

Draft V02

Item 2 (i)

MINUTES OF THE ETHICS, TRANSPARENCY AND AUDIT PANEL (ETAP) POLICE & CRIME MEETING held on Wednesday 27 March 2019

Present:

ETAP members	Officers
Bob Simpson - (BS) Chair	Glynn Dixon - SCO Chief Executive (GD)
Craig Brown (CB)	Jean Cass - SCO Governance Lead (JC)
David Davies (DD)	Gareth Morgan - Chief Constable (GM)
Emma Christmas (EC)	Justine Kenny - Force Director of People and Resources (JK)
Jane Hackett (JH)	John Bloomer - Force Chief Finance Officer (JBL)
Jane King (JK)	Jasraj Purewal - Force Chief Accountant (JP)
John Wheatley (JW)	Also in attendance:
Sue Finney (SF)	Jason Burgess - EY Assistant Manager (JB)
Tony Wilmot (TW)	Angela Ward - RSM Senior Manager (AW)
Clare Cowley (CC)	
Sue Westacott (SW)	

Observer

Stephen Sweeney - Chair of the Police, Fire and Crime Panel (SS)

1. Declaration of interests and apologies.

Declarations of Interest - No Declarations of Interest were received.

Apologies

ETAP members Alan Edwards (AE), Alan McEntire (AM)
Victoria Farrar SCO Head of Gov and Assurance (VF), David Greensmith SCO Director of Finances (DG), Hassan Rohimun - EY Executive Director (HR), Daniel Harris - RSM Partner/ Head of Internal Audit (DH).

BS welcomed everyone to today's meeting and advised that the today's meeting agenda was reduced due to ETAP training. BS noted that DG was now the Finance Director for the Staffordshire Commissioner's Officer

Minutes & actions of the meeting held on the 7 February 2019

Minutes of Previous Meeting

AGREED - That the minutes of the meeting held on the 7 February 2019 to be confirmed as an accurate and true record.

Actions

Updates to actions from previous meetings

- Item 1 Historical External Audit recommendations now signed off - complete
- Item 2 SCO Governance update added to ETAP meeting agenda from May onwards - complete

2. Accounting Policies 2019/20

JBL introduced this item and also JP who had worked on the policies and would be taking any questions from members on the policies today. JBL confirmed that there were no changes to the policies for 2019/20. The expected updates which were changes to the leases have been deferred until next year.

NOTED: ETAP members the Accounting Policies 2019/20

3. Internal Auditor – RSM

i. Progress Report 2018/19

AW introduced this item which included the progress report included and a sector briefing. There are three completed reports on today's agenda and the Follow up and Overtime reports from the 2018/19 plan will be issued by the end of the week.

BS commented that the progress report was on plan and on target for completion by the year end.

Q: SF, how did RSM find in their first year of audit working with the Force and SCO?

A: AW the working relationship has improved during the year with both sides getting to know each other.

BS added that there were plans in place for a joint internal audit review between RSM and FARS internal Auditors Staffs County Council on the Collaboration Governance review.

Q: TW, on the summary of progress to date is there a completion date?

A: AW agree that this date could be added.

A: CB, are any new or revised KPI's or targets going to be introduced?

Q: AW, no new targets are due to be introduced next year.

Q: How quickly are you expecting recommendations to be implemented?

A: JBL, the recommendations were accepted at the draft stage of the review and have already been implemented.

ii. Internal audits reports;

Cash seizures

AW confirmed that the Internal Audit opinion was a '**Reasonable Assurance**' with three medium and four low priority management actions. This is a very positive outcome for the Force. There was a revised Cash Seizure policy introduced in the Force last September and this was given time to embed before the audit started in January of this year.

Q: BS, how quickly are recommendations being implemented?

A: JBL these have been implemented by the Force before the report was accepted.

Q: TW, if the four low and four medium are in place next year could we gain substantial assurance next year?

A: AW, if the recommendations had all been implemented, then the review would receive a substantial opinion.

Q: CC, what out of hour's seizures of cash amounts over £10k at local sites, is there a local SLA agreement?

A: JBL confirmed that he didn't know the answer here but that he would respond directly to members on this query.

ACTION: JBL to respond to members on the query on the seizures of cash amounts over £10k

ACTION: JBL to include a the follow up briefing, due in 6 months, on the Cash Seizure review from Chief Supt Sharrard-Williams.

Savings programme

AW confirmed that this was an advisory report and contained three actions

Q: SF, did this review include Revenue Savings?

A: JBL, when this audit was carried out the focus on the audit was on Revenue savings?

SF asked that when this area is revisited, can further detail of the Revenue Capital split within the Governance process, in particular the Capital expenditure that is supposed to deliver Revenue savings.

AW confirmed that they will pick up these actions when they carry out the follow up compliance audit.

Financial Management including follow up.

AW confirmed that the Internal Audit opinion was '**Reasonable Assurance**' with five medium priority management actions.

AW added that the position has greatly improved with only a few actions still to be completed.

BS advised that that longer serving ETAP members will remember when internal audits were limit and that the Finance Team have worked well and the direction of travel has been position to achieve this stronger opinion.

iii. Audit Plan 2019/20

AW presented the proposal plan for Internal Audits for 2019/20

Q: BS, the audits in the plan seem to be aimed at the Force, are there any reviews specific for the Staffordshire Commissioner's Office?

A: AW advised that there are some joint reviews around Asset Management, Capital Receipts Governance and Contract Management. We did have a few ideas for the Commissioner's Office including a review of Victims Code of Practice and SSB partnership; these have been deferred due to timings.

SF comments that at the Finance Panel we did discuss looking at Boeing. AW confirmed that this has been included in the review of Contracts.

Q: SF, is there any flexibility or consideration in the contingency budget for new priorities in the plan?

A: AW Yes there is some contingency to flex the plan.

BS reminded members that it's part of ETAP member's statutory function to receive the plan for consideration and thanked AW for these reports

NOTED: ETAP members noted the details within the Internal Audit Progress Report 2018/19 and the three reports.

AGREED: ETAP members agreed the Internal Audit Plan 2019/20.

4. AOB

BS asked how the External interim audit was progressing.

JBL confirmed that he had received good feedback from the interim work completed by EY

JB confirmed that their work has gone well. Their interim work has included areas that they needed to get to early including, lump sums and connotations and other income being tested up until period 10.

JB added that the audit dates are fixed and they are looking to see if they can bring any more efficiency into the dates. JB confirmed that they have been given the green light on the data analytics to bring forward the sample selection.

Closed of meeting at 11.00

Date and time of next meeting Wednesday 29 May at 10.30am