

SCRUTINY & AUDIT COMMITTEE

**MINUTES OF THE MEETING HELD AT JUBILEE HOUSE, WYMONDHAM, NORFOLK
ON THURSDAY 17 SEPTEMBER 2009 AT 10.00 A.M.**

Present

Mr P Hardy
Mr B Iles
Mrs V Jenkins
Ms J McKibben (In the Chair)
Mr T Tomkinson (Substitute)
Mr P Wells

In Attendance

Mr P Best	Senior Analyst, Norfolk Constabulary
Mr R Birtles	Assistant Chief Officer (Resources), Norfolk Constabulary
Mr R Brown	Risk and Information Manager, Norfolk Constabulary
Mr C Harding	Chief Executive, Norfolk Police Authority
Mr M Hill	Assistant Chief Executive, Norfolk Police Authority
Mrs K Last	Principal Client Manager, Norfolk Audit Services
Mr S Mellor	Director of Financial Services and Accountancy, Norfolk Constabulary
Ms A Parry	Client Manager, Norfolk Audit Services
Mr R Summers	Treasurer, Norfolk Police Authority
Mr A Thompson	Chief Internal Auditor, Norfolk Audit Services
Miss N Wotton	Committee Administrator, Norfolk Police Authority

1. **Election of Chairman**

Mrs Jenkins nominated Mr Humphrey for the position of Chairman, seconded by Mr Iles. There being no other nominations it was

RESOLVED:

That Mr Humphrey be elected as Chairman of the Committee for the ensuing year.

2. **Appointment of Deputy Chairman**

Ms McKibben nominated Mr Hannah for the position of Deputy Chairman, seconded by Mrs Jenkins. There being no other nominations it was

RESOLVED:

That Mr Hannah was appointed as Deputy Chairman of the Committee for the ensuing year.

In the absence of both the Chairman and Deputy Chairman, Members agreed that Ms J McKibben would be in the Chair for the meeting.

3. **Apologies for absence**

Apologies were received from Mr R Chapman, Mr H Humphrey and Mr B Hannah. It was noted that Mr T Tomkinson was attending as a Substitute for Mr Chapman, on this occasion.

4. **Declarations of Interest**

There were none.

5. **Minutes of the meeting held on 14 May 2009**

The minutes of the meeting held on 14 May 2009 were agreed as a correct record and signed by the Chairman.

6. **Matters of Urgent Business**

There were none on this occasion.

7. **Internal Audit Charter, Terms of Reference, Code of Conduct and Strategy**

- 7.1 The Treasurer informed the Committee that Norfolk Audit Services had revised and refreshed the Internal Audit Charter, Terms of Reference, Code of Ethics and Strategy, which were required by the Code of Practice under the Accounts and Audit Regulations 2003 (as amended). Members discussed the proposed items and unanimously approved the documents.

RESOLVED:

- i) To note the contents of the report and the appendices;
- ii) To endorse the Internal Audit Charter, Terms of Reference and Code of Ethics.

8. **Risk Management Strategy, Guidance and Risk Register Review**

- 8.1 The Treasurer updated Members that significant progress had been made in respect of the Risk Management Strategy and Risk Register and that Members should be reassured by the proactive approach of the Constabulary.
- 8.2 Mr Headland reported that the document had been streamlined during the Annual Review of the Policy and Guidance, to become more aligned to the culture and processes within the Constabulary. It was noted that the Risk Management Group met on a monthly basis and the meeting was chaired by the Deputy Chief Constable. It was stated that work on risks took place as they arose. Members were apprised that the Strategic Development Group and Scrutiny and Audit Committee reviewed Risk on a regular basis, to provide support and advice as necessary. It was reported that diversity would also be included within future reports.

- 8.3 The Treasurer advised that the Police Authority Risk Register was circulated to Members on a monthly basis and Members were encouraged to voice any concerns they may have to the Authority.
- 8.4 Members discussed the Risks were which included in the Register and requested that key operational risks be included as an exempt appendix in future Risk Register reports. Members noted the need to keep as much information as possible within the public domain and agreed that only highly confidential material should remain exempt.
- 8.5 A Member queried why the Police Investigation Centres Project had only been classified as a Medium risk and the Assistant Chief Officer (Resources) reported that everything was in place for the project to commence, however the potential for problems to arise had to be acknowledged, no matter how unlikely they may be.
- 8.6 The Chair thanked the Business Performance Unit for their ongoing work and support in this area and Members congratulated them for the streamlined Strategy, Guidance and Risk Register.

RESOLVED:

- i) To note the contents of the report;
- ii) To endorse the updated Risk Management Strategy and Guidance documents for 2009/10;
- iii) That key operational risks be included in an exempt appendix, as part of the Risk Register in future reports.

9. **Policing Objectives 2009-12 and LAA Objectives 2008-11 Alignment**

- 9.1 Members were apprised of the work underway to align the targets within the Policing Plan with the Local Area Agreement Objectives. Mr Headland and Mr Hill would circulate a proposal to Members outlining a revised target setting and Policing Plan production process.
- 9.2 The Committee was reminded that the Citizen Focus Committee and the Professional Standards and HR Committee also undertook a scrutiny role on behalf of the Authority.

