

Minutes of the Audit and Assurance Board – Approved

Minutes of the meeting held on 8 October 2015 at NPCC Headquarters, London

Security classification: RESTRICTED in part two
Disclosable under FOIA 2000: See Continuous Exemption Certificate
Author: **Rose de la Cuesta**
Force/organisation: NPCC
Date created: 8 October 2015

ATTENDANCE

Present

Mr Deep Sagar	Non-Executive (Chair)
CC Sara Thornton	NPCC Chair
CC Mark Polin	CPOSA
PCC Matthew Ellis	APCC
PCC Martyn Underhill	APCC
Commissioner Alun Michael	APCC
Mr Ziggy Macdonald	Home Office
Ms Simone Pennie	Non-Executive Member
Ms Nora Nanayakkara	Non-Executive Member

IN ATTENDANCE

Chief Supt. Richard Morgan	A/NPoCC Strategic Lead
Supt. Tim Metcalfe	NPCC Chief of Staff
Ms Nicole Higgins	NPCC Strategic Planning & Risk Manager
Ms Rose de la Cuesta	NPCC Business Manager



OPEN SESSION

1. WELCOME AND INTRODUCTIONS

- 1.1 The Chair welcomed those present at the meeting and introductions were made around the table.

2. TERMS OF REFERENCE

- 2.1 The Chair presented the paper and explained that the Terms of Reference for the Audit and Assurance Board (AAB) were intended to highlight the responsibilities of the Board and its individual members as reflected in the S22a Collaboration Agreement, particularly on areas surrounding audit and risk, finance, legal and governance.

- 2.2 The discussion which followed raised the following points:

- There was a need to ensure that the financial arrangements between the MPS and the NPCC were fit for purpose. Given that the financial element would be a very small portion of MPS' accounts and auditing, arrangements needed to be resolved.
- The onus for approving the business delivery plan lay with Chief Constables' Council since it was operational in nature; however, there was also a role for the AAB to monitor the contents of the report.
- It was suggested that forces/CCC should approve national policing position statements and it was considered important to ensure the PCCs are advised of such statements prior to circulation to the wider public. In the discussion that followed, it was felt unrealistic to consult on all media statements but that the executive chair of NPCC should make adequate arrangements.
- The executive Chair of the NPCC would be held to account by the Performance Sub-Committee under the S22a Agreement on performance appraisal and conduct.

- 2.3 The following actions were agreed:

- A form of words would be drafted to highlight adequate arrangements for the ways in which policing leads discharge their responsibilities in line with the Terms of Reference that are being developed.
- An internal and external audit strategy would be proposed to the AAB while considering proportionality.
- The Terms of Reference for the Board would be amended to include specific points on: NPCC reputation, co-ordination of committees and public positions, and ACPO dissolution.

Action: Chair and Supt. Metcalfe

- 2.4 The Board agreed to approve the interim ToR with the proviso that the suggested amendments be made and that it be tabled for regular review at future meetings. A revised version is [attached](#). The Board also agreed to accept or refer back the Annual Budget once it has been developed, subject to Chief Constables' Council's approval.

3. INDUCTION ACTIONS

- 3.1 The Board noted the contents of the action log. All actions except action 3 had either been completed or were on the agenda. On action 3, the Chair will write to APCC on the insurance issue after the meeting.

Action: Chair

4. ACPO TO NPCC TRANSITION UPDATE – RESTRICTED/CLOSED ITEM

4.5 NATIONAL DRIVER OFFENDER RETRAINING SCHEME – RESTRICTED/CLOSED ITEM

5. Q2 DELIVERY PLAN UPDATE

- 5.1 TM presented a paper which highlighted the NPCC coordination committees' progress against their objectives of the 2015/16 Business Delivery Plan.

- 5.2 The Board acknowledged that the reports provided by the coordination committees were of key importance, particularly in regard to holding the NPCC to account. Although the RAG status was considered helpful, further work was required on improving the quality of some of the reports. The Board requested that the updates be approved by Chief Constables' Council prior to submission to the AAB. Future meetings of the Board would also be arranged after Council meetings.

Action: Ms Higgins

- 5.3 The Board asserted that some work should be conducted on ensuring that local needs and the level of policing demand were being considered by the individual coordination committees. Council needed to also be advised of the role of the AAB in scrutinising the reports.

- 5.4 A further paper articulating the position of the Board with regards to the publication of papers and the Freedom of Information Act would be submitted at the next meeting.

