JOINT CLEVELAND AUDIT COMMITTEE
OPEN MINUTES

A meeting of the Cleveland Joint Audit Committee was held on 24th March 2016 at the Teesside Golf Centre, Middlesbrough.

PRESENT: Mrs. Ann O'Hanlon (Chair), Mr. Stan Irwin, Mr. Gerard Walsh and Mr. Aslam Hanif

OFFICIALS: Mr. Barry Coppinger, Mr. Michael Porter and Mr. John Bage (Office of the Police & Crime Commissioner)
Mr. Iain Spittal and Miss Kate Rowntree, Mrs Claire Wrightson and Ms Michelle Phillips (Cleveland Police)
Lindsey Straughton, Mr Patrick Green (Internal Audit), Ms Diane Harold (External Audit)

297 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Roman Pronyszyn, Mr Simon Dennis, T/DCC Simon Nickless and Mr Graeme Slaughter

298 **OPEN MINUTES OF THE PREVIOUS MEETING HELD ON 17TH DECEMBER 2015**

ORDERED that;

1. the minutes were held as a true record.

299 **CIVIL CLAIM STATISTICS – REPORT OF THE CHIEF CONSTABLE**

The Force Legal Advisor informed Members that the purpose of the report was to advise on the number and types of civil claims against the Force received during the period 1st September 2015 to 29th February 2016 and the amounts paid out for those claims finalised during the period together with reasons for settlement.

Members were informed that there were 58 claims received during the period which was the same number as last year's figure.

Members were also informed that of the 60 cases that were finalised during the period, 63% were successfully defended. This is to be compared with last year's figures when 60% were successfully defended.

Members were informed that there were no exception reports being tabled at the meeting.

Members were informed of one case that was being considered relating to a possible industrial disease matter as far back as 1950s

Members queried whether there was a possibility for further similar claims to be received.

The Force Legal Advisor informed that there was a possibility that this may be

the case.

ORDERED that;

1. the report be noted.

300 **STRATEGIC RISK REGISTER– REPORT OF THE PCC**

The PCC's Chief Finance Officer (CFO) informed that the PCC is taking an integrated approach to embedding its risk register within the OPCC. The strategic register builds on the continued use of the 4Risk system adopted previously and also the Risk Management Policy that Members reviewed in March 2014 that was specific to the Office of the PCC.

Members were informed that all risks had been reviewed during the six months since the last report to Members was provided in September 2015. The PCC CFO gave a brief update to the following referenced below:

- Risks 1478 and 1479 – Financial Planning and Reductions in Central Funding.
- Risk 1481 – Structure with the right Capacity to support the PCC.
- Risk 1485 – Objectives of the Office of the PCC.
- Risk 1486 – Holding the Chief Constable and the Force to Account.

The Chair sought assurance regarding Risk 1470 - Diversity & Equality particularly in the light of the recently publicised employment claim and with particular reference to reputational damage. The Chair asked if the seven risk control factors in place were suffice for the position the OPCC and Force finds itself.

The CFO informed Members that this risk and its associated controls were being looked at and more work was being done on this matter.

The Commissioner informed members that a significant amount of work was and is being carried out in this matter.

ORDERED that;

1. The report be noted.

301 **CONTRACT STANDING ORDER 9 – EXCEPTIONAL SITUATIONS – REPORT OF THE CHIEF CONSTABLE**

The Procurement and Fleet Lead Officer (P+FLO) informed Members that the purpose of the report was to inform that Contract Standing Orders state that "Utilisation of Contract Standing Order 9 or failure to follow contract standing orders shall be reported by the CFO of the Chief Constable to the Audit Committee". The purpose of the report was to advise the Audit Committee on the use of Contract Standing Order 9 during the period September 2015 to February 2016.

The details of the exceptional situations listed in Appendix 1 to the report not only comply with the process detailed in Contract Standing Order 9 but represent the Force's on-going commitment to greater efficiency and effectiveness.

The details of thirteen exceptional situations were included in the report, and Members raised queries on a number of issues.

