

Draft West Mercia Joint Audit and Standards Committee (JASC) Meeting Minutes (Open Session)

Date:	Monday 24 th June 2024, 14:00 Allsopp Room, Hindlip
Chair:	Alan Day (AD)
Minute Taker:	David Keenan (DK)

Audit Committee Members

	Name:	Capacity:
Attendance:	Alan Day (AD)	Chair, Committee Member
	Anthony Dipple (ADi)	Vice Chair, Committee Member
	Trevor Purt (TP)	Committee Member
	Peter Chambers (PC)	Committee Member
	Valerie Reynolds (VR)	Committee Member

Office of the Police and Crime Commissioner

	Name:	Capacity:
Attendance:	Paul Benfield (PB)	Treasurer
	David Keenan (DK)	Policy and commissioning intern

Force

	Name:	Capacity:
Attendance:	Richard Cooper (RC)	DCC, West Mercia
	Richard Muirhead (RM)	Chief Finance Officer
	Elaine Peberdy (EP)	Head of Audit, Risk and Compliance

Internal Audit

	Name:	Capacity:
Attendance:	Paul Clarke (PCL)	Internal Auditor, West Mercia

External Audit

	Name:	Capacity:
Attendance:	Nathan Coughlin (NC)	Bishop Fleming

	Name:	Capacity:
Apologies:	Rachael Thorold (RT)	Secretary, OPCC
	Marc Bayliss (MB)	Deputy Police and Crime Commissioner
	David Ashley (DA)	Internal Auditor, West Mercia

	Neall Hollis (NH)	Bishop Fleming
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Open Session

Item No.	Summary	Action
01/24/06/2024	Attendance/Apologies (AD).	
02/24/06/2024	Committee Members' Declaration of Personal Prejudicial Interests (AD). <i>Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the member must withdraw from the room unless one of the exceptions applies.</i> No declarations	
03/24/06/2024	Minutes of the meeting of the meeting held on the 25th March 2024 and action updates. (Papers x 2) (AD) The minutes were recorded as and accurate record. Action updates: <u>Item 10 Ethics and Standards Updates for the Force and OPCC.</u> Action: A Day is to raise at the next pre meeting, the future direction of the JASC role on ethics. – AD (Chair). Update 25.06.24 – This action was discussed, it was noted that there is no requirement for a separate ethics and standards committee. RM proposed that he believed that the information on standards coming to the committee was reasonable but believes we need to further explore ethics with developments in AI. Force are looking at the governance arrangements for this and will bring an update to future meeting. Action: RM to provide update to JASC on the force arrangements relating to ethics.	RM
04/24/06/2024	Internal Audit – Annual Report (Papers) (PCL) <i>Consider and note the presented internal audit progress report and Appendix.</i> PCL introduced the annual report.	

	PCL highlighted that in the overview the assessment is moderate assurance, which is a positive conclusions on the activities and control arrangements. The reason it is not substantial is due to the ongoing IT issue in West Mercia Police. ADi questioned whether there were any issues with the long-term audit recommendations outstanding identified in appendix b. PCI assured that these outstanding actions will be finished off by the next meeting and highlighted the improvement in getting recommendations signed off. PC asked whether full assurance is a realistic aim to work towards, PCI said full assurance is not realistic and the aim should be for moderate or significant assurance. Recommendation: The annual report was noted	
05/24/06/2024	Internal Audit – Progress Report (Paper) (PCL) Consider and note the presented Annual audit report. PCI introduced the internal audit progress report and commented that all works planned are on track. PC asked how the changing global audit standards will affect are local standards. PCL is still awaiting to see how these changes may be implemented for government bodies. Action: PCL to bring a paper to the board around the changes of the global audit standards, likely to be at the January 25 meeting EP commented that there was now a process in place to ensure that implementation of all Force recommendations are being implemented and closed. PB queries whether this included OPCC recommendations, which EP confirmed was not the case. Action - Need to make sure OPCC recommendations are being captured and resolved. Recommendation: The Internal Progress Report was noted	PCI PB
06/24/06/2024	External Audit – Progress Report (verbal) (NC) <i>Consider and note the presented external progress reports.</i> NC discussed the ongoing progress of the external audit.	

