MINUTES OF JOINT INDEPENDENT AUDIT COMMITTEE MEETING

HELD ON FRIDAY 13 JUNE 2025 COMMENCING AT

13:00HRS AND CONCLUDING AT 16:00 HRS - PART I

Committee Members Present:
S Page (Chair), L Raffellini, M Strange, K Taylor, C Westcott

Present:
B Snuggs (Deputy Chief Constable, TVP)
K Shaw (Staff Officer to DCC Snuggs, TVP)
G Ormston (Chief Executive, OPCC)
M Thornley (Chief Finance Officer, OPCC)
R Martinig (Head of Finance, OPCC)
J Lynn (Head of Accounts, TVP)
M Lattanzio (Chief Digital and Information Officer, TVP)
N Cornelius (Director of People, TVP)
A Nicholls (Head of Governance, TVP)
A Brittain (Associate Partner, EY)
A Kennett (Manager, EY)
N Shovell (Chief Internal Auditor, TVP & OPCC)
A Shearn (Principal Auditor, TVP & OPCC)
S Warwick (Senior Information Governance, TVP)
T Williams (Head of CTC)
J Jack (Energy and Sustainability Manager, TVP)
I McCall (Head of Technology Services, TVP)
A Riberio Coutinho (Health and Safety Lead, TVP)
J Katouzian (Governance Manager, OPCC)

Observers:

Apologies:

C Widdison (Head of Strategic Governance, TVP)
L Waters (Director of Corporate Finance, TVP)
S South (Head of ICT Business Services, TVP)

PRELIMINARIES

1. Apologies and Introductions

2. Minutes & Actions of the JIAC Meeting held on 21 March 2025 (Part I)

The Chair, Stephen Page (SP) went through the minutes and actions of the JIAC meeting held on 21 March 2025.

The following actions are complete and can be removed from the Action Log:
JIAC 007 (2024) – JIAC 010 – JIAC 012 – JIAC 013 – JIAC 015 – JIAC 016

REGULAR UPDATES

3. Annual Report Internal Audit

The Committee reviewed the paper submitted by Neil Shovell (NS).

NS advised that in terms of the outstanding audit actions, the numbers are going in the right direction and that all the actions prior to 2021/2022 have been completed.

No Actions

4. Progress on Delivery of 2025/26 Internal Audit Plan

NS provided the Committee with a verbal update on the progress of the internal audit plan. This was welcomed and the committee believe the right questions are being asked in the right areas, with good responses and cooperation from TVP and the OPCC. This was echoed by DCC Ben Snuggs (BS).

No Actions

5. Progress on Delivery of Agreed Actions in Internal Audit Report

The Committee reviewed the paper submitted by Amy Shearn (AS).

AS advised since the report was compiled, the number of actions outstanding has reduced from 59 to 56.

The Committee raised the question about how realistic new completion dates are considering some of them are within a week or so of the committee date. AS advised she can compile some statistics of the outstanding actions and the expected completion dates, but the committee were happy to keep this in view for the coming meetings.

6. TVP Risk & Business Continuity Update

The Committee reviewed the paper submitted by Alison Nicholls (AN).

SP asked why data loss and data integrity are no longer listed as risks? Mike Lattanzio (ML) replied that after a lot of conversations internally, TVP wanted a greater emphasis on the cyber element as this is a higher risk to the organisation. Data quality is a risk, but does not score highly enough to sit on the Corporate Risk Register, but still remains on the portfolio register.

SP – how do you tackle an issue such as human error in data input, the kind of which may lead to an incorrect arrest? ML – quite a lot of mitigation is in place, we currently use technology to Auto Correct at the front end, to ensure such errors are corrected and minimised.

No Actions

7. OPCC Risk Register

Gillian Ormston (GO) – we are developing our risk strategy at present, now that we have our Director of Strategy and Head of Strategy in place. We are fully reviewing our approach to both strategic and operational risk management.

Luca Raffellini (LR) noted that the majority of risks are outside of the control of the OPCC.
GO – the PCC is corresponding regularly with Ministers regarding this and we are working very closely with the Chief Constable's team on managing risk within the force.

Kay Taylor (KT) requested that an additional column is added to the OPCC Risk register, to include dates when a risk is added to the Risk Register.