RESOLVED:

To note the contents of the report.

10. **Norfolk Audit Services Half Yearly Report for the period ended 31 March 2009**

- 10.1 The Treasurer apprised Members of the work carried out by Norfolk Audit Services for the period ended 31 March 2009. Members were reminded that the allocation of audit time was based upon a risk assessed Annual Plan, carried out over all areas of the Force's activities, which are constantly under review.

- 10.2 It was reported that Members' and Officers' expenses had been audited and areas of good practice had been noted. It was noted that the opinion of Norfolk Audit Services was that the adequacy and effectiveness of risk management and internal control was 'Acceptable'.

RESOLVED:

To note the contents of the report.

11. **Norfolk Audit Services Annual Report 2008/09**

- 11.1 The Treasurer informed Members that the Internal Audit Annual Report supported the assurance statements included in the Annual Governance Statement, which formed part of the Annual Statement of Accounts. Members were pleased to note that the opinion of the Internal Auditors was that overall the adequacy and effectiveness of internal control and risk management during 2008/09 was 'Acceptable'. It was reported that the Authority's systems of internal audit, which included the Committee and internal audit function, were effective during 2008/09 for the purposes of the latest regulations. Members noted the key messages included within the report and thanked Norfolk Audit Services for their ongoing help and support.

RESOLVED:

To note the contents of the report.

12. **Audit Commission Proposed Work Programme and Scales of Fees 2010/11**

- 12.1 The Treasurer apprised the Committee of the Audit Commission's 'Proposed work programme and scales of fees 2010/11'. There followed a detailed discussion on the proposed programme and the 1.25% inflationary increase in the fees charged by the Audit Commission.
- 12.2 Members thanked Norfolk Audit Services for attending the meeting and for their work to help the Authority achieve a high level of compliance.

RESOLVED:

To note the contents of the report.

13. **Annual Procurement Report 2008/09**

- 13.1 The Assistant Chief Officer (Resources) reminded Members that the Central Procurement Unit became the Corporate Procurement Unit in September 2008, as a result of the Constabulary restructure, and became fully resourced in June 2009. It was noted that the Unit had provided a framework within which to work to reduce the costs incurred by the Constabulary. Members were then apprised of a variety of initiatives which had been successfully introduced by the Unit.
- 13.2 In response to a query from a Member, it was noted that the Corporate Procurement Unit advised the Constabulary to maintain a balance with regard to price and quality,

therefore colleagues were asked to purchase products and services of the best value, rather than the lowest costs.

- 13.3 Members noted that the Constabulary would be raising the profile of sustainability issues in due course, and that there would be an increased focus on the resources being used and possible future savings which could be made.
- 13.4 The Committee congratulated the Corporate Procurement Unit for its recent national award for excellence.

RESOLVED:

To note the contents of the report.

14. **Performance Monitoring First Quarter 2009/10**

- 14.1 Members were informed that the Constabulary had developed an Events Calendar to help inform Police Officer requirements on a daily basis and it was noted that seasonal trends had a significant impact on crime levels. It was reported that the Chief Constable would be providing a presentation at the next Informal Seminar on the impact of the recession upon crime.
- 14.2 In respect of All Crime, Members were pleased to note that despite the economic down turn, there had been a reduction of 4.5% in comparison to the same period last year. It was reported that the overall reduction in crime had already reached 11.8% against the three year Local Area Agreement target to reduce crime by 13% by 2011.
- 14.3 The Committee was pleased to note that sickness levels were better than target for Police Officers and Police Staff by 2.1 hours and 3.38 hours respectively. Members were informed that the Professional Standards and HR Committee received a detailed sickness report at their meetings, however additional information regarding long term and short term sickness levels was requested within future reports.
- 14.4 With regard to public satisfaction, it was reported that public satisfaction figures showed that 73.9% of those surveyed during the first quarter were completely or very satisfied with the whole experience, which was 6.2% better than the same period last year.
- 14.5 A Member raised concerns that the low levels of Police Officers in the Breckland District, had directly led to an increase in crime. After discussions, it was stated that the Resource Management Unit would look into this and report back to a future meeting. Members also requested that the reasons for significant variations between districts' performance be included in future reports.
- 14.6 The Committee was concerned that during the first quarter of 2009/10, 29 Police Officers had been recruited to the Constabulary, however none had identified themselves as members of a Minority Ethnic community. After discussions, Mark Hill stated that he would convey the concerns of the Committee regarding the perceived lack of progress on Minority Ethnic recruitment to the Professional Standards and HR Committee, for additional scrutiny, as necessary.

