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Acting Chief Executive S Edwards Treasurer D Thomas C P F A Chairman R Cole
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Our reference: jh

6 September 2010

AGENDA

TO: THE MEMBERS OF THE CUMBRIA POLICE AUTHORITY GOVERNANCE COMMITTEE

CUMBRIA POLICE AUTHORITY GOVERNANCE COMMITTEE

A Meeting of the Governance Committee will take place on **Tuesday 14 September 2010** in **Conference Room One**, Police Headquarters, Carleton Hall, Penrith, at **10.00 am**.

S Edwards
Acting Chief Executive

Note: Members are advised that allocated car parking for the meeting is available in the Visitors Car Park to the left of the main Headquarters building.

Between 9.30 am and 10.00 am there will be a private meeting between the Members and the Authority's Auditors

MEMBERSHIP

County Council Members (3)

Ms Elizabeth Barraclough
Mr John Mallinson
Mr Reg Watson

Independent Member (3)

Mrs Chris Egan
Mr Patrick Everingham
Mr Andy Hampshire

Ex-Officio Members (2)

Chairman of the Police Authority (Mr Ray Cole)
Vice-Chair of the Police Authority (Mrs Lynda Shaw)

Working with communities to maintain an efficient and effective police service



Vision and values

Cumbria Police Authority's vision is to guide Cumbria Constabulary to be a leading police force – inspiring trust and confidence so that Cumbria is policed to the highest possible standards of public satisfaction, safety and reassurance

Our values are based on our being:

Accountable – To the people of Cumbria and to Government for how our police service is delivered.

Ambassadorial – Our members respect and represent wider community interests, as well as those of the police services itself.

Collaborative – Working jointly with the Constabulary, our partner agencies, police authorities and police forces so that together we can make sure Cumbria remains a safe place.

Committed – Our Members are committed to their role of ensuring that there is an effective police service for Cumbria.

Independent – Both of the Constabulary and other public bodies.

Innovative – Our Members are always willing to explore and embrace new ideas.

Realistic – Working within legal frameworks and available resources.

Supportive – A constructive partner that supports the Constabulary, whilst being an advocate for the public and all who have a legitimate interest in policing.

Terms of Reference

Audit and Inspection

- To approve (but not direct) internal audit's strategy, plan and performance.
- To review the system of Internal Audit at least once annually as required by the Accounts and Audit Regulations 2003.
- To monitor compliance with the requirements of the Accounts and Audit Regulations 2003 and any successor regulations.
- To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit and inspection processes are actively promoted.
- To consider any reports or management letters from the District Auditor, Internal Auditor, HMIC, Chief Constable or Treasurer on external and internal audit or inspections respectively.
- To monitor implementation of the recommendations made by External Auditors, Internal Auditors or HMIC in any reports considered by the Committee.

Risk Management

- To be satisfied and (where so) to approve that the Authority's assurance statements, including the Annual Statement on Internal Controls, properly reflect the risk environment and any actions required to improve it.
- To consider the effectiveness of the Authority's Risk Management Arrangements, the control environment and associated anti fraud and anti corruption arrangements.

- To seek assurances that action is being taken on risk related issues identified by auditors, inspectors, and the Strategic Risk Working Group.
- To review and (where satisfied) approve the Authority's Risk Management Strategy and Statement.
- To periodically review and make recommendations to the Authority on revisions to the Scheme of Delegation, Standing Orders, Financial Regulations and Financial Rules.
- To receive the minutes of the Strategic Risk Working Group.

