



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



### Joint Independent Audit Committee

Tuesday 30<sup>th</sup> October 2018

11.00 a.m. – 12.50 p.m.

Police HQ, Durham

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### Minutes

#### 1. Attendance/Apologies

##### Chair

Mrs E Davies

##### Members

Mrs J Flynn, Mr R Humphries, Mr D Shingleton

##### Office of the Police, Crime and Victims' Commissioner

Mrs J Connor

##### Durham Constabulary

Mr G Ridley, Mrs C Jackson, Mr S Winship

##### External Audit

Mr J Collins, Mr M Kirkham

##### Internal Audit

Mr S Carter

##### Apologies

Cllr E Bell, Mrs D Murphy

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. Mr Ridley declared item 10, review of Chief Finance Officer Role was of interest, and he would leave the room while this was discussed.

#### 3. Minutes of the meeting held on 11<sup>th</sup> September 2018

Minutes of the meeting held on Tuesday 11<sup>th</sup> September were recorded as a true record.

#### 4. Budget Monitoring Outturn

Mr Ridley presented the Budget Monitoring Report for 31 August 2018 to 31<sup>st</sup> March 2019, and highlighted the following points:

Mr Ridley spoke of the large overspend in overtime, this is due to demand across the force. He assured the Committee that this is being monitored monthly at an Executive Level. There is also an increase in the Police Staff budget due to an increase in the ICT infrastructure.

The maintenance of custody suites is expensive and longer term projects are looking at the possibility of reducing from four custody suites to three.

Mr Ridley explained that transport related expenses are expected to overspend due to additional fuel costs arising from increased demand. He also highlighted the overspend in computing costs was due to the introduction of a new ICT system which assists in the management of shoplifting with information sent electronically to the police saving on manpower.

Mr Humphries asked for an update at a later meeting on the outturn for police pensions.

The Committee thanked Mr Ridley for the report.

## **5. Risk Register**

Mr Ridley presented a report to update the Committee on the latest Plan on a Page risk register for the force.

Mr Ridley suggested there is still work to do in relation to the General Data Protection Regulation (GDPR) which was brought in in May 2018. He advised the office needs to be digitally competent and capable and also record good quality information.

Mr Ridley said there is still a risk with *our stuff* and advised that he has had to prioritise the IT programme that delivers the service for the organisation but holding onto staff in this environment is difficult because of the turnover.

The Committee accepted the report and the recommendations presented to them.

## **6. Internal Audit Progress Report**

Mr Carter advised the Committee on the work undertaken by Internal Audit between 1st April 2018 and 31 March 2019.

Mr Carter gave a summary of the agreed plan showing the status of each audit as at 30<sup>th</sup> September.

The Committee commended the Internal Audit team on the broad programme of work undertaken in maintaining safe and efficient arrangements for the proper administration of the financial affairs of both the Police, Crime and Victims' Commissioner and the Chief Constable.

The Committee accepted the progress report.

## **7. Internal Audit Progress Report – Evidence Related Property (ERP)**

Mr Carter presented an update on the Internal Audit Progress report in relation to Evidence Related Property which is property seized as evidence in support of the prevention and detection of crime.

The Committee were previously advised in April 2017 of the outcome of the Internal Audit initial review which had resulted in the issue of a Limited Assurance Audit Opinion and of additional work subsequently undertaken, the update for which was provided in October 2017.

Mrs Jackson, Support Services Manager for Durham Constabulary, advised the Committee that a new in house ERP IT system had been developed by the force to mitigate the risk of a reoccurrence of the issues identified in the previous Audit report. This system went live on 1<sup>st</sup> October 2018 and an analysis of progress will be brought to a later meeting. Mrs Jackson praised Internal Audit for their support in particular Sarah Bell, a senior auditor, for her professional help and advice.

Mr Humphries expressed this was a good example of partnership working.

Mrs Flynn raised concerns of cash and drugs seizures and wanted to know what measures were in place to ensure all of the goods are accounted for. Mr Ridley explained that depending on the circumstances sometimes money seized from an offender needs to be forensically examined so has to be bagged up in its original state and not counted. However if the money needs to be returned to the offender (case collapses) there is no way of proving how much money was taken.

Mr Ridley and Mrs Jackson assured the Committee that they are looking at the process of the disposal of drugs and will report back to them at a later date.