Action: Include a date column of when a risk is added into the OPCC Risk Register - GO (JIAC 019)

Chris Westcott (CW) raised the point that at what stage does a risk become an issue? i.e. the risk is accepted and the issue needs to be managed as they are in motion - when should this be reflected in the OPCC Risk Register? GO accepted this is vital to the understanding of risks vs issues and that the JIAC main meeting is invaluable in bringing this to light. The OPCC Risk Register will be reviewed to identify risks vs. issues.

Action: Review the OPCC Risk Register specifically to identify Risk vs Issues - GO (JIAC 020)

FINAL UPDATES

8. Draft Statement of Accounts for the Annual Governance Statement

Martin Thornley (MT) provided the committee with an overview of the Draft Statement of Accounts – note that the Chief Constable's Statement of Accounts is on the website.

SP noted on the draft report that there is £39.56 million listed as Technology and Business Change, if this were split between business change (non-technological) and technology to maintain business as usual, what would the split in cost look like? Joanne Lynn (JL) will send the committee the details behind these figures.

Action: Provide a breakdown of the £39.56 million allocated for Technology and Business change JL (JIAC 021)

9. EY Audit Plan update

Andrew Brittan (AB) and Alison Kennett (AK) gave a verbal report to the committee, with the current status of the Audit. This is proceeding well at the moment, there are no major issues or problems, hopefully it will run according to time as EY are sending out requests for data on a 2-week rotation, to allow time for Officers to reply and send back their results.

No actions.

UPDATES & REQUESTED BRIEFINGS

10. DEI Report

DCC Ben Snuggs (BS) gave the committee an overview of TVP's response. The DEI review was an independently commissioned report, by the OPCC, into the Employment Tribunal (ET) which TVP was ruled to have acted in a discriminatory matter. 51 recommendations from the report, the outcome was significant for TVP and we took the ET, the outcome and the judgement very seriously.

The actions and recommendations in the DEI review cover areas such as Governance and oversight, Legal Advice, Training, Staff Support Networks, Policy Development and how we handle Employment Tribunals. Some very positive endorsements were contained in the report. The report evidenced a strong public commitment to DEI, but that TVP was not going out on a tangent or deviating in terms of policies. Recommendations are being managed by the Trust and Confidence Board managed by ACC Denis Murray (DM).

No Actions

11. 10 Year TVP Strategy

Alison Nicholls (AN) presented the 10 year Sky Line Strategy, a high level and broad strategy. The 5 year Foundational Strategy is where the heavy lifting is and the main actions and activities are centred. The work around this involved numerous staff workshops, meetings and consultations with senior staff and Officers.

GO requested that the presentation be shared with the OPCC and PCC for information.

Action: Share the presentation on the 10 year strategy with the OPCC – AN (JIAC 022)

12. Estates Strategy

BS gave the committee an overview of the Estates Strategy. TVP have an ambiguous estates programme at the moment, new builds as well as maintaining the existing estate. An Estate Portfolio Board has been established, as well as the Strategy Estates Group and existing Portfolio Management Structure.

A further, more in depth update on the progress of the Estates Strategy will be provided to the JIAC Committee at the meeting in December 2025.

No Actions

13. ICO Audit Progress report

Sharon Warwick (SW) provided an overview of the audit report. The key points; there are 3 main areas of focus 1) how well we prevent, recognise and report data breaches; 2) the joint information management process when breaches arise; 3) what we have learnt from the data breaches.

TVP achieved a status of *reasonable assurance* – 9 out of 13 forces that were audited achieved this grade.

No Actions

BREAK 10 MINS

ANNUAL REPORTS (period ending 31.03)

14. Treasury Management Report

MT gave an overview of the report. Notably, we have re-tendered for the external Treasury Management Advisors, this allows us the opportunity to review risks vs. rewards.

KT – are investment opportunities reviewed in light of some local authorities declaring bankruptcy? MT – even if the Local Authority were to enter a section 114 notice, they are still obliged to pay their debts, it is more likely to affect the timeliness of the repayments. I am reluctant to be overcautious and not to lend to them, especially as it is often in the interests of their taxpayers and our taxpayers and these are Government backed schemes.