The Chair sought clarification on Exemption 4, to ascertain whether the amount of £25k was for a contract or on a call off basis.

The P+FLO informed Members that this was an extension to the existing contract and the price was based on forecasted waste volumes.

The Chair requested clarification regarding Exemptions 7 and 12: equipment for the Cleveland + Durham Specialist Operations Unit (CDSOU) and asked if the amounts quoted were for both Forces, or whether the figure was just Cleveland's expenditure.

The P+FLO informed that the figures related to Cleveland costs only.

ORDERED that;

1. the report be noted.

302 **DRAFT ANNUAL GOVERNANCE STATEMENT – REPORT OF THE CHIEF CONSTABLE**

The Temporary Chief Constable (T/CC) informed Members that following the introduction of the Police Reform and Social Responsibility Act 2011 Chief Constables are now required to prepare an Annual Governance Statement (AGS) separate to that of the Police and Crime Commissioner.

The T/CC informed that the final document will be available for review and agreement at the Audit Committee meeting in June 2016 along with the Statement of Accounts.

Members were informed that the significant governance issues to be brought to Members attention were;

- Following the 2015 HMIC PEEL (Police Effectiveness, Efficiency & Legitimacy) assessment, the Force was assessed as requiring improvement, with 17 areas for improvement and one cause for concern. The Force has taken immediate steps to address the areas identified by HMIC, but work will continue into 2016/17.
- The Force is in the early stages of delivering 'Everyone Matters'; ensuring inclusion, equality, diversity and human rights are fully embraced in both our service delivery and employment. This work will continue into 2016/17 and beyond.

The T/CC informed that in addition to the above there were additional governance issues which require further or continued focus, these are;

- The integrity of data held by the Force needs to be improved.
- The Force is reviewing and updating the Effective Management of Property.
- The police funding settlement was for one year only pending introduction of a new funding allocation formula.

The T/CC informed that the Force were working with a number of national

organisations to look at how the Force develop the work around the Everyone Matters agenda with a view to gaining national oversight and evaluation of Force activities in this area. An example given of working with other organisations was the Metropolitan Police Service.

The Chair asked if a briefing session could be organised to inform Members on the 'Everyone Matters' work. This was agreed.

The Police and Crime Commissioner informed Members that addressing the significant governance issues, and developing the 'Everyone Matters' programme of work was a critical piece of work and that he was working closely with the T/CC to move this forward.

ORDERED that;

1. The report be noted.

303 **DRAFT ANNUAL GOVERNANCE STATEMENT – REPORT OF THE PCC**

The PCCs Chief Finance Officer (CFO) informed Members that in drafting the PCCs Annual Governance Statement reliance had been placed on the governance processes within Cleveland Police, as reflected in the Force's Annual Governance Statement.

The two AGS's complement each other by; --

- Outlining the key methods of assurance which operate in each body to ensure that, overall effective control is exercised.
- Showing which key documents/reports of Cleveland Police are scrutinised by the PCC as part of wider accountability.
- Demonstrating how the Police and Crime Plan is delivered by Cleveland Police and is underpinned by public consultation on the part of the PCC as part of wider accountability.

The PCCs Chief Finance Officer confirmed to Members that the Annual Governance Statement had been fully updated.

Members were informed that the AGS for the PCC is consistent with the one produced by the Force and the 2 significant Governance Issues that were highlighted by the Force are also included within the PCC AGS. In addition to these the area of Commissioning and Grants was new to the OPCC but this area of work had developed well over the previous 12 months and further continued focus should help further embed the governance and controls that sit around this important and developing area.

ORDERED that;

1. The report be noted.

304 **CODE OF CORPORATE GOVERNANCE UPDATE – REPORT OF THE PCC**

The PCC Chief Finance Officer (CFO) informed Members that The Code of Corporate Governance is subject to annual review and it is also subject to presentation to the March meeting of the Audit Committee before adoption for the forthcoming financial year.