The Committee considered the assurance provided as a result of progress made by the Force in relation to its ERP arrangements and were satisfied with the work carried out to date.

#### **8. Annual Governance Statement (AGS) Action Plan Report**

Mr Carter advised the Committee of the five significant governance issues highlighted in both statements relating to: Further funding reductions, collaboration, the strategic policing requirement (SPR), commissioning of services, and the PCVC Chief financial officer role.

Mr Carter explained how the action plan enabled progress made by management to address the issues and is monitored with senior management comment throughout the year.

Mr Humphries suggested that pension issues should be added to the action plan, Mr Carter is taking this forward.

The Committee accepted the report.

#### **9. Arrangements for determining Internal Audit Opinions**

Mr Carter explained the arrangements in place for determining internal audit opinions. To describe the process followed reference was made to a previously completed review used as an example with consideration given to the preparation, delivery and reporting stages of the audit and highlighting the link between control weaknesses identified and opinion provided. This report has been prepared in response to a query raised by this Committee when considering the Internal Audit Charter at its meeting on 24 July 2018.

The Committee accepted the report.

Mr Ridley left the meeting.

#### **10. Review of Chief Finance Officer Role**

Mr Carter gave the Annual update to the Committee on the current position of the PCVC and the Chief Constables Joint Chief Finance Officer (JCFO), (protocol was approved in October 2014).

The Committee felt arrangements in place are robust with the protocol and current personnel in place and they are comfortable with this arrangement. They agreed that the Joint Chief Finance Officer Role should continue to be reviewed annually.

Mr Ridley returned to the meeting.

#### **11. Chancellor Budget Implication**

Mr Ridley summarised the chancellor's latest budget and the implications it has for the Force.

#### **12. Debrief HMICFRS**

Mr Ridley gave the Committee an overview of the initial findings from the Integrated Efficiency Effectiveness and Legitimacy Inspection in October 2018.

The Audit Committee praised Durham Constabulary for the hard work that goes into supporting HMICFRS and implementing their recommendations.

#### **13. Professional Standards Quarterly Report**

Mr Winship delivered a presentation to the Committee on Complaints received in Professional Standards.

Mr Winship gave a general view of cases and allegations from 1<sup>st</sup> April to 30<sup>th</sup> September 2018. The Committee were reassured with the Taser deployment statistics. Mrs Davies has requested the same style of data for firearms deployment. – Mr Ridley/Mr Winship to provide.

Mr Winship advised that the complaints resolution team would be in post from week commencing 5th November 2018. It is hoped this early intervention will lead to early resolution. There will be a six month pilot scheme with a view to permanency if successful. The PCVC will have more governance around the complaints arena in the future. The Committee look forward to an update post the pilot.

In relation to IOPC Appeals Durham is below the national average, compared to similar size forces, where investigation appeals are upheld. The Committee agreed this has a positive reflection on the quality of investigations and getting them right.

#### **14. Durham Police 2017-18 Annual Audit Letter**

Mr Kirkham updated the Committee on the annual audit letter with a repeat of findings from 27 July 2018. He advised that the PCVC and CC are aware of the financial challenges and that the Medium

Term Financial Plan has been refreshed and updated for known pressures, events and assumptions as part of the 2018/19 budget setting process.

Mrs Davies thanked Mr Kirkham for the report.

#### **15. Durham Police Audit Progress Report October 2018**

Mr Collins gave an update of audit progress in delivering responsibilities as external auditors. He said the profession is under the spotlight but the Committee are happy that Mazars are meeting the Public Sector Audit Appointments Ltd. Standards for overall quality and regulatory compliance requirements.

Mr Humphries asked if the Committee needed guidance and Mr Ridley will bring a brief summary to a later meeting.

The Committee accepted this progress report.

#### **16. Any Other Business**

- Independent Members of Police Misconduct Panels – The majority of members have opted in to this.
- Appointment of new PCVC Chief Executive – Mr Ridley gave an update of the new Chief Executive Appointment – Mr Steve White

Date of next meeting: Tuesday 11<sup>th</sup> December 2018

Time: 11.00am Place: Darlington Police Station 6 St Cuthbert's Way, Darlington DL1 5LB

G Ridley  
Chief Finance Officer