**Meeting: Joint Audit Committee**

**Venue: Teams**

**Date: 5th June**

**1pm-3pm**

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| **Members:** | Ms Kate Curran (KC) ChairpersonMr Farhan Shakoor (FS)Mr David Macgregor (DM)Ms Julie James (JJ) |
| **JAC Attendees** | Mr Dafydd Llywelyn, Police and Crime Commissioner (PCC)Ms Carys Morgans, Chief Executive Officer (CEO)Mr Edwin Harries, Director of Finance (DoF)Ms Nicola Davies, T-Chief Finance Officer (T-CFO) (ND)Ms Karen Davies, Finance (KD)Mr Jason Blewitt, Audit Wales (JB)Ms Anneesa Ali, Audit Wales (AS)Ms Fiona Roe, TIAA (FR)Mr Jonathon Maddock, TIAA (JM)Ms Gaynor Maddox, Head of Programmes and Change (GM)Ms Michelle Reynolds, T Head of Finance (MRMr Neil Evans, Business Manager OPCC (NE)Dr Richard Lewis, Chief Constable (CC) |
| **Apologies** | Ms Beverley Peatling, Chief Finance OfficerMs Louise Harries, T-Supt Head of Service Improvement Unit |
| **Declarations of Interest:** | None |

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|  | ACTION SUMMARY FROM MEETING ON 31st January 2024 |
| **Action No** | **Action Summary** | **To be progressed by** |  **Progress** |
| A30 | That a representative from Human Resources attend the next meeting of the Committee to explain the root causes of the delays and how it would be rectified. | NE | **In Progress -** Linda Williams, the director of HR will be attending the July meeting to explain the delays in responding to Internal Audit reviews on areas with Human Resources. |
| ACTION SUMMARY FROM MEETING ON 14th March 2024 |
| **Action No** | **Action Summary** | **To be progressed by** |  **Progress** |
| A53 | That the planning and assurance cycle is included on the agenda of the next JAC meeting. | T-Supt Louise Harries | **In Progress –** this report will be considered at the Statement of Accounts Seminar due to be held in October. |
| A54 | Consideration is given to bring the Health and Safety Internal Audit forward to an earlier date due to the length of time since the last review and the limited assurance outcome of the last review. | Joint Audit Committee | **In Progress –** that the Audit Governance Group consider the Committee’s request to bring forward the Health and Safety Internal Audit. |
| A55 | Despite reasonable assurance being provided in relation to Estates Statutory Compliance, some issues remain around statutory testing of gas safety and lighting. A progress report to be reported back to the committee at a future meeting. | DOF/Head of Estates | **In Progress –** a further report will be brought back to the meeting scheduled to be held in September 2024. |
| A57 | That information is brought back to the Committee in relation to the pensions issue in 6 months to identify progress of the investigative work undertaken to identify how many individuals may be affected by the issue of different pension bands. | DOF | **In progress –** this report will be presented to the meeting to be held in September 2024 |
| A65 | That a draft revised Corporate Governance Framework be presented to the Committee at the meeting to be held in July. | CEO | **In progress –** this will be included on the agenda for the July meeting. |

1. **Declarations of interest**

**None received**

1. **To confirm the minutes of the meeting held on the 14th March 2024**

The minutes of the meeting held on the 14th March were accepted as a true record by the Committee.

1. **Review of actions – 14th March 2024**

**The Committee discussed the actions from previous meetings and discussions were as follows:-**

**A39 –** JJ asked if there is a date for when the lease system goes live? DoF confirmed that thus will be live for the 2024/2025 statement of accounts as this is when the new leasing requirement is needed.

**A43 –** JJ asked when the review of outstanding recommendations be undertake to reflect those outstanding for long periods to be included in risk management arrangements and risk registers?GMadvised that work has been undertaken to review the action logs and where there were outstanding actions the relevant department was contacted to establish the situation and whether it should be recorded on the risk register.It was agreed to close this action as the work had been completed.