Members were informed that in a normal year it would be expected that amendments to the Code would be relatively minor and this is the case for 2016/17 where at this stage there are no proposed changes to the Code from that which the organisation has worked to during 2015/16.

For information, the PCC CFO informed Members that the procurement team that deal with Contract Standing Orders will be transferred back from Sopra Steria to Cleveland Police, which would require revisions to the Contract Standing Orders and this will be reflected in a revised Code of Corporate Governance.

The report informed Members that there are no proposed changes to the Code of Corporate Governance that is proposed to be in place for the 2016-17 financial year at this stage.

ORDERED that;

1 there are currently no proposed changes to the Code of Corporate Governance for 2016/17 at this stage be noted.

2 the Code of Corporate Governance is subject to an annual review and that this is brought to the March meeting of the Audit Committee be agreed.

305 **AUDIT PROGRESS REPORT – REPORT OF EXTERNAL AUDIT**

Members were informed that the purpose of the report was to update the Audit Committee on progress in delivering their responsibilities as external auditors.

Members were updated on;

- 2015/2016 planning and interim work
- Enquiries of management and 'those charged with governance'
- Annual accounts update workshop
- North East and North Yorkshire governance forums

The External Auditor informed that the National Audit Office had published updated guidance in respect of the Value for Money (VfM) conclusion. The guidance sets out the revised criterion applying to 2015/2016 audits and consists of an overarching document, along with a police-specific paper which provides details of supporting background information on key issues facing local authorities.

Members sought clarification with reference to any future Value for Money changes and conclusion.

Members were informed that the process was still being rolled out and any future planning for assessments was under review until September 2016.

ORDERED that;

1. the report be noted.

306 **AUDIT STRATEGIC MEMORANDUM – CHIEF CONSTABLE – REPORT OF EXTERNAL AUDIT**

The External Auditor informed Members that the purpose of the report was to summarise their audit approach and strategy to the Force, highlight significant audit risks and areas of key judgments and provide Members with the details of their audit team.

Members were informed that the document set out their audit plan in respect of the audit of the financial statements of the Chief Constable for the year ending 31 March 2016.

Members were informed of the significant risks that had been identified, these were;

- Management override of controls;
- Pension transactions and balances.

The External Auditor referenced the 2015 HMIC PEEL (Police Effectiveness, Efficiency & Legitimacy) assessment where the Force was assessed as requiring improvement, with 17 areas for improvement and one cause for concern. Of particular note was the assessment of 'Requires Improvement' for Efficiency in comparison to the Value for Money conclusion provided by the External Auditors.

The External Auditor explained that the timing of the reviews covered a slightly different period and that it was aware the Force had taken immediate steps to address the areas identified by HMIC in relation to Efficiency, and that this work will continue into 2016/17.

With regard to the 'Value for Money', significant risk – "sustainable resource deployment". The PCC and Chief Constable have agreed a balanced financial plan for the next four years. Part of how this will be addressed will be a review of the adequacy of the arrangements in place for the recruitment and training of new officers.

The T/Chief Constable informed Members of the recruitment phase the Force was currently in. To that end the Force are currently looking at recruiting up to 85 new police officers this year.

Members were encouraged by this and stated that this sends out a positive message across Cleveland.

The External Auditor informed Members that Mazars were now the external auditor to Sopra Steria, however they informed that there should be no conflict between organisations as there were two separate teams working on these accounts.

ORDERED that;

1. the report be noted.

307 **AUDIT STRATEGIC MEMORANDUM – POLICE & CRIME COMMISSIONER – REPORT OF EXTERNAL AUDIT**

Members were informed that the document set out their audit plan in respect

of the audit of the financial statements of the Office of the Police and Crime Commissioner for Cleveland (the OPCC) for the year ending 31 March 2016.

The External Auditor informed Members that the significant risks identified were;

- Management override of controls.
- Revenue recognition.
- Pension transactions and balances.

The External Auditors informed that they will pay particular attention to the above risks during their audit in order to reduce the risk of material misstatement in the financial statements.

