

# Minutes of the Audit and Assurance Board

**Minutes of the meeting held on 16 December 2015 at NPCC Headquarters, London**

**Security classification:** Not Protectively Marked – Part one  
**Disclosable under FOIA 2000:** Yes  
**Author:** **Rose de la Cuesta**  
**Force/organisation:** NPCC  
**Date created:** 16 December 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**

Commander Keith Surtees	NPCC CT Coordination Committee
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 members to the meeting and advised that an amended agenda had been circulated and that Commander Keith Surtees would be delivering a presentation on national counter terrorism policing later in the meeting. He noted that no conflicts of interests had been declared in relation to the agenda.

### 2. MINUTES, ACTIONS AND TERMS OF REFERENCE

#### 2.1 Minutes

- 2.1.1 A revised version of the minutes was circulated at the meeting and the Chair went through each of the amendments. CC Thornton also clarified that some items had been moved to the closed section of the minutes in accordance with Freedom of Information Act.
- 2.1.2 The minutes were agreed subject to amending paragraph 2.4 to specify that the Audit and Assurance Board played a scrutiny role, not an approval role, and that 'ratify' be amended to 'accept'.

**Action 28/15: Ms de la Cuesta**

#### 2.2 Actions

- 2.2.1 Members requested the actions be numbered in accordance with the numbers specified in the minutes.

**Action 29/15: Ms Higgins**

- 11a/15 Members recognised the NPCC is a unit being hosted by the MPS and is therefore not required to publish a full set of accounts; however, a statement of financial accountability would be produced. Closed.
- 12/15 CC Thornton had written to APCC on funds returned to forces. Closed.
- 13/15 The arrangement for the transfer of Crime Prevention Initiatives (CPI) to MOPAC is being finalised and Police and Crime Commissioners (PCCs) have been invited to become members of its board. Closed.
- 14/15 A paper outlining details of the nine subsidiaries of ACPO formed part of agenda item 5. Closed.
- 26/15 Letter written as agreed, an update on NDORS would be provided as part of agenda item 3. Closed.
- 27/15 This had been added to the risk register. Closed.
- 15/15 Delivery Plan updates would be submitted, after endorsement at CCC, to future meetings of AAB. Closed.

16/15 A paper on the Freedom of Information Act would be submitted at the next meeting of the Board. Ongoing.

**Action 16/15: Supt. Metcalfe**

17/15 The Home Office had provided examples and assistance with finance reporting. Closed.

18/15 The Section 22a Agreement would be amended to reflect the command and control arrangements for seconded officers. Closed.

19/15 CC Vaughan has agreed to submit an annual report on complaints received by the Performance Sub-Committee. Closed.

20/15 Non-executive members were now on the MPS payroll and covered by MPS insurance. Closed.

21/15 The NPCC Chair undertook to speak with Mr Winston Roddick to see if there was an OPCC available to provide legal advice for the AAB; it was added that an annual presentation of the responsibilities of the Board in terms of legal issues would be useful. Ongoing

**Action 21/15: CC Thornton**

22/15 This formed part of agenda item 4. Closed.

23/15 An update report on progress of the Service Level Agreement with the MPS would be submitted for the next meeting. Ongoing.

**Action 23/15: Ms Higgins**

24/15 No emails received regarding the Risk and Issue Register. Closed.

25/15 No emails received regarding the Health and Safety, Diversity and Environmental duties. Closed.

03/15 Letter received from APCC Chair advising that there had been no further concerns raised regarding the insurance issues. Closed.

## 2.3 Terms of Reference

2.3.1 The Chair clarified that the S22a Agreement required the Audit and Assurance Board to 'approve' financial policies and liabilities. The Terms of Reference were agreed subject to the following amendments:

- Removal of *'and summarised in the presentation at the Induction Workshop on 16/9/15'*
- Replace *'Approve the annual budget'* to *'Accept the annual budget'*
- The NPCC Chair would make adequate arrangements to coordinate media positions on behalf of CCC
- Inclusion of an additional sentence stating that a copy of the AAB minutes would also be circulated to APCC.

The approved and revised terms of reference are attached.

**Action 30/15: Supt. Metcalfe**

**3. NATIONAL DRIVER OFFENDER RE-TRAINING SCHEME (NDORS) UPDATE – SEE SEPARATE RESTRICTED AND NON-FOI DISCLOSABLE MINUTES ATTACHED**

**4. S.22A REVIEW**

4.1 Members noted that all PCCs had signed and agreed the Section 22a Agreement and that the Memorandum of Understanding (MoU) between the NPCC and the Home Office was currently work in progress.

4.2 Members requested the development of a new MoU between the NPCC and APCC.

4.3 The terms of reference and composition of the Performance Sub-committee would be brought to the next AAB.

**Action 31/15: Ms Higgins**

**5. NATIONAL UNITS UPDATE**

5.1 Members were advised of the 11 national units which are developing Section 22a Agreements.

5.2 Mr Macdonald requested the removal of footnote 3 from the paper as the Home Office have yet to decide upon the funding arrangements for 2016/17.

**Action 32/15: Supt. Metcalfe**

5.3 Members noted that the National Police Air Service went beyond the remit of the Board and that the Terms of Reference for Coordination Committees would be presented to Chief Constables' Council. Members requested they be sighted on the ToRs.

**Action 33/15: Ms Higgins**

**6. YTD FINANCE UPDATE**

6.1 Members were advised that the update consisted of greater financial detail and that a small underspend was anticipated at the end of the year.

6.2 The Chair confirmed that the arrangements between the MPS and the NPCC constituted good value for money and that Ms Pennie would be available to assist with any financial issues in future.

**7. INTERNAL AND EXTERNAL AUDIT PROPOSAL**

7.1 Members were advised that costed proposals of options two and three outlined in the paper would be brought back at the next meeting of the Audit and Assurance Board.

**Action 11a/15: CC Thornton**

**8. NATIONAL COUNTER TERRORISM POLICING HQ UPDATE\_– SEE SEPARATE RESTRICTED AND NON-FOI DISCLOSABLE MINUTES ATTACHED**

**9. CHIEF CONSTABLES' COUNCIL**

9.1 CC Thornton described the meeting structure of Chief Constables' Council as well as the themes and individual agenda items which had previously been considered and discussed at its previous meeting.

9.2 Members noted that the NPCC and APCC shared joint interests and that the recent joint conference was considered invaluable and should be arranged on an annual basis.

9.3 The Chair requested the minutes of Chief Constables' Council meetings also be presented at the meetings of the Board regularly. It was agreed that its terms of reference would be brought to the next meeting.

**Action 34/15: CC Thornton**

**10. NPCC COMMUNICATION STRUCTURE AND OVERVIEW**

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

**Action 35/15: Members**

**11. NPCC RISKS AND ISSUES**

11.1 Members agreed to raise any views and/or issues of concern by email direct to Ms Higgins.

**Action 36/15: Members**

**12. ANY OTHER BUSINESS**

12.1 No items of any other business were raised.

**FUTURE MEETING DATES IN 2016**

20 July at 10 Victoria Street, London SW1V 0NN from 11:00 – 14:30.

19 October at 10 Victoria Street, London SW1V 0NN from 11:00 – 14:30.

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

**Document Title:** Minutes of the Audit and Assurance Board

**Date:** 16 December 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](mailto:acpo.request@foi.pnn.police.uk)