**A48** JJ asked for an update on the scoping of future internal audits? The CEO advised that this will be discussed at the Audit Governance group at its next meeting in June.

**A56** NE advised that an initial discussion had taken place with the representative from Hywel Dda Health Board to get an understanding on how they deal with community engagement and the use of KPIs. Hywel Dda confirmed that they currently do not have any KPIs but is something they are looking to explore in the near future. In relation to analysing social media posts they confirmed this is only done when specific service related communications is published. It was agreed that a further meeting be convened to include specialist staff from the OPCC and the Force with a view to sharing best practice.

DM asked for an update in relation to information management and whether there has been an improvement in reducing the backlog. The PCC advised he was to receive a briefing on this and continues to monitor the situation and hold the Force to account in this area. The CC confirmed that there are improvements and it is moving in the right direction.

1. Joint Audit Committee Work Plan

The Committee considered the work plan and the Chair confirmed that due to the workload of the Committee there would be five meetings per year going forward. The workplan will be updated accordingly.

Action: To update the Joint Audit Committee workplan to include 5 substantive meetings a year.

1. To Consider the Joint Audit Committee Annual Report 2023/2024

The committee considered the draft Joint Audit Committee Annual Report 2023/2024. FS noted that there was no mention of work with Audit Wales. The Chair noted that it is covered under the preparation of the statement of accounts and agreed Audit Wales should be specifically mentioned.

FS requested that the report made mention of the work with Audit Wales. The Chair agreed that this should be included in the 2024/2025 section in relation the preparation of the statement of accounts.

JJ noted that it would be beneficial to include the grades of assurance from the internal audit reports. The Committee agreed.

**Action A01 – That the Annual report is amended to include specifically reference the work of Audit Wales and a list of assurance levels for the years internal audits.**

1. To consider the following reports of the internal auditors:
	1. To consider the Summary Internal controls Assurance (SICA) Report 2023/24

The Committee considered the report that provided an update in relation to the Internal Audits undertaken during 2023/2024. JM advised there are three outstanding reports relating to 2023/24. It was confirmed that the outstanding reports would be presented to the next meeting in July. DM noted the need for improvement in scoping of internal audit reviews. JM advised that scoping meetings are held with each lead prior to an audit. The review of the Digital Forensic Unit is a good example where TIAA met two leads and had a positive discussion on the scope of the review. The CEO advised that the Audit Governance Group was to receive a summary of scoping documents to add a level of assurance in relation to the scoping of reviews.

* 1. To consider the Collaborative Review of Property Subject to Charge (Evidential Property)

Members considered the collaborative review of Property subject to charge and were advised that there was reasonable assurance following the review.

FS noted that there had been substantive testing but there was a lack of information in relation to governance around the testing. JM noted that an improved process had been developed with the introduction of a central unit based in Headquarters. Exhibits now move automatically to the new unit and governance has been strengthened which includes more regular internal auditing by staff.

It was noted that a further review is due to be completed on Dyfed Powys in February 2025. FR advised that TIAA would undertake an interim follow up review and incorporate each of those areas. This is due in September but can be undertaken before that date if required.

JJ asked for additional information about the armour room and whether this has been set up completed. The DOF advised that it is a major capital investment at a cost of approximately £400k. The project is currently at the design stage but is included in the current year’s capital programme.

* 1. To consider the Collaborative Review of Counter-Fraud (Anti-Fraud Procurement)

Members considered the Collaborative Review of Counter-Fraud and were advised that the review had received substantial assurance and JM confirmed that all key controls are in place.

FS asked what work has been undertaken in reviewing bank accounts and whether an employee has a company account. JM noted that work is undertaken to check the bank accounts and the DOF confirmed there is also the business interests register that is held by the Professional Standards Department and employees are required to record any business interests here.