	Action: PB to share the External Audit plan to the committee Recommendation: The External Progress Report was noted	PB
07/24/06/2024	Draft Statement of Accounts (2 x Papers) (RM/PB) <i>Consider and note the presented draft statement of accounts for 2023/24.</i> RM discussed West Mercia Police draft statement of accounts and highlighted some key performance indicators that showed West Mercia are doing well. The forces financial performance was also highlighted. PB discussed the PCC statement of accounts and explained the underspend position and highlighted Balance Sheet position. ADi raised the number of exit packages. PB/RM confirmed that there was redundancy process which relates to the 24/25 budget which began before the end of the financial year. There will be significantly higher spend reported in the 24/25 accounts related to exit packages. ADi also raised the number of staff 45 or over and questioned whether this was a concern. RM stated this was not the main concern, the rise in the level of sickness is more of a challenge, particularly amongst the younger workforce, which is also being seen in other force areas. AD questioned why there were a low number of female specials. RC stated there is no particular reason identified for this. AD asked if there were any figures on how much police time MAA saved. RC said there are no current figures due to it being hard to measure, it was highlighted that MAA is being brought to Crime Reduction Board with the aim of bringing some metrics to measure the success of MAA. Recommendation: The Draft Statement of Accounts was noted	
08/24/06/2024	Annual Governance Statement (Paper). (RM/PB) <i>Consider and note the presented draft annual governance statement 2023/24.</i> RM/PB discussed and presented the Annual Governance Statement.	

	PB highlighted that there were no significant governance issues. It was noted that the Chief Constable recruitment and the recent Serious Organised Crime inspection are on the radar as issues but have suitable governance arrangements in place. PC asked whether the committee activity section of the Annual Governance Statement has been checked to ensure the committee have done these activities in 23/24. Action AD: to go through the statement to check the committee activities are accurate. AD update 26th June – Have reviewed the AGS and confirmed that the committee has been undertaking the activities as described. Recommendation: The Annual Governance Statement was noted	
09/24/06/2024	OPCC Risk Register. (Paper) (PB) <i>Consider and note the presented OPCC Risk Register.</i> PB discussed and presented the risk register, there were no changes to the risk register. The announcement regarding Chief Constable recruitment was made after the report was sent out to members, although there continues to be arrangements in place to ensure continued leadership of the force. Recommendation: The Risk Register was noted	
10/24/06/2024	Ethics and Standards Update. (2 x Papers) <i>Consider and note the presented Ethics and Standards update.</i> PB discussed the PCC complaints arrangements which includes formalising quarterly PSD meetings to become Assurance and Accountability meetings. RC comments on the 43% increase on the number of complaints with the majority relating to criminal damage. ADi questions why a reduction in the number of complaint reviews held is identified as a positive. PB explains that the PCC role is to review the PSD process therefore a reduction in reviews gives more reassurance of the PSD process and that the force are reaching reasonable	

	conclusions in relation to complaints made against the force. TP requested to see the actual number of complaints rather than a percentage. Action: PB to bring the actual number of complaints to the committee. Recommendation: The Ethics and Standards Update was noted.	
11/24/06/2024	Members Points. (paper) (AD) <i>The Chairman has requested that members be given the opportunity to raise queries on subjects or issues which are not necessarily agenda items.</i> ADi raised VFM profiles. RM is looking at productivity in West Mercia, with tools to measure productivity in developments. It was also agreed that value for money needs to be considered when spending money in areas.	
12/24/06/2024	Any Other Business. (AD/All) None raised.	
13/24/06/2024	Next Meeting. (No Paper). 26th September 2024, 14:00hrs, The Study, Hindlip Hall.	

Close at 15:10

Actions Log

Agenda Item	Topic	Person	Action	Response
03/24/06/2024	Ethics	RM	provide update to JASC on the force arrangements relating to ethics	
05/24/06/2024	Internal Audit Update	PCI	bring a paper to the board around the changes of the global audit standards, likely to be at the January 25 meeting	
05/24/06/2024	Internal Audit Update	PMB	need to make sure OPCC recommendations are being captured and resolved.	
06/24/06/2024	External Audit update	PB	to share the External Audit plan to the committee	PMB sent Plan with June meeting on Minutes on the 1 st July 2024

08/24/06/2024	AGS	AD	to go through the statement to check the committee activities are accurate.	AD update 26 th June – Have reviewed the AGS and confirmed that the committee has been undertaking the activities as described.
10/24/06/2024	Standards update	PB	Review whether can bring the actual number of complaints to the committee.	