

# **CAMBRIDGESHIRE POLICE AUTHORITY**

## **SCRUTINY AND AUDIT COMMITTEE: MINUTES**

**Date:** Wednesday 9<sup>th</sup> December 2009

**Time:** 4.00 pm until 5.55 pm

**Location:** Conference Rooms 3 and 4, Police Headquarters

**Present:**

**Members:** Mr John Reynolds – Deputy Chairman  
Mr Ian Bates  
Ms Ruth Joyce  
Mr Matthew Lee  
Mr John Pye  
Mr Kevin Wilkins  
Mrs Jayne Wright

**Executive Team:** Dr Dorothy Gregson, Chief Executive  
Mr John Hummersone, Treasurer  
Mr Ronnie Yellon, Policy and Performance Manager  
Miss Jackie Chapman, Committee and Support Services Officer

**Constabulary:** Chief Constable Julie Spence  
Mrs Niki Howard, Director of Finance and Resources  
Mr Neil Harries, Head of Accounting Services

**Other Attendees:** Mr Rob Bennett, PricewaterhouseCoopers LLP  
Mr Chris Harris, RSM Bentley Jennison

**1. To note any apologies**

Apologies were received from Mr Victor Lucas

**2. To note any Declarations of Interest**

None were declared.

**3. Questions and Statements from Members of the Public**

None were received.

4. **Any Other Items of Business that the Chairman decides should be considered as a matter of urgency pursuant to Section 100(B) (4) (b) of the Local Government Act 1972**

None were proposed.

5. **To confirm the minutes of the meeting held on 2<sup>nd</sup> September 2009**

The minutes of the meeting held on 2<sup>nd</sup> September 2009 were accepted as a correct record and signed by the Chairman.

6. **Report from the Performance Panel meeting held on 9<sup>th</sup> November 2009**

The Committee received a detailed report on the following topics which were discussed at the Performance Panel meeting held on 9<sup>th</sup> November 2009.

The report included updates on:-

- 2009/10 Quarter 2 (July – September) Performance.
- The Vigilance Programme and its Impact on Serious Acquisitive Crime.
- Taking Performance Monitoring Forward: an update on joint work between the Police Authority and the Constabulary.
- An Update on the Scrutiny of Protective Services.
- Reviews of the Police Authority and Force's Risk Register.

The Committee was satisfied that improvements had been made to improve Confidence and Satisfaction, and particularly in the areas of call handling/response functions.

**RESOLVED:**

- (i) *To note the report.*

7. **HMIC Inspection of the Policing Pledge**

The Chief Constable updated the Committee on the recent HMIC inspection of the Constabulary's delivery of the Policing Pledge, and the action taken since the inspection to improve performance delivery in the area.

The Inspection took place in the Spring of 2009 and Cambridgeshire had been one of the first Forces to be inspected under the new HMIC inspection regime. The Constabulary had been graded as "Fair" overall and also "Fair" for all the points raised within the inspection.

The Chief Constable reported that a Policing Pledge Performance Score card is now in place to monitor progress, and a further update will be presented to the Committee following the re-inspection in Spring 2010.

The Committee discussed the publicity surrounding the introduction of the Policing Pledge. The Chief Constable agreed to consider the approach taken within the Fenland area, to implement the Pledge points, following changes to Neighbourhood Panel arrangements.

The Committee was pleased with the positive progress made in this area.

**RESOLVED:**

- (i) *To note the report.*
- (ii) *For the Chief Constable to provide the Committee with a further update following the re-inspection in Spring 2010.*

**8. 2009/10 Internal Audit Plan – Progress Update**

The Head of Internal Audit from RSM Bentley Jennison presented an update on the progress of the Internal Audit Plan for 2009/10.

The Auditor reported that since the last Committee meeting, ten 2009/10 reports had been finalised. These included:-

For 2009/10 – Estates Management; Seized/Lost Property; Workforce Planning; Review of Counter Fraud Arrangements; Overtime; Business and Strategic Planning; Divisional Review; General Ledger; Income and Debtors and Payroll (including Pensions and Expenses).

Four reports were currently at the draft stage and would be presented to the next meeting. These were:-

- Police Pensions Injury Awards.
- HR – Absence Management.
- Payments and Creditors
- Cash, Banking and Treasury Management.

The Committee noted that the Audit Plan now included a review of Counter Fraud Arrangements and will be monitored via the Risk Register. The Committee was reminded that each audit recommendation is recorded on an Action Plan and routinely followed up at the next audit. Under a new process, all future Audit recommendations would be reported to each FEB meeting, with any significant concerns reported directly to the Committee, on a half yearly basis. The Director of Finance and Resources agreed to oversee this process.

The Auditor advised the Committee of the merger of RSM Bentley Jennison with the Tenon Group PLC (to be known as 'RSM Tenon').

**RESOLVED:**

- (i) *To note the report.*

9. **Local Government and Emergency Services Risk Maturity Thematic Report**

The Committee received a thematic report from RSM Tenon on Risk Maturity in Local Government and Emergency Services Organisations.

The Auditor reported that Cambridgeshire Police had already been identified (2008/09) as a 'Risk Managed' Organisation. The Auditor agreed to conduct some follow-up work on any factors affecting potential risks, and present an update to the next meeting.

The Committee requested that further Risk Management development work should continue to ensure that strategic risk management effectively links to the Policing Plan. The Committee welcomed this progress, noting that a further risk maturity review will be conducted in February 2010.