The Chair noted that the Anti-Fraud policy required an update by 31st May and asked if it had been completed. GM advised that the policy had been subject to consultation and was due for completion.

* 1. To consider the Draft Collaborative Review of Telematics

Members considered the draft Collaborative Review of Telematics and noted that there was reasonable assurance. The Committee noted the use of telematics cards and requested that a report is prepared from the Head of Fleet Services covering the period of 1st June for a period of 6 months to highlight whether improvements have been made in this area.

**Action A02 – that a report is presented to the committee from the Head of Fleet Services in early 2025 which includes information in relation to telematics from 1st June for a period of 6 months.**

* 1. To consider the Assurance Review of Counter-Fraud – External Exposure

The Committee considered Assurance Review of Counter Fraud – External exposure and were advised that there was substantial assurance and no recommendations had been made. A question was raised in relation the disks used to store information and whether they are encrypted. It was agreed that this information would be brought back to the next meeting.

**Action A03 – that information is brought back to the next meeting on whether the disks used to store information are encrypted.**

* 1. To consider the Assurance Review of Commissioners Grants

Members considered the Assurance Review of Commissioners Grants and noted that this had received substantial assurance. JJ noted that there was mention of the risk register on page one and sought clarification that this was supposed to be there. JM confirmed it is standard practice to check the risk register prior to any review being undertaken.

* 1. To consider the Assurance review of HR Management – Occupational Health

The Committee considered the Assurance review of HR Management – Occupational Health. The review provided reasonable assurance with no recommendations. DM noted that the report contained information in relation to the cost associated with people who did not attend appointments that equated to just under £6k in two months. LW noted that there is work ongoing to understand which types of appointments are causing most issues.

* 1. To consider the Assurance Review of the Digital Forensic Unit

Members considered the Assurance Review of the Digital Forensic Unit and noted that the review had received substantial assurance and there were no recommendations.

* 1. To Consider the Year-End Follow up Review

The committee considered the Year-End follow up review. JJ asked for an update in relation to recommendation 237594 in relation to the Ammanford disaster Recovery site being fully tested once the replacement 999 system has been fully implemented and whether this has now been completed. It was confirmed that the new Communication system was due to go live on 22nd May but this had not been achieved due to concerns about the provider. Due to the further delays this issue will now be included on the Corporate Risk Register.

Members noted that the document suggested that there had been no response from estates for a recommendation contained within the year end follow up review in relation to the policy or procedure put in place to deal with laundered items in custody suites.

**Action A04 - That clarity is sought why there was not a response from Estates in relation to the recommendation contained within the year End Follow Up Review “ It is recommended that a policy or procedure be put in place detailing the process for the sending, receiving and storing of laundered items in the custody suites across Dyfed-Powys”**

* 1. To Consider the Audit Strategy 2024/27 and Annual Audit Plan 2024/25

The Committee considered the Audit Strategy 2024/27 and the Annual Audit Plan 2024/25 document. The Committee were advised that this was presented again as there had now been agreement on which areas will be subject to a collaborative review.

1. To note the Audit Wales Final Accounts Memorandum 2022/2023

The T-CFO provided an overall summary to the committee on the Audit Wales Final Accounts Memorandum 2022/2023.

DM noted that it is an improving picture and the main content of the document was good, but there needs to be an improvement within the internal quality assurance processes. There was discussion in relation to ICT Disaster Recovery plans and Business Continuity plans and GM confirmed that a meeting has been held with the Head of ICT and a report will be presented to the next meeting in July. FS advised that the plans need to be looked at again and additional testing is required. JM confirmed that this will be considered as part of future reviews.

FS asked what controls are in place in relation to sensitive information on systems and computers and whether different people have different levels of access to different systems. GM noted that there are different access controls in place aligned to individuals’ level of vetting

**Action A05 - That an update report is brought to the July meeting in relation to the areas of Business Continuity Plans and ICT Disaster Recovery Plan.**

**Action A06 – That further information is provided to the Committee in relation to the numbers of individuals who have specific access to different systems.**

1. To note the Annual Audit Letter 2022/2023

The Annual Audit letter was noted by the Committee with no further comments made.