MS – the net borrowing position in the report looks like it has improved, but the surplus has also reduced? A sentence to explain would be helpful.

Action: Provide additional explanation in the report re: net borrowing position – MT (JIAC 023)

15. CTC (Chiltern Transport Company) Annual Report

Tom Williams (TW) and DM provide the committee with an overview of the report.

SP – how does the budget compare with the insurance claims, do claims result in exhausting the budget? DM – our budget is not exhausted by the claims, but some claims can cause us to reach the floor limit.

Claims which are not covered, e.g. incidents caused by human error (at fault causing personal injury) are not covered. Officers have the option to take out an additional cover.

DM - we have a solid process for appointing insurance companies, which is regularly reviewed. Though it is worth noting that there are not many companies in the insurance market than can provide insurance to Police forces.

No Actions

16. People Services Annual Report

Nicole Cornelius (NC) presented a report to the committee on People Management. Some points of discussion. Notably, instances of sickness appear to be increasing. NC advised that this is down to two factors 1) the general increase trend in sickness absence nationally and in TVP 2) improvements and consistency in reporting and recording sickness absence.

If we identify a large increase in a certain area of the Force, we investigate the causes in that area. We provide a great deal of resources in supporting Managers in managing sickness and supportive recovery programmes.

SP – there needs to an objective to drive down sickness, as continued increasing sickness absence is unsustainable for day to day business. NC – I am looking to drive this down in an achievable way, rather than using an arbitrary figure. Year on year decreases is what we are aiming at.

CW – the paper refers to difficulties in appointing Special Constables, is there a strategy to try and turn this around? NC – yes there will be a strategy to specifically tackle this.

Action: Present JIAC with a report re: Special and volunteer resources and recruitment strategy for December 2025 meeting - NC (JIAC 024)

The committee observed 11% of Officers and Staff have a declared disability. NC – this references a declaration, it does not mean special adaptations are required in all cases, but they are required in some. When this would affect productivity is difficult to assess, as we have a robust adjustment process and some disabilities may be temporary. We have seen an increase in Neurodiversity conditions.

Action: Provide JIAC with statistical information on the numbers of employees with RAMP adjustments - NC (JIAC 025)

17. Health and Safety Annual Report

The committee raised the issue that assaults on Police staff have increased 350%.
Ana Riberio Coutinho (ARC) - we are tracking this, it is a small increase on the previous year, also taking into account the increase in the size of the workforce. BS – although assaults on Police Officers may be more common, Police Staff include frontline staff such as PCSOs and Detention Officers – they are subject to assault.

No Actions

18. Equality, Diversity and Inclusion Annual Report

DM – EDI policy and process comes under the Legitimacy Trust and Confidence Board, there are elements the board covers that include EDI policy. The committee noted that DM has been appointed the National Policing Lead for Trust and Confidence.

No Actions

19. Environmental Strategy Annual Report

Jennifer Jack (JJ) presented the Environmental Strategy Report. MS – in terms of energy consumption, year on year how does it compare to the occupied estate? If we are occupying less estate, how does this impact energy usage? JJ – the usage of Gas will reduce, however electricity will increase as we move away from Gas usage and increase the number of Electric Vehicles.

No Actions

AGENDA ITEM

20. Fire Safety written update

AN presented the report to the committee. AN – it has been a real challenge but a challenge that we are taking firm action via the Gold Group. SP – noted that there is good progress and this area is being properly addressed.

No Actions

21. Forward Planning items for future meetings

MT and JK drafted a table of items for future the agenda of future meetings.

Items to be added:
September 2025 meeting.
1) Talent Management Strategy TVP. 2) Impact of the Government Strategic Spending Review TVP/OPCC. 3) Governance and oversight on savings and efficiencies TVP.
4) PCC Annual Report

December 2025 meeting.
1) Estates Strategy TVP. 2) Volunteers including Special Constables TVP.
3) AI strategy update TVP.

Action: Update future meeting agendas as required - JK (JIAC 026)

22. Any other business

No items

Part 1 of the meeting concluded at 15:50 hrs.

Date of next meeting: Friday 19 September 2025 at 1300-17:00hrs to be held in the CCMT Conference Room, HQ South/MS Teams