**RESOLVED:**

- (i) *To note the report.*
- (ii) *For the Auditor to conduct some follow-up work on any factors affecting potential risks, for report back to the next meeting.*

10. **Use of Resources Assessment Results 2009**

The External Auditor (PwC) presented a report which summarised the results of the Auditor's assessment of Cambridgeshire Police Authority's Use of Resources for 2009.

The Committee noted that the Constabulary had been given an overall score of '2' (performs adequately) for each of the Key Line of Enquiry (KLOE) - Managing Finances, Governing the Business and Managing Resources.

The Auditor reported that although the score had remained static at 2, the criteria had become more rigorous and improvements had been achieved. Some areas for improvement have been identified (and agreed with Officers of the Authority and Constabulary) and it was hoped this work would lead to an improved score in 2010.

The Committee discussed issues surrounding natural resources and carbon emissions. The Director of Finance and Resources agreed to establish if the Constabulary has a CO<sub>2</sub> baseline in place, in its attempts to reduce its carbon footprint.

**RESOLVED:**

- (i) *To note the report.*
- (ii) *For the Director of Finance and Resources to establish if the Constabulary has a CO<sub>2</sub> baseline in place.*

**11. Report to Management on the Statement of Accounts 2008/09**

The Committee received the Auditor's Report to Management on the Statement of Accounts for 2008/09.

The Auditor reported that the majority of audit work was performed between March and September 2009 and an unqualified audit opinion on the accounts had been issued.

The Committee noted the Auditor's comments regarding the completion of the audit on Injury Awards and Pension Scheme arrangements and confirmed that any recommendations would be followed up as part of the 2009/10 external audit programme.

The Constabulary confirmed that all matters arising and recommendations raised by the Auditor would be addressed and reported back to the Committee in due course.

The Auditor thanked the Authority and Constabulary Officers for their assistance in the completion of the audit work.

***RESOLVED:***

*(i) To note the report.*

**12. Annual Audit Letter 2008/09**

The Committee received the Audit Letter from PwC which summarised the audit work carried out at the Authority during 2008/09, and which had been reported to the Committee during the year.

The Treasurer informed the Committee that the Letter represented a high point in the last 5 years and recognised improvements not only in financial systems, controls and processes but in all aspects of the corporate work of the Force and Authority. The Auditor highlighted his effective relationship with the Scrutiny and Audit Committee.

The Committee agreed to monitor the Action Plan recommendations arising from the Audit Letter. The Treasurer further agreed to ensure that a copy of the Audit Letter was published on the Police Authority website.

The Committee was informed that it was Mr Rob Bennett's last meeting as a representative from PwC. The Committee and Chief Constable took the opportunity to thank Mr Bennett for his hard work and professional engagement with the Authority and Constabulary over the years.

***RESOLVED:***

*(i) To note the report.*

*(ii) For a copy of the Audit Letter to be published on the Police Authority website.*

**13. Use of Resources (UofR) Action Plan**

The Director of Finance and Resources presented the action plan created from the external auditor's feedback on the Police Use of Resources (PURE) Evaluation for 2009.

The Director of Finance and Resources agreed to provide the Committee with a more detailed update on the progress of the Action Plan to the next meeting.

**RESOLVED:**

- (i) *To note the report.*
- (ii) *For the Director of Finance and Resources to provide the next Committee meeting with a more detailed update on the progress of the Action Plan.*

**14. Cambridgeshire Police Authority's Organisational Development Plan**

The Committee received the Action Plan for the implementation of the Police Authority's Organisation Development (OD) Plan which was originally discussed at the full Police Authority meeting held on 30th September 2009.

The Chief Executive reported that the Action Plan had been developed in order to take forward the implementation of the OD plan. This had been informed by the Association of Police Authority's self-assessment criteria and the new Police Authority inspection framework.

The Committee endorsed the Action Plan and agreed that the Plan should be refreshed annually with a new plan brought to the Authority no later than September 2010.

**RESOLVED:**

- (i) *To note the report and endorse the Action Plan.*
- (ii) *For the Chief Executive to refresh the plan annually and bring a new plan to the Authority no later than September 2010*

**15. Update on Fleet Matters**

The Committee received an update on the position of Fleet Collaboration.

The Director of Finance and Resources reported that due to some informal collaboration initiatives, the Constabulary had achieved £14k of savings so far this year. The Committee was further assured that the Superintendents' Car Scheme continued to deliver costs benefits to the Constabulary.

The Committee briefly discussed the purchase of fuel for Police vehicles and queried if there were any savings to be made with other partners. The Director of Finance and Resources confirmed that a piece of work was currently underway to assess the whole of the Fleet and identify any further potential savings. The Committee would be kept updated on any future developments.

**RESOLVED:**

- (i) *To note the report.*

**16. Exclusion of the public**

The Committee passed a resolution that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in clause 7 of Part 1 of revised Schedule 12A to the Act.

**17. Update on Serious and Organised Crime**

The Chief Constable updated the Committee on collaboration issues against the background of the HMIC report "Getting Together". This included the work in progress to take forward the Eastern Region Collaboration Strategy as outlined in the Local Policing Plan.

**RESOLVED:**

- (i) *To note the report and the work in progress.*

**18. Date of the next meeting**

It was noted that the date of the next Scrutiny and Audit Committee meeting would be held on **Monday 22<sup>nd</sup> March 2010** at **4.00 pm**, at Police Headquarters, Huntingdon.

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**CHAIRMAN**