Members were also informed of a change in the way that the Value for Money conclusion is reviewed.

External Audit performs their work in this area in accordance with guidance set out by the National Audit Office (NAO) in Auditor Guidance Note 3. This requires them to now consider one overall criterion which is made up of three sub-criteria.

The overall criteria states that, *"In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people".* With the sub criteria being examination of;

- Informed decision-making.
- Sustainable resource deployment, and
- Working with partners and other third parties.

Members were informed that External Audit had considered the risks that are relevant to the their value for money conclusion and had not identified any significant risks at this stage.

ORDERED that;

1. the report be noted.

308 **INTERNAL AUDIT AND INSPECTION RECOMMENDATIONS UPDATE – REPORT OF THE CHIEF CONSTABLE**

The Risk, Audit & Inspection Monitoring Board (RAIMB) has the remit for monitoring the Force's progress in implementing recommendations from internal audit and HMIC reports

The T/Chief Constable reported to Members on the number and range of recommendations and actions that the RAIMB has discharged since its last report in September 2015.

Members were informed that 14 internal audit and 94 HMIC recommendations had been discharged as being fully implemented, established as part of business as usual or not accepted. The ongoing recommendations will continue to be monitored at the RAIMB meetings.

The Chair queried why there seemed to be a long time difference between the recommendations publication date and the proposed implementation date.

The T/CC informed Members that in most cases the work for the recommendation is carried out almost immediately but the force embedding a long term sustainable solution can take longer.

The Chair accepted the T/CC's explanation.

ORDERED that;

1. the report be noted.

309 **PROGRESS REPORT – REPORT OF INTERNAL AUDIT**

Members were informed that the report provides a summary update on progress against the Internal Audit Plan for 2015/16 and summarises the results of the work to date. This covered;

- Collaborations – Evolve and Shared CFO Arrangements
- Quarter 2 Spot Checks – Cash and Property
- Key Financial Controls
- Risk Maturity
- Quarter 3 Spot Checks – Cash
- Integrated Offender Management
- Human Resources – Training
- Follow Up
- Victim Referral Services
- Payroll and Expenses

The Internal Auditor reported to Members on the Opinion Issued and the Actions Agreed to date.

ORDERED that;

1. the report be noted.

310 **COLLABORATION – EVOLVE AND SHARED CFO - REPORT OF INTERNAL AUDIT**

Members were informed that Evolve is a collaboration between Police and Crime Commissioner's and their Force's for Cleveland, Durham and North Yorkshire areas. The collaboration was formulated in January 2015, with the first Joint Governance Board meeting held on 15th January 2015.

The Evolve Programme was formulated to review areas outside of local policing and assess whether there was the opportunity for the three PCC's and Forces to work together in order to provide greater efficiencies and potential savings.

At the request of the OPCC's Chief Of Staff, the audit had also reviewed the arrangements in place between the PCCs for Cleveland and North Yorkshire in relation to the shared resource of the Chief Finance Officer (CFO).

The Chair welcomed the initiative and agreed that we need to maintain the

focus on collaborative working. She asked how the information emanating from the work carried out, the Board decisions and best practice was shared between all parties.

The T/CC informed Members that T/DCC Nickless, the OPCC Chief of Staff, the CFOs and the Chief Constable now sit in the Evolve Co-ordination and Delivery Meeting.

The CFO PCC assured Members that protocols were in place to share information resulting from Internal Audit work between all organisations within Evolve and also Sopra Steria.

Members were informed that taking account of the issues identified, the Police and Crime Commissioner can take reasonable assurance that the controls in place to manage this risk are suitably designed and consistently applied. It received an Amber / Green rating.

ORDERED that

1. the report be noted.

311 **QUARTER 2 SPOT CHECKS – CASH AND PROPERTY- REPORT OF INTERNAL AUDIT**

Members were informed that a random cash spot check and property store check was undertaken at the Redcar and Cleveland and Hartlepool Headquarters as part of the approved internal audit plan for 2015/16.