1. To consider an update on the actions from the Annual Governance Statement 2022/2023

The Committee considered a report that detailed updates on actions from the Annual Governance Statement 2022/23. The Committee welcomed the content of the report and accepted the updates.

1. To consider the Statement of Accounts Audit Timetable 2023-24

The Committee considered the Statement of Accounts Audit Timetable for 2023/2024.

FS noted that there is mention on a new approach contained within the document and questions whether this would result in a some level of efficiency and how this would be reflected in the fees. JB confirmed that a significant amount of work had been undertaken last year and sometimes fees were not fully covered. Members requested information to allow them to consider a comparison of fee increases.

**Action A07- That information is provided to the Committee to allow them to consider a comparison of fee increases.**

1. To consider the draft accounting policies for the 2023/24 accounts

Members received a report that outlined the draft accounting policies for 2023/24.

The Chair noted there had been a change in accounting standards for leases. The T-CFO advised that this was in relation to a procedure guidance document, and the Chair asked is it normal for this to be reference in an accounting policies document. The T-CFO advised that it is included to ensure there is awareness around changes in policies.

**Action A08 – that the accounting standards for leases is included within the account policies document.**

1. To consider the Audit Wales 2023/2024 Audit Plan

Members considered the 2023/2024 Audit Wales Audit Plan and were satisfied with its content.

1. To consider the progress against actions from the HMICFRS PEEL Inspection Report

The Committee considered a report that highlighted the progress being made against the actions contained within the HMICFRS Peel Inspection report.

FS asked for further clarity on how the Force deals with phishing. The DOF advised that this type of work is considered by the Information Assurance Board. It was further noted that there are clear rules and guidance on issues relating to data protection. The Force tests the workforce with phishing emails to identify how often an email is opened.

The Chair noted that the second area for improvement contained within the report was in relation to crime recording and the time taken to do this. It was noted that the target was 95% but performance was around 40% and the Chair asked what is being done to improve this. RJ agreed that this is a problem but there is a change in structure being implemented that will result in more scrutiny of the crime recording process which in turn will lead to improvements.

DM noted that within the main HMICFRS Peel inspection report document it was stated that Dyfed-Powys Police was the second highest funded force per head of population in England and Wales. Through discussion it was agreed that this was factually incorrect and required amendment.

The Committee noted that there are additional resources being allocated to the control room and this will improve response times. RJ advised that the area for improvement was in relation to non-emergency calls and the number that were abandoned by callers. The introduction of the new telephony system will assist in this area as will the additional staff once they have been trained to answer calls.

**Action A09 - That further investigation is undertaken as to why the final HMICFRS PEEL Inspection report stated that Dyfed Powys Police was the second highest funded force per head of population in England and Wales.**

1. Business Continuity Plans

The Committee considered a paper in relation to Business Continuity Plans and asked whether consideration had been given to training co-ordinators within each department.. GM advised that bite size training through the form of presentations have been developed to assist with the training and this can be shared with members.

FS asked whether consideration has been given to developing impact driven business continuity plans. It was noted that more information was required on this area and that a meeting be arranged between FS and GM to facilitate further discussions.

**Action A10 – that the videos prepared to accompany Business Continuity Plans be circulated to Members.**

**Action A11 – That consideration is given to developing impact driven business continuity plans and a meeting is set up between GM and FS to discuss.**

1. Members ICT and Access to Committee Papers

Members considered a report in relation to ICT and access to Committee Papers. NE advised the Committee that it is a national issue that certain types of personal email addresses cannot be used to access the Force’s Microsoft Teams Channels due to security requirements.

