

Title
JOINT BUSINESS MEETING

Date	Location	Duration
9 th March 2017	Victory House, Balliol	10am – 1220pm

Present:

Mrs Vera Baird – Police and Crime Commissioner
Ms Elaine Snaith – OPCC Chief Executive
Mr Steve Ashman – Chief Constable
Mr Winton Keenan – Deputy Chief Constable
Mr Darren Best – Assistant Chief Constable
Ms Joscelin Lawson – Director of Human Resources
Mr Mike Tait – Director of Finance
Mr Mike Mullen – Director of Asset Management
Mr John Bent – T/Supt Northumbria Police
Mr Dean Lowery – Officer of the PCC

Apologies:

OPEN SESSION

1. Minutes from the Previous Meeting

The minutes of 23rd February 2017 were agreed as a true and accurate record.

2. Transformation Fund Update

The Deputy Chief Constable provided a verbal update in relation to the NETIC bid with no real change in the previous position. A further bid for continued funding has been made however the outcome of this bid will not be known for two months with work in contingency planning ongoing.

The Deputy Chief Constable confirmed that an expression of interest bid was not made in the first round of the Transformation fund bidding process, however a team has been tasked to look into collaborative opportunities with other forces.

3. Audit Strategy Memorandum for PCC and Chief Constable

The Director of Finance presented both the Police and Crime Commissioner and Chief Constable Audit Strategy Memorandums for year ending 31 March 2017.

The Memorandums sets out the auditors plan in respect of the audit of the financial statements for both bodies.

The Memorandum is prepared to assist both bodies in fulfilling governance responsibilities including the oversight of strategic direction, accountability, value for money and overseeing the financial reporting process.

The external auditors Mazars presented the memorandums to the Joint Independent Audit Committee on 27th February 2017 who reviewed and accepted them.

ACTION: The report was noted.

4. Internal Audit Strategy Statement 2017-20 and Annual Plan 2017-18

The Director of Finance presented the Internal Audit Strategy Statement and Annual Plan.

The Internal Audit Service is provided under a written agreement with Gateshead Council. The Internal Audit are required to objectively examine, evaluate and report upon the adequacy of the controls in place as a contribution to the proper, economic, efficient and effective use of resources.

The Joint Chief Finance Officer has delegated responsibility to maintain adequate internal audit for both parties' financial affairs. The Accounts and Audit Regulations 2015 also require an effective Internal Audit to be undertaken to evaluate the effectiveness of risk management, control and governance processes, taking into account public sector internal auditing standards.

A report was presented to the Joint Independent Audit Committee on 27th February 2017 outlining both the Audit Strategy Statement 2017/18 and the Annual Audit Plan 2017/18 which were both agreed by the Committee. Progress against this plan will be monitored on a quarterly by the Joint PCC/CC Monitoring Group with quarterly reports also presented to the Joint Independent Audit Committee.

ACTION: The report was noted.

5. Update on Internal Audit Work

The Director of Finance presented a report updating both the PCC and CC of the progress made by Internal Audit against the Annual Audit Plan.

The Joint Independent Audit Committee received an update on Internal Audit work at the 27th February 2017 JIAC meeting. The JIAC conducted a thorough review of Internal Audit Activity and were satisfied with the findings and agreed actions to be taken by management. The JIAC concluded there were no issues that needed to be brought to the attention of the Executive.

Two reports which were finalised as "Satisfactory" were also presented and an explanation provided.

The Director of Finance also confirmed that Internal Audit have also issued a report relating to NERSOU which was concluded as satisfactory with two finding relating to risks and declaration of interests. This report will now be reported through the NERSOU governance arrangements.

ACTION: The report was noted.

6. Treasury Policy Statement and Treasury Strategy

The Director of Finance presented the Commissioner with Treasury Policy Statement and Strategy.

The Commissioner subsequently agreed the statement and strategy with the report and key decision available to read by accessing the following link [here](#)

Action: The Commissioner agreed the Treasury Policy Statement and Treasury Strategy 2017/18 to 2020/21

7. Insurance Renewals 2017/18

The Director of Finance presented a report highlighting changes to the insurance renewal premiums provided through Zurich for 2017/18.

ACTION: The report was noted

8. HR IT Programme

The Director of Finance presented a key decision in relation to the approval of the invitation of tenders for the provision of a new HR IT system. The key decision and report relating to this can be viewed by clicking [here](#)

The HR systems are used to support the effective management of people and a new system is needed to fulfil PSN requirements. It is the intention of the new system to be a joint procurement between Northumbria Police and the Tyne and Wear Fire Service with Northumbria Police leading on the procurement using the Crown Commercial Services Framework.

ACTION: The Commissioner agreed the invitation to tender

9. Forward Plan Items

The Director of Human Resources confirmed that the following items would be presented at the 23rd March 2017 JBM:

- Recruitment Update
- Apprenticeship Update

10. AOB

No further items to discuss