It is the responsibility of the Response Inspectors to ensure that the cash records are accurate and that the cash is sent to the centralized cash store on a regular basis.

Members were also informed that as well as checks carried out by Internal Audit, the Force were now completing weekly safe audits.

The Internal Auditor informed that their review established that there were a number of well-designed controls and testing confirmed that these controls were correctly and consistently applied.

ORDERED that;

1. the report be noted.

312 **KEY FINANCIAL CONTROLS - REPORT OF INTERNAL AUDIT**

Members were informed that the audit was undertaken to evaluate the adequacy of controls in place for ensuring the integrity and accuracy of financial data. The review included assessing the processes operated in respect of the following areas:

- Order, Receipt and Payments.
- Petty Cash.
- Budget Monitoring; and
- Procurement – Contract Standing Order 10.

Contract Standing Order 10 (CSO10) was also included within the audit at the request of Audit Committee due to the number and circumstances surrounding contracts awarded under CSO10. CSO10 allows contracts to be awarded or extended without the need for a competitive tendering exercise, in exceptional circumstances.

The Internal Auditors found that the majority of controls in place for Order, Receipt and Payments, Petty Cash, Budget Monitoring and CSO10 were appropriately designed and consistency applied by management.

Members were informed that they can take substantial assurance that the controls upon which the organisation relies to manage this area are suitably designed, consistently applied and operating effectively. It received a Green rating.

ORDERED that

1. the report be noted.

313 **RISK MATURITY - REPORT OF INTERNAL AUDIT**

Members were informed that the Internal Auditors had undertaken a review of Risk Maturity, where they have examined the current processes and systems for the identification, recording, assessment, controls/ mitigations, assurance, monitoring and reporting of risk with the Cleveland PCC and Cleveland Police. The review included assessing the processes in place in relation to the following areas:

- Governance.
- Risk identification.
- Risk assessment.
- Risk mitigation.
- Assurance; and
- Monitoring and reporting.

Members were reminded that Cleveland Police and the OPCC use the 4Risk software to record risks, both operational and strategic.

One area for improvement was highlighted within the report and this was that 'Assurances were not documented for Strategic Risks on 4Risk'. Internal Audit documented these sources of assurance and these are shown in Appendix C to the report.

The T/CC confirmed that a scoping document had been prepared on how the Force can take forward the assurance mapping work, and that the assurances identified by Internal Audit will help the Force progress this.

The Chair and Members welcomed the report and noted that they were aware of the work that has been done to develop and embed risk management in the organisation over the last few years. It received a Green rating.

ORDERED that;

1. the report be noted.

314 **QUARTER 3 SPOT CHECKS - CASH AND PROPERTY - REPORT OF INTERNAL AUDIT**

Members were informed that a random cash spot check was undertaken at the Middlesbrough Central Cash Store and the Stockton Headquarters as part of the approved internal audit plan for 2015/16.

It is the responsibility of the Response Inspector to ensure that the cash records are accurate and that the cash is sent to the centralised cash store on a regular basis. The Stockton Headquarters has a single safe for cash storage.

The Internal Auditors review established that all controls reviewed were well-designed and testing confirmed that these controls were correctly and consistently applied.

ORDERED that;

1. the report be noted.

315 **INTEGRATED OFFENDER MANAGEMENT REPORT OF INTERNAL AUDIT**

The Internal Auditor informed Members that an audit of Integrated Offender Management (IOM) was undertaken as part of the internal audit plan for 2015/16 to provide assurance to the PCC and Cleveland Police on the processes and controls in place.

Members were reminded that IOM is a combined effort across the PCC, the Force and its partners with the aim to reduce reoffending within the community which will ultimately reduce the harm and cost to the community. The partners involved with IOM include the following:

- The Community Safety Partners across Cleveland.
- The Probation Service.
- The Prison Service; and
- Restorative Justice.

As a result of the change in ownership and responsibility for IOM, some of the procedures and processes for IOM were only finalised in December 2015 thus Internal Audit's review was focused on the design of the control framework in place in addition to compliance with the framework where possible.

