



JOINT GOVERNANCE BOARD

7th SEPTEMBER 2022 @ 10:00
ONLINE

PRESENT:

Kate Jackson, Chief Finance Officer (Chair) [KJ]
Guto Edwards, Head of Finance [GE]
Sian Wyn Jones, Risk and Business Continuity Coordinator [SWJ]
Phil Kenyon, Force Solicitor [PK]
Sophie Rousseau [SR] (minutes)
Seb Phillips, Director of Finance and Resources [SP]
James Sutton, Assurance Board Chair [JS]
Helen Williams, Finance Control Accountant [HW]
Anne Matthews, Finance & Budget Officer [AM]
TIAA Sarah Davies, JAC Lead on Ethics & Governance [SD]
Jonathan Maddock [JM]

APOLOGIES:

Rachel Barber, Joint Audit Committee Chair [RB]
Stephen Hughes, Chief Executive [SH]
TIAA Helen Cargill [HC]
Helen Corcoran Corporate Service Ch Supt

311. MINUTES

The board reviewed and approved the accuracy of the previous minutes.

312. ACTIONS

See action log for updates.

313. STATUTORY ACCOUNTS 2021/22 – INTRODUCTION/NARRATIVE REPORT/AGS

314. APPROACH TO STATUTORY ACCOUNTS 2022/23

(Agenda items merged together as one item)

Statement of accounts update on Audit

GE explained that initially the statement of accounts were due to be signed off by the end of July however due to resourcing issues from within Audit Wales it became clear that the end of July would not be possible and therefore it was decided that the date to work towards be amended to the date

of the next Joint Audit Committee which is the 10th of October. There is a weekly meeting taking place where there is a query log that is regularly updated as to what goes out and whether it has been replied to.

GE also highlighted that there are two issues that are likely to change the figures in accounts – one being the classification on pensions where there is a figure in salary, where it should be in pension contribution, it needs to be moved. The second issue being following a grant received a number of years ago for PCSOs, we hadn't spent the full amount of money and therefore kept it to one side to deal with any issues with PCSO, due to the time passed it should now be put into reserves and this is currently being looked at.

Narrative report – Changes since last Joint Governance Board

JAC technical briefing has taken place.

SP highlighted the changes to the AGS since the last Joint Governance Board which are as follows:

1. General commentary around a review of governance – makes it more of a review
2. Updated for 21-22 efficiency & effectiveness review findings (reported 22-23)
3. Updated for 21-22 JAC Annual report (agreed in July JAC)
4. Updated to reflect the latest PEEL inspection position (report will be post publishing)
5. Updated to reflect 21-22 TIAA internal audit position and opinion
6. Action plan updated to reflect action plan as per JGB

Proposed action plan as per June 2022 Joint Governance Board

SP referred to the action plan that was documented in the minutes from the June meeting, this has been converted into a table at the end of the AGS – this mentions the below:

- Governance: Efficiency & effectiveness review: the actions are to monitor the progress of the recommendations associated with the most recent report and secondly to do another review of our effectiveness for the coming year and give consideration to any learning points with regards to the process.

- Understandability of Statement of Accounts: it was recognised that there were different approaches taken by different forces around AGS and to consider our AGS format to ensure we aren't missing anything that will improve the level understandability of our AGS and therefore the overall statement of accounts.

- HMICFRS inspections – report in October – when they do we need to give due regards to any governance implications that are reflected within the report to then take forward. It was agreed between KJ, SP & GE that the T/CC will issue the introduction for the statement of accounts and to sign them off. This is following the change in Chief Constable.

Action - Feedback to Michelle the proposal to look at getting the agreement in place that everything must be signed off for the statutory accounts by the end of July in order to enable finance to focus on the budgets for the following year. Owner: Seb Philips/Kate Jackson

315. CHANGES TO GOVERNANCE STRUCTURE – COMMISSIONING/DECOMMISSIONING OF MEETINGS

Nothing to report

316. REVIEW OF INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS

AM had extra updates to give which are as follows:

Since the publication of the report it has been received, reviewed and returned the contract management audit to TIAA for finalisation – AM highlighted it was a good report with no recommendations. The risk management mitigating controls collaborative audit has also been received, reviewed and finalised.

Outstanding Recommendations:

- Recommendation 8 has now been implemented, the grievance and appeals policy has been ratified and uploaded to the force intranet.
- Recommendation 13 was for a meeting to take place with the well-being lead and the risk and continuity lead: this meeting was undertaken on the 3rd of August.

317. REVIEW OF PUBLICATIONS ISSUED BY INTERNAL AUDIT

All have been actioned and closed

SP raised the point of the common themes and trends in the publications which are fraud and cyber security, these themes will play out in the organisational planning due to there being an increased demand for services around cybercrime and an increased need for us to be more robust with our own cyber security and resilience. Due to this area needing more resourcing this could possibly result in a price increase which will be highlighted within the organisational planning.

318. REVIEW OF RECOMMENDATIONS FROM JOINT AUDIT COMMITTEE

Consider scheduling deep dive around processes concerning risk into the work programme and reaching a place of understanding – JS highlighted it is a question to be posed at the JAC meeting to get an understanding of the model of how JAC work and how that interacts with North Wales Police processes to enable us to transfer information and understand the lead role.

Audit planning memorandum – it was requested in JAC that when the cyber security audit is being done can the APM be sent over and can it be fed through – Jonathon Maddock to take it away for discussion.

SP raised the point around the action for the internal audit which questions why we are deferring; this needs articulating as to the reason the internal audit is being deferred and to ensure that there is appropriate transparency around it.

Action – Seb to run through the remaining actions and ensure nothing is missing to ensure it is right for the next meeting.

319. ASSURANCE UPDATE (BY EXCEPTION)

SWJ mentioned the ongoing work with implementing the recommendations from the policy threshold project, which is now almost complete, majority of the policies have been reviewed or have been reformatted in line with guidance.

A lot of work has been done around occupational health with standing operating procedures in the last quarter; this is also almost complete.

There has been a recent review with risk which has resulted in substantial assurance grading; processes are well embedded now.

Business continuity plans are now in place for all areas of business and testing has started.

Lots of work has been done around the major IT disruption that happened in March and there is now a remote access disruption plan in place and is uploaded on the SharePoint site and also a series of emails scheduled to go out to staff as a reminder of what they should do if there's ever a major IT disruption.

320. REVIEW FORWARD WORK PLAN

All agreed on the forward work plan in order to create the next agenda.

321. ANY OTHER BUSINESS

SP raised the inflationary pressures, pay awards and general finances of the organisation as we are going into annual planning cycle and have governance around the cycle, although the challenge is more than expected the processes we have in place around our organisational planning is fit for purpose for dealing with the pressures we are facing from an inflationary point of view and a pay point of view and are coming up with sensible solutions to ensure the processes are robust and don't have to change things.

DATE OF NEXT MEETINGS:

Wednesday 9th November 2022

Wednesday 1st March 2023

Wednesday 28th June 2023

Wednesday 6th September 2023

Wednesday 15th November 2023