

**MINUTES OF THE JOINT INDEPENDENT AUDIT COMMITTEE
(WEST YORKSHIRE COMBINED AUTHORITY AND WEST YORKSHIRE POLICE)
HELD ON 29 JUNE 2023**

PRESENT

INDEPENDENT MEMBERS	OFFICERS PRESENT
Mike Ford (Chair)	WYCA
Jeff Colley	Carol Beanland, Business Manager, Policing & Crime
Helen Kemp	Rebecca Brookes, Corporate Services Lead
David O'Brien	Julie Reid, Head of Policing & Crime
	Angela Taylor, Director Corporate Commercial Services
	Chris Thompson, Information Governance Manager, item 8.4
	West Yorkshire Police
	Nicola Bryar, Head of Professional Standards (online), item 7.8
	Joanne Campbell, Internal Audit Manager
	Julie Edwards, Head of Accountancy
	Katherine Johnson, Assistant Chief Officer
	Neil Rickwood, Head of Audit, Risk & Assurance
	Claire Vickers-Person, Head of Data and Information (online) item 7.7

Minutes: Beth Garrett, Policing & Crime Team, WYCA (via Teams)

Item	Title	
1.	Welcome and Apologies	No apologies received.
2.	Declaration of Interests	None disclosed. Action: To include a list of members' interest in papers for each meeting.
3	Record of Attendance	Details of Member and Officer attendance are noted on the Minutes.
4	Previous Minutes	The minutes of the previous meeting held on 23 February 2023 were agreed as a correct record. Action: abridged minutes going forward. Action: To hold September JIAC meeting in Wakefield (alternate between Wellington House and West Yorkshire Police). Action: Agree copy of committee workplan to each meeting (at the end of agenda).
5.	Matters Arising	The items listed in this section need to be carried forward. All other actions/matters arising were closed. Item Ref 5.8 – Neil Rickwood confirmed that Members to be consulted in the 2024/25 Internal Audit Plan consultation, after the September 2023 meeting. Item Ref 5.11 Angela Taylor - A report to come to the committee on any WYCA and West Yorkshire Police Internal Audit findings relating to the Policing and Crime Team.

Item	Title	
		Item Ref 5.15 Mike Ford: to report to September committee on member appraisals.
6	Chair's Update	Mike Ford welcomed new members Helen Kemp and David O'Brien.
7	West Yorkshire Police reports	Katherine Johnson provided a verbal update regarding the West Yorkshire Police Reports:
7.1	Business Update (verbal)	Significant Increase in Demand to West Yorkshire Police - Waiting times for 101 increased. An operation is now running to reduce the demand peaks, which includes offering staff overtime, using reserve funding. There may be a drop in victim satisfaction, due to longer time for calls to be answered. Other Forces have seen similar increased demand. This has been compounded by an increase of 20% in 999 calls due to an Android phones update, which now rings 999 when clicked five times. Call centres need to check if the caller is in danger. This is a national problem and awaiting an Android update to remedy this. ACCs - Katherine Johnson reported that temporary ACC Riley has now retired, and Temporary ACC Sarah Baker has been appointed to the People portfolio. Pay - There is a pay award expected in July 2023, which could potentially put more pressure on the priority-based budgeting (PBB) savings. HMICFRS are currently carrying out a PEEL inspection, which takes a year. Head of Risk Management & Insurance - Beverley Nichol, has left the organisation. This role has been split into two; insurance will now be covered by Finance. Risk Management, with Superintendent Mark Jessup (Head of Corporate Governance) taking over the risk management portfolio.
7.1.1	Programme of Change	David O'Brien asked if projects were subject to validation or assurance. Katherine Johnson responded that projects leads submitted their assessment which are scrutinised by the project management office, responsible officer, and executive change board (Chief Officer Team), before going to the Combined Authority. Action: To look at including cost benefits in Programme of Change Report
7.2	Risk Management Update (verbal report)	Katherine Johnson highlighted two risks on the risk register.. Mike Ford stressed that it is essential that the Committee receives a report on the current risks at all meetings. Action: Members to meet Mark Jessup and discuss format of West Yorkshire Police risk reporting.
7.3	Tender Exception Report	Mike Ford asked for the tender exception report to reflect the proportion of the total costs. Action: Tender Exception report to reflect the total costs.
7.4	Internal Audit Progress Report	Neil Rickwood gave an overview of the progress report. Mike Ford asked if the number of audits are quoted in the annual governance statement, which Neil Rickwood replied that it is included in the annual report and mentioned in the governance statement. Discussions around the likely outcome and assurances of the Head of Internal Audit's annual internal audit opinion, based on the results of the work to date, including examples of the report areas audited and the HIA suggested modifications to the reporting format with the aim of providing a truer reflection of all the work undertaken by the Internal Audit function. Action: Mike Ford and Neil Rickwood to have (offline) meeting re: the Internal Audit Progress Report. Action: To arrange for the Chair, Mike Ford, to have August meetings with Chief Constable, Mayor and Deputy Mayor for Policing and Crime (DMPC) prior to annual governance statement (annual meeting).