Members were informed that taking account of the issues identified, Members can take substantial assurance that the controls upon which the organisation relies to manage the identified risk(s) are suitably designed, consistently applied and operating effectively. It received a Green rating.

ORDERED that;

1. the report be noted.

316 **HUMAN RESOURCES – TRAINING - REPORT OF INTERNAL AUDIT**

Members were informed that the administration and delivery of training across the Force has been outsourced to Sopra Steria. There is a Service Level

Agreement (SLA) in place between the two parties. The Head of HR at the Force is responsible for overseeing the delivery of the service in relation to the SLA. The Learning & Development Team (LDT) at Sopra Steria administer the process including updating and maintaining the Oracle system which contains the training records for all Force staff.

For the period January to December 2015, there were a total of 21,661 training days planned (excluding training delivered by external providers). The actual training days delivered in the period was 13,810; a 64% utilisation rate.

The Chair queried why there was a low utilisation of training days.

The T/CC informed members that work had been undertaken to identify the issues for the low uptake, and that this would be shared with members, at a future date.

The Internal Auditor informed Members that they found the controls upon which the Force relies to manage the area are suitably designed, consistently applied and were operating effectively. It received a Green rating.

ORDERED that;

1. the report be noted.

317 **VICTIM REFERRAL SERVICE - REPORT OF INTERNAL AUDIT**

Members were informed that the audit had focused on the Victim Support Service pilot which had seen the deployment of a Victim Case Worker and Vulnerable Victim Case Worker within the Incident Crime and Management Team (ICMT) to help foster relationships between the organisations and improve support for the most vulnerable of victims.

The review included assessing the processes operated to manage the following risk area:

- Victims of crime are not identified or appropriate support is not provided to victims of crime.

The Internal Auditors informed that it should be noted that Victim Support provided limited information in terms of the needs assessment process so they could not validate the referrals made by the ICMT had been received or address appropriately.

The Internal Audit have raised the following high management actions to improve the control framework:

- The OPCC had not received regular report on the performance of the Victim Support Service.
- There was a lack of communication between Victim Support and the Force to allow for potential repeat vulnerable victims to be identified.

Internal Audit also made further three 'medium' and one 'low' priority management actions.

However Members were informed that at the time of the audit the service provided by Victim Support had been out to tender and awarded to Safe in Tees Valley (SITV).

The Chair acknowledged the difficulties that had been apparent in the past running of this service and now sought assurances that following the transfer and change of provider to Safe in Tees Valley that there would be sustainable improvements for the future.

The PCC CFO informed Members that the service being provided was now a collaborative arrangement with the OPCC Durham. He estimated that it would take approximately six to nine months to embed the system and see how it was working.

The PCC informed Members that as it was working with SITV there would be a more localised focus on the needs of victims for this region and that SITV have a local 'track record' of working in community safety and local partnership arrangements.

The T/CC informed Members that as it was now working with a local provider there was a greater potential for local solutions and the prospect for a better service and outcomes.

Members were informed that taking account of the issues identified, Members can take partial assurance that the controls to manage this risk are suitably designed and consistently applied. It received an Amber / Red rating.

ORDERED that;

the report be noted.

318 **PAYROLL AND EXPENSES - REPORT OF INTERNAL AUDIT**

Members were informed that an audit of Payroll and Expenses was undertaken as part of the internal audit plan for 2015/16 to provide assurance to the Police and Crime Commissioner and Chief Constable of Cleveland Police on the processes and controls in place.

The Internal Auditors stated that full responsibility for undertaking the Force's payroll and expenses function lies with Sopra Steria. The payroll function is managed by the Deputy Head of People Services in collaboration with the Payroll Manager, Senior Payroll Officer and two Payroll Officers who are responsible for the day to day management of the payroll function.

Members were informed that the review identified that overall the control framework was well designed and consistently applied. It received a Green rating.

ORDERED that;

1. the report be noted.

