

## Devon and Cornwall Police Authority

### Minutes

A meeting of the **Corporate Governance Committee** was held on 4 December 2007 in the Conference Room, Devon and Cornwall Police Authority, Endeavour House, Woodwater Park, Exeter starting at 10:00hrs.

#### Present:

Mr C Wallin – Chair

Sir Simon Day, Mr M Hodge, Ms J Norton and Mr J Rowe

#### Officers in Attendance

##### Police Authority

Mr J Glasby (Treasurer), Miss J Norris (Assistant Chief Executive) and Mr E Wardle (Internal Audit Manager),

##### Constabulary

Mr C Papworth (Interim Head of Finance). Mr M Stamp (Director of Legal Services), Supt R Baker (Operations Department)

##### Other Organisations

Ms C Brown (Audit Commission) and Mr A Williams (District Auditor)  
A Parsons (Devon Audit Services)

#### CG/111 Apologies for Absence

An apology for absence was received from Mr C Bulley.

#### CG/112 Declarations Of Interest

No declarations of interest were made in respect of any item on the agenda.

#### CG/113 Minutes

**RESOLVED** that the minutes of the meeting held on 11 September 2007 be confirmed as a correct record subject to CG/105 being amended to read "Audit Commission" rather than "District Auditor".

#### CG/114 Chairman's Announcements

The Chair welcomed everyone and asked them to introduce themselves.

#### CG/115 Update on Firearms Inventory System

This report provided an update on the procurement of a new Firearms Inventory System.

Issues discussed during consideration of this item included:

- There is no national standard for firearms inventory and asset tracking
- The adequacy of the current system and the development of new electronic systems
- The procurement process
- The links with the Risk Register

**RESOLVED** that a letter be sent to the Chief Constable advising him of the Committee's views on this topic.

**CG/116 Annual Audit letter**

The purpose of the Annual Audit Letter is to summarise the key issues arising from the work that the Audit Commission has carried out during the year.

Issues discussed during consideration of this item included:

- Activity Based Costing (ABC) process

**RESOLVED to recommend to the Authority that the Annual Audit Letter is accepted**

**CG/117 Police Use of Resources – Auditor Feedback Report**

This report presented the results of the 2006/07 police use of resources assessment (PURE).

Issues discussed during consideration of this item included:

- Scores are unchanged from last year and reflect a good level of performance
- The co-operation between the Audit Commission and the Police Force and Police Authority
- The publication timescale for the results of the PURE for each Force / Authority
- Partnerships and the role of the Corporate Governance Committee
- Environmental issues and measurement
- National Fraud Initiative and data security

**RESOLVED**

- (i) to note the report
- (ii) to request information and reassurance from the Audit Commission about the way in which they handle data provided in relation to the National Fraud Initiative.

**CG/118 Police Authority Risk Register**

The Authority's updated Risk Register was presented to the Committee for consideration. The Director of Legal Services (as requested by the Chief Executive) provided a briefing on the Corporate Manslaughter and Corporate Homicide Act

Issues discussed during consideration of this item included:

- Duty on employers
- Operational policing issues are not covered by the Act
- Police Authority responsibilities for Health and Safety
- Perception of risks and how they are related

**RESOLVED**

- (i) that the Chief Executive be requested to include the Authority's responsibility for Health and Safety in a relevant Committee's Terms of Reference
- (ii) to accept the updates the Authority's Risk Register

### **CG/119 Internal Audit – Activity Report**

The report outlined progress against the annual internal audit plan for 2007-08.

Issues discussed during consideration of this item included:

- use of credit cards
- fuel cards / keys and administration of the process
- environmental audit, the difference and potential conflict between local and global considerations
- environmental issues influencing the risk register and risk management process

**RESOLVED** to note the report

### **CG/120. Committee Terms of Reference**

This report recommended that the Committee's Terms of reference are amended to reflect the suggestions regarding the Committee's remit contained in the joint CIPFA, APA and ACPO guidance publication entitled "Delivering Good Governance in Local Government Interim Guidance Note for Police Authorities in England and Wales

Issues discussed during consideration of this item included:

**RESOLVED** to recommend to the Authority

**(i) that the Terms of Reference for the Corporate Governance Committee be**

- To develop and monitor a Code of Corporate Governance for adoption by the Police Authority, including the purpose and effectiveness of corporate governance, good practice and areas for improvement.
- To review the effectiveness of internal controls in line with statutory requirements and good practice and to determine the Annual Governance Statement required for the annual accounts.
- To consider arrangements for the risk management policies, processes and documentation, the corporate risk register, new risks and risk mitigation including insurance.
- To promote, co-ordinate, agree and monitor annual internal and external audit plans, fees and work, and other reviews such as those by Her Majesty's Inspector of Constabulary or the Force which could affect risk, internal control and corporate control; to monitor against action required to address recommendations
- To monitor and review the Authority's constitution and to recommend changes to the Police Authority when required.

**(ii) That authority for items 3 and 4 above be delegated to this committee**

### CG/121 Code of Corporate Governance

The report presented a draft Code for Corporate Governance for discussion. Members were invited to submit additional suggestions for inclusion in the draft code by the 4 January 2008.

**RESOLVED** that the Chief Executive in consultation with the Chair of the Corporate Governance Committee prepares a final draft of the Code of Corporate Governance for inclusion in the Authority's Constitution

### CG/122 Update on Actions from the Statement on Internal Control

Issues discussed during consideration of this item included

- the Protocols Working Group will report on its work to the Police Authority
- responsibility for the Police Authority improvement spreadsheet

**RESOLVED** to note the report

### CG/123 Exclusion of Press and Public

| Minute number | Report title | Relevant Act  | Relevant section   |
|---------------|--------------|---|--|
| CG/124        | Procurement  | Local Government Act 1972 as amended by the Local Government (access to information) Act 1985 | Schedule 12A, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information) |

### CG/124 Procurement

This paper provided information an overview of the procurement arrangements.

Issues discussed during consideration of this item included

- protocols regarding reports and the Force mechanisms for sponsoring reports
- timeliness of procurement process
- EU procurement thresholds
- Carbon footprint considerations in procurement

**RESOLVED** to note the report

The meeting closed at 12:37hrs