Action: Supt. Metcalfe

6. NPCC FINANCE UPDATE

- 6.1 NH stated the report was work in progress and that a further meeting was scheduled with the MPS Finance Director to improve the quality of financial reporting. The meeting would also be attended by the Finance Director of Thames Valley Police.

- 6.2 ZM undertook to share the template being used by the Home Office in its financial reporting. The AAB agreed that it needed more detailed information to do with budget, actuals, comparison with previous year and a balance sheet, with main lines covering each major function of NPCC.

Action: Mr Macdonald

- 6.3 The Board also noted that any NPCC reserves would remain with MOPAC, not the NPCC/MPS.

7. REVIEW OF THE NPCC S.22A AGREEMENT

7.1 TM reported on the following:

- The ongoing development in areas surrounding liability, insurance and VAT
- The direction and control of seconded officers
- Consistency was required in referring to the Performance Sub Committee as this was being referred to as the Standards Sub Committee in certain sections of the Agreement
- The complaints procedure for the AAB and Performance Sub Committee
- The Service Level Agreement between the NPCC and MPS and the work being done to refine that relationship
- The status of non-Home Office forces, such as BTP and PSNI, particularly on their roles and how they contribute to and benefit from the NPCC
- The development of an MoU document between the NPCC, the College of Policing and the Home Office.

7.2 The AAB agreed that non-executive directors would not be sending delegates to meetings in their stead and the rules would give the Chair the right to call AAB meetings.

7.3 The Chair of the NPCC was accountable to the arrangements laid out in the S22a Agreement, whilst employees of the NPCC were accountable to the Chair of the NPCC.

7.4 The AAB agreed that the day to day command and control of seconded officers would fall on hosting organisations, such as the NPCC and NPoCC; however, donor forces would ultimately retain liability. The document should therefore be cognisant of this arrangement.

Action: Supt. Metcalfe

7.5 The Chair requested clarification on any complaints that should be considered by the AAB and how these would differ to those considered by the Performance Sub-Committee. The Board requested details of the complaints being raised in the Performance Sub-Committee and that a report should be submitted on an annual basis.

Action: Supt. Metcalfe/CC Vaughan

7.6 The independent non-executives needed to be covered by NPCC/MPS liability insurance and should ideally be hired as office-holders (not consultants) under PAYE. It was added that the Board required access to independent legal advice. ST undertook to raise these issues with the Deputy Commissioner of the MPS.

Action: CC Thornton

7.7 The Board acknowledged the contents of the report and noted that a further paper along with a mature copy of the MOU document between the NPCC and College of Policing would be submitted to the Board at its next meeting.

Action: Supt. Metcalfe

8. SERVICE LEVEL AGREEMENT – METROPOLITAN POLICE AND NATIONAL POLICE CHIEFS' COUNCIL

8.1 TM reported that the Service Level Agreement was being refined and that work was being conducted to ensure that the contract was being properly enforced. It was noted that there has been some progress in the delivery of the SLA.

8.2 A further update would be provided at the December meeting of the AAB.

Action: Supt. Metcalfe

9. NPoCC DASHBOARD

9.1 RM explained the role and governance structure of NPoCC and highlighted some of the challenges the organisation was facing. Those present were advised that mutual aid rates and interest rates were decided by the NPoCC Governance Board and that Police and Crime Commissioners as well as chief constables were engaged in that process. It was noted that the mutual aid rates were currently being revised by the MPS. The AAB noted that the NPCC Chair chaired the NPoCC board.

10. NPCC RISK AND ISSUES

10.1 The Board agreed to raise any views and/or issues of concern by email direct to Ms Higgins.

Action: Members

11. HEALTH AND SAFETY, DIVERSITY AND ENVIRONMENT

11. The Board agreed to raise any views and/or issues of concern by email direct to Ms Higgins.

Action: Members

12. ANY OTHER BUSINESS

12.1 CIRCULATION OF PAPERS

12.1.1 The Board requested that agenda papers be circulated at least one week prior to the meeting.

DATE OF NEXT MEETING

The next meeting would be held at 10 Victoria Street, London SW1V 0NN from 11:00 – 14:30 on 16 December 2015.

FUTURE MEETING DATES TO BE CONFIRMED

Reasons for Non- or Partial Disclosure under Freedom of Information Act 2000

Document Title: Minutes of the Audit and Assurance Board

Date: 8 October 2015

Reference / version, etc:

Is this document completely non-disclosable? NO

Is this document partially disclosable? YES

For evidence and rationale, please contact the ACPO Central Referral Unit at acpo.request@foi.pnn.police.uk