RESOLVED:

- i) To note the contents of the report;
- ii) That additional information be provided on long term and short term sickness rates within future Performance Monitoring reports;
- iii) That the reasons for significant variations between districts crime performance be included in future reports;
- iv) That all Ethnic Minority recruitment for both Officers and Staff be included in future reports for clarity;
- v) That Mark Hill would convey the concerns of the Committee regarding the perceived lack of progress on Minority Ethnic recruitment, to the Professional Standards and HR Committee, for additional scrutiny, as necessary;
- vi) That the Resource Management Unit (RMU) would investigate whether the low levels of Police Officers had caused an increase in crime within the Breckland District.

15. Security of Data

- 15.1 The Committee was apprised that the Force was required to achieve 80% compliance with the ACPO Community Security Policy (CSP) by March 2010 and it was noted that the Constabulary score was 76% as at March 2009. It was stated that all security incidents were reported to the Information Security and Vetting Manager, who subsequently reported to the NPIA Police Warning and Reporting Point (PoIWaRP).
- 15.2 Members noted that in 2009 there had been 13 recorded incidents and 1 data loss incident, which had been reported to the Information Commissioner, who had been content with the Constabulary's processes. It was reported that ICT security meetings took place on a monthly basis to discuss incidents, risks, lessons learned, issues identified from incidents and implementing technical measures, as required.
- 15.3 Members were pleased to note the proactive stance taken by the ICT Department and congratulated them on their work to date.

RESOLVED:

To note the contents of the report.

16. Service Contract for Gateway 11 Buildings

- 16.1 The Assistant Chief Officer (Resources) informed Members that the new Constabulary buildings on Gateway 11, had been handed over on practical and legal completion. It was reported that it had therefore been necessary to consider the most cost effective and practical method of providing the contract to deliver the Facilities Soft Services to those buildings.

- 16.2 The Committee was updated that 2 contractors had been invited to submit their costings against the Output Services Specification for the OCC PFI Agreement, where the Soft Services are described.
- 16.3 It was reported that following a written recommendation from the Director of Support Services and written confirmatory advice from the Procurement Manager, the Chief Executive and Treasurer of the Police Authority, it was agreed that the provision of the Soft Services to the new Gateway 11 buildings (Plot 500A and 500B) be awarded to Initial Facilities Management, up until the next benchmarking of the OCC Soft Services in 2011.

RESOLVED:

To note the contents of the report.

17. **Efficiency and Productivity Plan – Quarter 1 position for 2009/10**

- 17.1 Members were reminded that the Constabulary had been set the target of 10.3% of gross revenue expenditure to be achieved by the end of the third financial year (2011). It was reported that the Constabulary was currently on target to exceed that and was aiming to achieve 11.7% against the target.
- 17.2 It was noted that a traffic light system had been introduced to assist with the indicative in-year monitoring. Members were reminded that figures were only indicative at this stage and that further refinement would be required in future.
- 17.3 In response to a query from a Member, it was reported that increasing fuel costs had impacted upon the budget and work was continuing to co-ordinate travel arrangements where possible. There followed some discussion regarding transport issues and It was noted that following the restructure, the number of vehicles available for use by SNTs was still under review.

RESOLVED:

To note the contents of the report.

18. **Information Management Update**

- 18.1 Members were apprised of the various workstreams of the information management programme. It was noted that following the Bichard Inquiry, many recommendations were made which centred upon the premise that effective policing was dependent on efficient information management. After discussions, Members requested additional information on the correct recording of multiple victims compliance rates for NCRS within the next report.
- 18.2 The Committee was informed that the Deputy Chief Constable had assumed the role of Chief Information Officer (CIO) and that the Director of Performance and Modernisation had been appointed as the Deputy Chief Information Officer (DCIO). It was reported that an Information Management Programme Board (IMPB) had been created, which had met on a regular basis to discuss any issues relating to information management.

- 18.3 With regard to the Police National Database (PND), Members were apprised that it was a national project which would provide a single access point for searching across all Forces' main operational information systems. It was reported that the search facility would be available to a limited number of named users via a secure network. Members noted that a regional Operational Data Store (ODS) project had been led by Essex Constabulary, with a view to delivering the PND extract on behalf of all regional forces. It was stated that a regional project board had been created to act as the governing body for decisions and future direction. In response to a query from a Member, it was noted that staff were being trained in order to use the system correctly and ensure the correct standard of information was maintained.
- 18.4 Members were reminded of the Balanced Scorecard project and it was reported that the Capital Assets Committee had received a demonstration of the system in July. It was reported that the next phase of the project aimed to accelerate the pace to which indicators can be introduced by maximising the capabilities of the Force's existing Microsoft products to 'talk' to the scorecard.

Exclusion of Public and Press

RESOLVED:

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 involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.

- 18.5 Members noted the confidential paragraph, with regard to the Police National Database.

RESOLVED:

- i) To note the contents of the report;
- ii) That additional information on the correct recording of multiple victims compliance rates for NCRS be included in the next Information Management Update.

19. **Any Other Items of Business**

There were none on this occasion.

20. **Date of next meeting**

Thursday, 12 November 2009.

(The meeting closed at 11.50 am)

CHAIRMAN