Consideration has been given to other options such as sharing platforms or cloud options but currently there are none available to meet the requirements. For this reason the provision of laptops is recommended. It was noted that members would need to physically visit headquarters to collect their laptops to allow them to set up their required passwords etc.

**Action A12 – that further consideration is given to Members ICT and access to papers and reported back to the next meeting.**

1. Members Updates – 15 minutes

The Chair confirmed she had attended the recent Strategic Estates Group that provided updates on all capital builds and an update on the capital budget. It was also noted that a report was considered in relation to health and safety from a compliance perspective and this has seen a significant improvement.

JJ confirmed she had attended the People, Culture and Ethics meeting in May and there was a great deal of progress made against actions from the previous meeting.

1. Any other business
	1. Internal Audit Contract (Chief Finance Officer)

Members noted a verbal update in relation to the progress being made in considering and awarding of the new internal audit contract.

**Next Meeting 31st July 2024**

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|  | ACTION SUMMARY FROM MEETING ON (5th June 2024) |
| **Action No** | **Action Summary** | **To be progressed by** |  **Progress** |
| A01 | That the Annual report is amended to include specifically reference the work of Audit Wales and a list of assurance levels for the years internal audits. | NE | **Complete –** Annual report now contains the required information. |
| A02 | That a report is presented to the committee from the Head of Fleet Services in early 2025 which includes information in relation to telematics from 1st June for a period of 6 months. | NE | **In Progress –** this report will be included on the agenda in January 2025. |
| A03 | That information is brought back to the next meeting on whether the disks used to store information are encrypted. | JM | **Complete –** All disks are encrypted. ICT have advised that the new backup solution is now in place and there is indeed an air gap in place as now there is a tape solution to separate the data from the disks. |
| A04 | That clarity is sought why there was not a response from Estates in relation to the recommendation contained within the year End Follow Up Review “ It is recommended that a policy or procedure be put in place detailing the process for the sending, receiving and storing of laundered items in the custody suites across Dyfed-Powys” | JM | **Complete –** the policy and procedure has been put on hold pending a new tender for laundry services. The award is imminent and following thayt will be discussions with the new company on the process which will inform a new policy and procedure. This recommendation is for Custody Service and not Estates. |
| A05 | That an update report is brought to the July meeting in relation to the areas of Business Continuity Plans and ICT Disaster Recovery Plan.  | GM | **Complete –** Reports are included on the agenda. |
| A06 | That further information is provided to the Committee in relation to the numbers of individuals who have specific access to different systems | CFO | **Complete –** this information is included in the ICT report on this agenda. |
| A07 | That information is provided to the Committee to allow them to consider a comparison of Fee Increases | Audit Wales | **Complete –** information was circulated to Members on 10th June 2024. |
| A08 | That the accounting standards for leases is included within the account policies document. | CFO | **Complete –** the appropriate notes has been included within the draft Statement of Accounts in relation to leases. As noted in the meeting this accounting standard will not be a statutory requirement until 2024/25. This will be included in the notes to accounts as required. |
| A09 | That further investigation is undertaken as to why the final HMICFRS PEEL Inspection report stated that Dyfed Powys Police was the second highest funded force per head of population in England and Wales. This statement seemed factually incorrect. | CFO | **Complete –** We have been unable to find reference to the paragraph referring to the second highest funded per head of population in the pre-inspection report that was sent for checking. There is a table on page 53 that shows us as having the second highest percentage of funding derived from council tax as a proportion of budget – however this is partly due to our grant settlement per head of population being low. |
| A10 | That the videos prepared to accompany Business Continuity Plans be circulated to Members | NE | **Complete –** Videos were circulated to Members on 10th June 2024. |
| A11 | That consideration is given to developing impact driven business continuity plans and a meeting is set up between GM and FS to discuss. | NE | **In Progress –** a meeting will be arranged for the first week of August. |
| A12 | That further consideration is given to Members ICT and access to papers and reported back to the next meeting. | NE | **Complete –** An update is provided on this agenda. |