



**Durham Police Crime & Victims'
Commissioner/ Chief Constable**



Joint Independent Audit Committee

Tuesday 8th May 2018

11am-12:30pm

Hobson Room, Police HQ, DH15TT

Minutes

1. Attendance/Apologies

Chair

Mrs E Davies

Members

Mr D Shingleton

Office of the Police, Crime and Victims' Commissioner

Mr A Reiss, Mrs J Connor, Miss A White

Durham Constabulary

Mr G Ridley Chief Inspector Steve Long

Internal Audit

Mr S Carter,

Apologies

CLlr E Bell, Mrs J Flynn, Mr R Humphries, Mrs D Murphy, Mr C Kneale

Mrs Davies welcomed everyone to the meeting.

2. Declarations of Interest

To remind members of the Committee of the need to record any personal interest in items on the agenda. If a member has a personal interest that is a prejudicial interest, he/she must withdraw from the room during consideration of that item of business. Mrs Davies asked the Committee if they had any Declarations of Interest – nothing was declared.

3. Minutes of the meeting held on 20th April 2018

Minutes of the meeting held on Friday 20th April 2018 were recorded as a true record. Minutes now available to view on the PCVC website.

The 2 Year Internal Audit Plan prepared in accordance with the Service Level Agreement and covering the period from 1st April 2018 – 31st March 2020 was presented to the Committee for information. Mrs Davies was reassured by the information and that this mitigated the risk.

4. Annual Governance Statement (AGS) Action Plan Update- SC

Mr Carter advised the Joint Audit Committee on the progress being made in relation to the actions arising from the Annual Governance Statement 2016/17 for the Chief Constable and Police, Crime and Victims' Commissioner. The action plan was last considered by the Joint Audit Committee on 28th November 2017.

Mr Carter went through the report highlighting updated management response's that both reflect the current position of each action identified and a statement as to whether or not actions are considered to be of such significance to warrant inclusion in the AGS 2017/18.

Areas covered were:

- Medium Term Financial Plan
- Collaboration
- The Strategic Policing Requirement
- Commissioning of Services
- Role of the PCVC Chief Finance Officer

The Committee considered the assurance provided as a result of progress being made in relation to the actions arising from the AGS for the Chief Constable and Police, Crime and Victims' Commissioner and accepted Mr Carter's report.

5. Draft Annual Governance Statement (AGS) for the Chief Constable (CC) and Police, Crime and Victims Commissioner (PCVC) - SC

Mr Carter presented the proposed Annual Governance Statements for 2017/18 for the CC and PCVC to the Joint Audit Committee. He advised the statements which were revised significantly during 2016/17 to reflect the new requirement of the Delivering Good Governance in Local Government Framework 2016 have been reviewed and further revised to reflect current arrangements with all updates highlighted in red for ease of reference.

The Committee were shown a summary of how the significant issues were identified looking at issues raised in 2016/17 and the latest position of each issue at this point in time. Mrs Davies found it useful to see the changes in red.

The Committee members considered the AGS statements for both the CC and the PCVC and thanked Mr Carter for this comprehensive update. These reports will be presented to the Executive board meeting on 11th May 2018.

6. Internal Audit Progress Report- SC

Mr Carter advised the Joint Audit Committee on the work undertaken by Internal Audit between 1st April 2017 and 31st March 2018.

Mr Carter highlighted one issue of significance where controls need to improve to effectively manage risks and where Internal Audit was to undertake a further review. He

advised of amendments to the approved Internal Audit plan, and provided an update on performance indicators comparing actual performance against planned where measurable.

Mr Carter attached a summary of the agreed plan showing the status of each audit for the 12 months. There were 25 reviews including 6 carried forward from 2016/17 – 20 assurance reviews are complete, 2 counter fraud reviews are complete, with 3 assurance reviews planned or in progress. There were 2 unplanned advice and consultancy reviews requested looking at General Data Protection Regulation (GDPR) and Evidence Related Property (ERP).

Mr Carter gave a brief scope and assurance opinion on the following audit areas:

- Treasury Management
- Recruitment and Selection
- ICT Asset Management
- Risk Management
- Internet Security
- Counter Fraud Awareness
- Headquarters
- Information Governance – Freedom of Information (FOI)

Mrs Davies thanked Mr Carter for this report which considered the progress made on delivering the Internal Audit plan for 2017/18 and the Committee gained assurance on the adequacy and effectiveness of the internal control environment.

7. ICT Audit Activities- SC

Mr Carter asked the Committee to review and comment on a more detailed analysis of work that can be undertaken by the Internal Audit Team in relation to ICT.

Mr Carter shared detail of the strategic Internal Audit Plan for ICT looking at activities reported under, Information Security, Internet Security and Infrastructure (these are all subject to annual review).

Mr Carter presented a Venn diagram explaining the ICT Audit Activities by Grouping showing which activities cross over and which are mutually exclusive.

The Committee agreed the proposed detail of the activities that sit within the Strategic and Annual Plans as they relate to ICT.

8. Demand Management- Steve Long

Chief Inspector (CI) Steve Long gave a presentation on Demand Management with the aim to introduce continuous improvement to the Durham Constabulary Control Room.

He explained that back in 2016 there were issues with processes which caused a hindrance rather than a solution to incoming incidents. CI Long realised the need to improve the efficiency of the Force Control Room by creating a vision looking to:

- Develop a 'one room' philosophy
- Review layout of room
- Amalgamate the Priority Dispatch Centre and Incident Support Centre
- Introduce a Resolution Team

CI Long stated they aimed for a one room philosophy to try and introduce better team working. They addressed the layout of the room and assessed what worked best. They amalgamated the Priority Dispatch Centre and the Incident Support Centre. A resolution team was introduced to deal with low level THRIVE factors, (this is a decision model - Threat, Harm, Risk, Investigation, Vulnerability and Engagement which is used to assess the appropriate initial police response to an emergency call).

Initial savings to Durham Constabulary over the year since the implementation of the vision was £240,000.

Mrs Davies thanked CI Long for this informative presentation.

Any other business:-

Meeting closed at 12:30pm

Date of next meeting: Tuesday 19th June 2018

Time: 11.00 Place: Watson Room, Police HQ, DH1 5TT

Alan Reiss
Chief of Staff

G Ridley
Chief Finance Officer