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7.5	Internal Audit Follow Up Report	Neil Rickwood briefly updated on the audits which were given limited assurance. David O'Brien asked if there was a cost implication and a target time for the clean-up operation of item 5.10. Action: clarify the time scale and cost implications.
7.6	Business Interests, Gifts and Hospitality	Katherine Johnson gave an overview saying that individuals submit business interests are to managers and progressed onto Professional Standards Department. The register of Gifts and Hospitality register is updated annually (presented). Action: Provide copy of West Yorkshire Police gifts and hospitality policy.
7.7	FOI/DPA Governance Report	Claire Vickers-Pearson outlined that a significant recovery has been made from the backlog of requests and compliance rates. WY is seen as best practice for freedom of information (FOI), by horizon scanning, which gives an indication of what the public are interested in. There is a high turnover of staff, where staff progress into other roles. This means that staff are new in post and are still learning. Mike Ford asked about the shortfall each year. Claire explained that whilst some of the cases are quick to deal with, other cases can take months. Helen Kemp queried if the diversity of the subject access requests is recorded. Claire responded that this data is not collected as this is not part of the legal requirement.
7.8	NPCC Vetting Review	Nicola Bryar highlighted that the HMRC report that gave 40 recommendations, 28 of which related to policing. West Yorkshire Police are working towards these recommendations (that are not already in place). All work was commenced within the deadlines. The NPCC asked for monthly returns, plus an update if anything significant had updated. There is progress in implementing a new IT system within the vetting department, for the vetting IT system and the HR IT system to link. Mike Ford asked Neil Rickwood if this will be subjected to an internal audit. Neil Rickwood and Nicola Bryar confirm it will be. Action: Report to committee re: IS asset management devices audit.
8	West Yorkshire Combined Authority Reports	Julie Reid provided a verbal update regarding the West Yorkshire Combined Authority Reports: ASB Pilot -The Mayor has agreed to join a 12-month pilot scheme to tackle anti-social behaviour, with reparative work being undertaken within 48 hours. This includes £1 million in grant funding money to test immediate justice. It is managed by the Home Office and the Department of Levelling Up.
8.1	Business Update (verbal)	Regional Procurement - in March 2023 the Chief Constable's operational board agreed to look at de-collaborating the procurement service and exit the current regional collaboration. The Mayor also agreed to de-collaborate. Work is being undertaken to bring the Policing and Crime team into the Combined Authority procurement team. 2022/23 financial year – there was a £242,000 underspend, which was mainly due to staff vacancies. The organisational design has concluded, and policing and crime staff have now transferred onto WYCA terms and conditions. There are 6 vacancies currently being recruited to. Julie Reid said that a Violence Against Women and Girls task force is in the early planning stages, in partnership with the VRU and West Yorkshire Police. The Mayor has invited

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8.2	WYCA Risk Management Update	Baroness Louise Casey to help. The Mayor's Safer Community Fund last grant round closed recently, with £350,000 available. In the last 12 months, over £1 million has been awarded to 173 projects. This money comes from the Proceeds of Crime Act (POCA), where money and goods seized from criminals and split between the police. Julie Reid reported 3 red risks. There were 6 low amber and one green. One risk improved and one risk has escalated.
8.3	Business Gifts and Hospitality	Julie Reid said that the business gifts and hospitality also includes the Mayor and Deputy in addition to staff and is published on the website. Staff also report business interests.
8.4	FOI/DPA Governance Report	Chris Thompson highlighted that the Policing and Crime and VRU information governance is now centrally managed by the legal and governance team. There has been a strong push on training compliance, with a high completion of mandatory GDPR training. Mike Ford asked about the data breaches within the P&C team. Chris Thompson replied that most data breaches are low level. Staff are proactively encouraged to report everything and look at lessons learned and how to mitigate it in the future. Action: Consider making FOI reports for WYP and WYCA consistent and include data breaches.
8.5	Treasury Management Strategy Report	David O'Brien asked if any of the learning from the data breaches could be put back into training. Chris Thompson replied that lesson learned reports are provided to managers and identify any training gaps to avoid making the same mistakes. Angela Taylor gave an overview of the report. Leeds City Council oversee the treasury management for the West Yorkshire Combined Authority, with the responsibility for treasury management for police funds moved to West Yorkshire Combined Authority in May 2021. Wakefield Council treasury team oversee West Yorkshire Police's treasury management. Action: Check with Wakefield City council if there are any audits relating to WYCA Treasury Management, and check when last Treasury Management audit was. Action: Check if a JIAC IM/Chair can attend the annual treasury management advisor training at WYCA.
8.6	Sponsorship Report	Angela Taylor invited questions on the sponsorship report. There were no questions raised.
8.7	Internal Audit Reporting Arrangements	Angela Taylor said that Bronwyn Baker, Head of Audit, is currently undertaking an audit in the Policing and Crime Commissioning. Action: Bronwyn Baker to attend and present the P&C team commissioning audit, once complete. Action: Share WYCA audit plan.
9	JIAC Terms of Reference	Mike Ford asked members to consider the JIAC terms of reference. Mike Ford will compare with the CIPFA guidance. Angela Taylor clarified that treasury is covered in the current terms of reference. Action: Consider JIAC terms of reference, and cross reference with CIPFA guidance on Treasury Management. Action: Consider how JIAC Chair reports to WYCA JIAC meeting.

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		Action: Consider if JIAC should be public or private meeting (consult CIPFA guidance).
10	External Audit Report (verbal report)	Katherine Johnson reported that the accounts cannot be signed off as there is a national pension issue, relating to information being available on the balance sheet date on 1 March 2022, and the valuation needs to be revisited. There is a request that West Yorkshire Police get an updated figure from their actuary. There is an anticipated sign off at the end of July 2023. Alistair Newall is the new lead for Mazars.
11	AOB	Julie Reid raised that the assurance framework had been reviewed following the transfer into the Combined Authority and will be kept under review. Policing and Crime will be reviewing the partnership arrangement and take account into the increasing powers coming to the Mayor. Action: Send out assurance framework document, appendix B. (resent 29/6/23).
Next meeting: 27 September 2023, West Yorkshire Police HQ		