>Name</b>	<b>Role</b>
Claire Godfry	Head Of Finance

**Items and Decisions:**

<b>No.</b>	<b>Discussion</b>	<b>Outcome / Decision</b>
<b>1.</b>	<b>Attendance and Apologies</b>  MP facilitated the opening of the meeting with introductions across the table for the benefit of the new members attending the committee for the first time. MP asked BH to Chair the meeting on this occasion and offered his thanks for supporting the committee whilst a new Chair was appointed.  SD provided an update to the members on the appointment of the new OPFCC and the consequential lead up to the changes.  It was noted a quorum of the Committee was present.	<b>Noted</b>
<b>2.</b>	<b>Declaration of Interest</b>  RP declared his declaration of interest for the records  Dates to be amended of future meetings	<b>For information</b>
<b>3.</b>	<b>Minutes of the previous meeting</b>  The minutes of the previous meeting 21 September 2021 were approved	
<b>4.</b>	<b>Actions of the previous meeting</b>  Noted	

No.	Discussion	Outcome / Decision
5.	<p><b>Internal Audit progress Report(s)</b></p> <p><u>Progress Report</u> SC provided an update, highlighting the key points for the members benefit. JG thanked SC for his report saying it read clearly on next steps and was easy to understand. The Chair echoed JG's compliments.</p> <p><u>Payroll Audit Final Report</u> JG queried item 1.1 sharing her concerns on over payments, suggesting that an overpayment can be problematic to recoup, however if a top up BACs was paid out on instruction this would eliminate any problems incurring. SC to discuss with CG and report back in March.</p> <p>RW provided an up date on how payroll may develop over the next financial year, this to align both the Police and Fire systems.</p> <p><u>Compliance Review</u> MP provided an overview of the review of the services provided and developed. Members questioned on how the leadership is taking ownership. RW advised the Business Design and Assurance is taking on this.</p> <p>BH asked RW for an update on the exact ownership and how this is being monitored. SD suggest this query is taken to the Senior Leadership Team Meeting for further discussion and their strategic overview.</p>	<p><b>Action 12</b></p> <p><b>Action 13</b></p>
6.	<p><b>External Audit progress report</b></p> <p>GB provided an update on their Financial Reporting situation. Advising they would be presenting the Audit Completion Reports in the March meeting.</p>	
7.	<p><b>Tactical Leadership Team Update Report</b></p> <p><u>Information Governance</u> DCFO provided an overview of the report to the members JG, thanked JD for both the reports, and was pleased she could see the progress made in a short timescale.</p> <p><u>Performance Indicators</u> Page 9 Protecting Information module, seems there are some discrepancies in the numbers. Graphs for H&amp;S shows good information but members would appreciate it that time frames are consistent. JD advised that reports are currently being reviewed with plans to be realigned therefore will provide more clarity when produced.</p>	

No.	Discussion	Outcome / Decision
	<p><u>Corporate Risk Management</u></p> <p>RP asked if Risks could be seen in more detail.</p> <p><u>HMICFRS Outcome Action Plan and Progress</u></p> <p>BH complemented DCFO on all the positive feedback that has come into the NYFRS in December.</p>	
8.	<p><b>Annual Governance Statement</b></p> <p>MP advised AGS will brought to the March meeting.</p>	
9.	<p><b>Final Accounts</b></p> <p>Accounts will be brought to the March Meeting for the members perusal.</p>	
10.	<p><b>IAC Forward Planner</b></p> <p>Noted</p>	
11.	<p><b>AOB</b></p> <p>SD, clarified the arrangements for transparcy of documentation brought to the audit committee and published.</p> <p>MP, advised that Internal Audit contract has been procured and they will bring their audit plan to the next meeting.</p> <p>MP, placed on record, his thanks to Stephan Fox, who has now stood down as an independent member, for his time on the committee.</p> <p>MP, offered his thanks to BH for Chairing the Committee and doing a brilliant job.</p>	
12.	<p><b><u>Dates of future meetings</u></b></p> <p>21st June 2022</p> <p>20th September 2022</p> <p>13th December 2022</p> <p>21st March 2023</p> <p>20th June 2023</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>10c</b>	Members to meet and discuss training opportunities.  SY to set up a Teams meeting for the above by early November.  Carried over for Asim / Becky to discuss individuals training with the members	AA	23.09.2020	15.12.2020  November 2021	27/01/22
<b>11</b>	To discuss the findings of the Procurement Audit in detail prior to the next audit meeting.	BH/SC	16.03.2021	22.06.21	27/01/22
<b>12</b>	Payroll: SC to discuss with CG the process around overpayment ( 1.1) instead of recouping overpayment that additional payment is made via Bacs.	SC	27/01/2022	15.03.2022	
<b>13</b>	Compliance review: BH asked RW for an update on the exact ownership and how this is being monitored	SD / MP	27/01/2022		

The next meeting of the IAC will take place at 10:30 on 21st June 2022 - **Remotely via Microsoft Teams.**