Financial Statements and Budget Performance

- To review and (where satisfied) approve the Authority's Annual Statement of Accounts, the external auditor's opinion and reports to members, and to monitor management action in response to the issues raised by external audit and inspection.
- To approve the annual determinations for capital purposes for the preceding financial year, as required by S. IV of the Local Government and Housing 1989, subject to the amounts not exceeding the basis on which the revised budget for that year was approved after adjusting for changes in associated expenditure and outstanding commitments, otherwise to recommend same for approval by the Authority.
- To approve the amounts to be transferred to or from the Authority's Reserves and Provisions when approving the Statement of Accounts for the previous financial year, subject to the amounts not exceeding the basis on which the revised budget for that year was approved after adjusting for changes in associated expenditure and outstanding commitments, otherwise to recommend same for approval by the Authority.
- To consider the conduct and performance of the Authority's financial and procurement arrangement, policies, strategies and processes and monitor performance against annual targets and the annual revenue and capital budgets approved by the Authority.
- To monitor and review those strategic risks falling within the purview of the Committee.
- To take account of the Human Rights implications of all matters considered by the Committee.
- To receive Members Report Back on activity and issues arising from member attendance at partnership meetings relevant to the committee.

Joint Code of Corporate Governance

- To review the effectiveness of the Joint Code of Corporate Governance including consideration of the report of the Authority's internal auditors thereon.
- To approve the Annual Governance Statement as required by the Accounts and Audit Regulations 2003.
- To make any recommendations in respect of the Code to the Authority as seem appropriate to the Committee following completion of the annual review.

AGENDA

PART 1 – ITEMS TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

1. APOLOGIES FOR ABSENCE

2. URGENT BUSINESS AND EXCLUSION OF PRESS AND PUBLIC

To consider (i) any urgent items of business and (ii) whether the press and public should be excluded from the Meeting during consideration of any Agenda item where there is likely disclosure of information exempt under s.100A(4) and Part I Schedule A of the Local Government Act 1972 and the public interest in not disclosing outweighs any public interest in disclosure.

3. DISCLOSURE OF PERSONAL INTERESTS

Members are invited to disclose any personal/prejudicial interest which they may have in any of the items on the Agenda. If the personal interest is a prejudicial interest, then the individual member should not participate in a discussion of the matter and must withdraw from the meeting room unless a dispensation has previously been obtained.

4. MINUTES

To confirm as a correct record the Minutes of the Governance Committee meeting held on 30 June 2010 (copy enclosed).

5. STATEMENT OF ACCOUNTS 2009-10 – LETTER OF MANAGEMENT REPRESENTATION

To consider a draft of the Letter of Management Representation to be given by the Treasurer in support of the Statement of Accounts 2009-10 (copy to follow)

6. ANNUAL GOVERNANCE REPORT

To receive from the Audit Commission the Annual Governance Report (copy to follow)

7. MONITORING OF AUDIT, INTERNAL AUDIT AND OTHER RECOMMENDATIONS AND ACTION PLANS

To receive a report by the Treasurer (copy enclosed)

8. INTERNAL AUDIT REPORT

To receive a report from the Management Audit Unit regarding:

(a) Risk Management (copy enclosed)

9. INTERNAL AUDIT – PROGRESS REPORT

To receive a report from the Management Audit Unit regarding

(a) progress of the Internal Audit Plan (copy enclosed)

(b) additional audits to be undertaken (copy enclosed)

10. ANNUAL REVIEW OF POLICE AUTHORITY GOVERNANCE

To receive a report from the Treasurer regarding

(a) Finance Regulations (copy to follow)

(b) Contract Standing Orders (copy enclosed)

11. TREASURY MANAGEMENT ACTIVITIES – APRIL TO JULY 2010

To consider a report by the Chief Constable (copy enclosed)

- 12. BUDGET VARIANCE REPORT 2010-11**
To consider a report by the Chief Constable (copy to follow)
- 13. 2010-11 CAPITAL BUDGET UPDATE REPORT**
To consider a report by the Treasurer and Chief Constable (copy to follow)
- 14. CPA QUARTERLY BUDGET MONITORING REPORT**
To consider a report by the Treasurer (copy enclosed)
- 15. CPA BUSINESS PLAN**
To receive an update of Cumbria Police Authority's Business Plans (copy enclosed)

PART 2 – ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

- 16. CIVIL CLAIMS**
To receive a report regarding civil claims against the Constabulary (for Members only, copy enclosed).
- 17. STRATEGIC RISK WORKING GROUP MINUTES**
To receive the minutes of the Strategic Risk Working Group meeting held on 4 May 2010 (for members only, copy enclosed)