319 **FOLLOW UP REPORT - REPORT OF INTERNAL AUDIT**

The Internal Auditor informed Members that as part of the approved internal

audit periodic plan for 2015/16 they had undertaken a review to follow up progress made by the PCC and Cleveland Police to implement the previously agreed nine management actions. The audits considered as part of the follow up review were:

- Duty Management System (DMS) Data Quality (02.2014/15).
- Pension Information Provision (06.2014/15).
- Human Resources: Job Evaluation and Role Mapping (08.2014/15).
- IT Asset Management (10.2014/15); and
- Human Resources Support (18.2014/15).

The nine management actions considered in the review comprised of one 'high' and eight 'medium'. The focus of the review was to provide assurance that all actions previously made have been adequately implemented.

The Internal Auditor informed Members that of the nine actions to be taken, seven had been completed, one was almost complete and the final action was being managed to the satisfaction of the Internal Audit.

Members were informed that the PCC and Cleveland Police had demonstrated good progress in implementing agreed management actions, Internal Audit further commented that they were extremely happy with the outcome of the work carried out and that the performance of the PCC and Force were 'very good', in comparison to other similar organisations.

ORDERED that;

1. the report be noted.

320 **INTERNAL AUDIT STRATEGY 2015/2016 – 2018/19 - REPORT OF THE INTERNAL AUDIT**

In preparing the Audit Strategy the Internal Auditor reminded Members that the Force, in line with the national picture, is faced with challenges in providing visible local services and ensuring equality of access to key services for all.

The proposed Audit Strategy had been formulated to reflect such changes to provide assurances that the PCC's priorities and the Police and Crime Plan are being managed and objectives achieved, given these fundamental changes with the operational service delivery, within the Force.

Members were informed that Appendix A referred to plans for 2016/17 whilst Appendix B to the report was referring to future years.

The Chair sought the following assurances;

- that the plans cover a broad spectrum of policing activities.
- does the plan reflect the risks identified in the Risk Register, and
- does the plan(s) cover a three year period.

The Internal Auditor reminded Members of the planned activities within the 2 appendices but informed that there were a number of National level reviews currently being undertaken that will have an impact on the process. The T/CC added that the Management of Police Information (MOPI) may need to be included in each year of the plan, and that he would be interested in Internal

Audits view of the Force's implementation of MOPI.

ORDERED that;

1. the report be noted.

321 **AUDIT COMMITTEE TERMS OF REFERENCE – REPORT OF THE PCC**

The PCC CFO informed Members that the purpose of the report is to seek agreement from Members in relation to the Terms of Reference of the Audit Committee for the 2016-17 financial year.

Members were informed that there were no proposed changes to the Terms of Reference appended to the report from those that the Audit Committee have worked to during 2015-16, however Members were invited that if they feel that they do not adequately cover the remit of the panel then amendments can be made.

ORDERED that;

1. the report be agreed.

322 **AUDIT COMMITTEE SCHEDULE OF WORK AND MEETINGS SCHEDULE – REPORT OF THE PCC**

The PCC CFO informed Members that the purpose of the report is to seek agreement from Members in relation to the proposed meeting dates for 2016/17 and to provide Members with an indication of the work expected to be undertaken at each meeting.

To ensure that Members can attend as many meetings as possible, and to ensure that those meetings will have at least the minimum number of Members to enable business to be undertaken, there is a proposal of suggested dates at para 3.3 to the report for 2016/17, for Members to consider.

The Force Executive Staff Officer requested members consider a change to the meeting scheduled for 15th December 2016 to 16th December 2016, this was agreed.

ORDERED that;

1. the report be noted.

2. the meeting scheduled for the 15th December 2016 be changed to 16th December 2016 be agreed.

323 **EXCLUSION OF THE PRESS AND PUBLIC**

ORDERED that; pursuant to the Local Government Act 1972 the press and public be excluded from the meeting under Paragraphs 3 and 7 of Part 1 of Schedule 12A to the Act.