

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 20th September 2022, 10:30 - 12:30

Location: Via Microsoft Teams

Chair: Jo Gleeson (JG)

Attendees:

Name	Role
Simon Dennis (SD)	Chief Executive Officer/Monitoring Officer, OPFCC
James Manning (JM)	T / Area Manager
Stuart Green (SG)	Independent Member
Michael Porter (MP)	PFCC's Chief Finance Officer 151
Philip Church (PC)	RSM
Roman Pronyszyn (RP)	Independent Member
Andrew McHutchon (AM)	Independent Member
David O'Brien (DO)	Independent Member
Gavin Barker (GB)	Mazars
Shain Yapp (SY)	Personal Assistant Executive Support for the Chief Officer Team

Apologies:

Name	Role
Ray Ward	enableNY Managing Director
Abi Medic	Mazars
Rena Brown	Acting enableNY Managing Director

Items and Decisions:

No.	Discussion	Outcome / Decision
1.	Attendance and Apologies It was noted a quorum of the Committee was present.	Noted
2.	Declaration of Interest JG declared his declaration of interest for the records. JG is currently working for a primary school multi academy trust based in North Yorkshire. She has no authority to procure services without following financial regulations which includes transparent public procurement processes. It is not expected that this relationship will impact on her ability to act as Chair of the IAC. The contract is due to expire on the 31.12.22 RP declared his declaration of interest for the records. RP declared an interest as a Parish Councillor in an area covered by North Yorkshire Police and Fire services	For information
3.	Minutes of the previous meeting The minutes of the previous meeting 20 th September 2022 were approved.	
4.	Actions of the previous meeting Noted.	
5.	Annual Governance Statement MP provided a verbal update to the committee. Final AGS will be brought to the committee at the next meeting. Michael requested, that any comments from the members would be appreciated. No questions raised.	

No.	Discussion	Outcome / Decision
6.	<p>External Audit Report GB provided an update to the committee and opened to questions. It was suggested that the next meeting be moved from December to the end of November.</p>	
7.	<p>Forward Planner Member requested that Tactical Leadership Team Update Report be shown on the planner as individual items</p>	Action 22
8.	<p>Tactical Leadership Team Update Report</p> <ul style="list-style-type: none"> • Performance Indicators <p>No questions raised</p> <ul style="list-style-type: none"> • Corporate Risk Management <p>It was agreed that the Policy be brought to the March meeting</p> <ul style="list-style-type: none"> • HMICFRS Outcome Action Plan and Progress <p>No questions raised</p> <ul style="list-style-type: none"> • Data Protection <p>DPO ML to be invited to the next meeting to clarify some points raised in the meeting.</p>	<p>Action 23</p> <p>Action 24</p>
9.	<p>Internal Audit</p> <ul style="list-style-type: none"> • Progress Report PC provided an update on the paper and opened for questions from the members. Member asked if PC was satisfied that work on the Procurement report would be done in time. PC provided assurance that he was. • Payroll – Process and Control Assurance PC opened for comments, advising the members that MP had commissioned this report to evaluate the payroll issues identified by management. Members sought clarity as to why one group of employees were being paid monthly and others paid every 4 weeks. MP advised different payment dates are due to the specific roles. Members were assured that robust systems are in place, and if an employee had two roles, they were identified by their individual brigade numbers so double payments would not be made. It was agreed critical internal controls need to be addressed. MP advised he was happy that the organisation is now fully aware of some of these challenges. Assuring the members, he will be picking these up with the Head of the enableNY. Reassuringly, they've all been given a timeline of the 30th of September for them to be resolved. • Sector Briefing For members information, no questions raised. 	
10.	<p>Audit Committee Annual Report Members thanked Michael for writing a comprehensive report on behalf of them. This will be signed off by the CFO and the PFCC.</p>	

No.	Discussion	Outcome / Decision
11.	Final Accounts Final accounts to be brought to the next meeting which will be held on the 29 th November.	
12.	AOB Nothing raised	
13.	<u>Dates of future meetings</u> 21 st March 2023 20 th June 2023 19 th September 2023	

Actions Agreed:

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
13	Compliance review: BH asked RW for an update on the exact ownership and how this is being monitored.	SD	27.01.2022		20.09.22 Closed
	SD to provide an update after the next SLT meeting		15.03.2022		
	21.06.22: SD to be invited to the September pre meet SD provided an update to the committee at the main meeting.	SY/SD	20.09.2022		Closed
16	Head of Finance will provide an update at the September meeting on the procurement processes being considered going forwards. Michael Porter to provide an update to the committee at the November meeting.	Michael Porter	21.06.2022	20.09.2022 29.11.2022	
			20.10.2022	29.11.2022	
17	Forward Planner be produced using the same template as the NYP and be issued to members with each AC meeting papers	Shain	21.06.2022	20.09.2022	Closed 20.09.2022
18	An update to be provided to members on the recent HMICFRS Peel inspection	SD	21.06.2022	20.09.2022	Closed 20.09.2022
19	Emergency Services News briefing - all benchmarking from the report be captured and	JM/MW	21.06.2022	20.09.2022	Closed 20.09.2022

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
	used when completing any performance and change work				
20	MP to meet with JG to discuss the 2021/22 SOA when available.	MP/JG	21.06.2022	20.09.2022 29/11/2022	
21	Forward Planner: JG requested the Tactical Leadership Team update Report be identified on the planner as separate items.	MP/ SY	20.09.2022	29.11.2022	
22	Declaration of Interest: It was agreed that Declaration of Interest should be clearly shown in the minutes under item 2. A request has been made to RP and JG to forward the wording they would like to be added to the minutes.	SY/ JG/ RP	20.09.2022	29.11.2022	
23	Risk Policy: Risk policy to be brought to the March meeting.	JM / MW	20.09.22	March 2023 meeting	
24	Tactical Leadership Team Update Report: DPO ML to be invited to the next meeting to clarify some points raised in the meeting.	JM/ MW			

The next meeting of the IAC will take place at 13:00 on 29th November 2022 via Teams