



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.

<u>Members:</u>	Mr Malcolm MacDonald (MM) Mr Martin Evans (ME) Mr Andre Morgan (AM) Mr Alasdair Kenwright (AMSK) Ms Kate Curran (KC)
<u>Also Present:</u>	Mr Dafydd Llywelyn Police & Crime Commissioner (PCC) Mrs Carys Morgans, Chief of Staff (CoS) Ms Beverley Peatling, Chief Finance Officer (CFO) Mr Edwin Harries, Director of Finance (DoF) Mr Ian Williams, Assistant Director of Finance (IW) Ms Nicola Davies, Force Accountant (ND) Ms Karen Davies, Force Accountant (KD) Mr Richard Harries, WAO, (RH) Ms Leanne Malough, WAO (LM) Mr Jason Blewitt, WAO (JB) Mr Jonathan Maddock (TIAA), (JM) Miss Caryl Bond, Assurance Support Officer (CB) Mr Huw Morgans, Risk & Business Continuity Management Advisor (HM) Mrs Lynne Davies, Assistant Director Business Support Unit (LD) Mr Steve Cadenne, Temporary Business Director People Services, (SC) Ms Debby Jones, Force Records & Information Security Specialist (DJ)
<u>Apologies:</u>	Ms Vicky Davies, TIAA (VD) Mr Mark Collins, Chief Constable (CC)
<u>Declarations of Interest:</u>	None.

ACTION SUMMARY FROM MEETING ON (7 th March 2019)			
Action N ^o	Action Summary	To be progressed by	Progress
A80 2017/18	To correct the typo on page 10 of minutes as discussed.	CB	Complete
A82 2017/18	For the questions and points which have arisen from reading the WAO Draft Audit Plan to be fed back to the WAO.	CFO	Complete
A84 2017/18	OPCC to circulate the Arlingclose presentation slides to members.	CB	Complete
A84 2017/18	To invite Arlingclose to present at the finance seminar in December.	CB	Complete

A86 2017/18	TIAA to see if they are able to share information on where each Force sits in terms of their compliance with the Welsh Language Standards.	TIAA	Complete
A87 2017/18	TIAA to provide the Committee with some further information on the background of SGH Associates.	TIAA	Complete
A88 2017/18	IW to amend the Draft Accounting Policies for 2018/19 Statement of Accounts document in line discussions.	IW	Complete
A90 2017/18	IW to amend the Annual Accounts timetable to state that the draft document be sent to the OPCC at the end of May.	IW	Complete
A95 2017/18	An invite for the June seminar to be circulated to KP.	CB	Complete
A96 2017/18	Amendment to be made on MMs foreword within the Joint Audit Committee Annual Report 2018/19.	CB	Complete
A96 2017/18	CoS will re-circulate the Annual Report following the amendments being made.	CoS	Complete
A96 2017/18	CB to ask Committee members for information on their profile and background to be published on the PCCs website.	CB	Ongoing
A97 2017/18	CoS to consider where the trust legally sits in terms of its link with the OPCC.	OPCC	Ongoing
A97 2017/18	A risk to be added to the risk register in terms of the processes in place regarding scoring and approving changes to risk scores.	DoF/ PM	Complete
A98 2017/18	Members to look at AGS and give suggestions on how it could be written as an evaluation document.	Members	Complete
A98 2017/18	CFO to see if it is possible to arrange a facilitated workshop with CIPFA on the AGS.	CFO	Complete
A99 2017/18	The wording of one of the action areas for 19/20 within the AGS be changed from Brexit preparedness to Brexit implications.	KP	Complete

MM welcomed everyone to the meeting.

Apologies were given on behalf of the Chief Constable and a special welcome was given to our new JAC member Kate Curran.

A100 2018/19: Minutes of the meeting held on 7th March 2019 and Matters Arising

The actions from the previous meeting were discussed. The majority of which have been completed as detailed in the action table.

Action A82: In relation to matters raised at the previous meeting, that within the WAO draft Audit plan for 2019/20, a small increase has been applied to the fee rates (less than 1%), but gives no indication on how much more this is compared to previous years. It was also queried that with the shorter period for the closure of accounts, whether WAO have enough resources. JB from WAO advised that they were able to achieve the small increase applied to fee rates by amending their skill mix with one day less of Audit Manager Time and five more days of Trainee Time. There is no material change to the audit skill mix that would result in a reduction to the audit quality provided. It was felt that it would provide better audit support, whilst also achieving efficiency in keeping the overall fee to a similar level as the previous year.

Action A86: JM explained that in terms of the Welsh Language Compliance review, the reviews which they undertook only checked compliance with a sample of the standards. TIAA did not collate the information from each Force and PCC on how many standards they were compliant with as part of this review. There is now a collaborative contract in place and this could be considered for one of the collaborative reviews in the future.

Action A87: JB explained that SGH Associates is a small firm set up by the previous Quality Director who retired from the business over five years ago. This meets the requirement for PSIAS External Assurance as for many organisations this is done by peer review. There is no requirement to use any organisation.

Action A96: CB will progress with the Chair of JAC in the first instance.

Action A97: CoS explained that there is work ongoing in relation to where the trust legally sits in terms of its link with the OPCC. CoS will bring an update in relation to this in a future meeting.

Action A97: DoF explained that he has been in discussion with HM in relation to the risk registers and the processes in place regarding scoring and approving changes to risk scores. DoF explained that there is uncertainty whether the processes or the narrative is at fault. This will be discussed in further detail when members consider the Risk mitigation report on the agenda.

Decision A100: The minutes of the meeting held on 7th March 2019 were accepted as a true record.

A101 2018/19: To approve the Joint Audit Committees Terms of Reference

A draft of the JAC Terms of Reference (ToR) was reviewed at the June seminar and the document has been amended to reflect feedback.

CoS wished to bring the section on the tenure of the Chair to Members' attention. The tenure has historically been for a period of two years. However, having looked at CIPFA guidance and other ToRs for Committees elsewhere; it has been found that many follow

an open-ended tenure with an annual election of the Chair, which does not prohibit the current Chair being re-elected.

The Committee agreed that a period of two years is restrictive and that it should be changed to an open-ended tenure, with no restriction regarding the same Chair being re-elected. It was agreed that a Chair election should take place every two years.

Action A101: The ToR to be amended to include agreed changes in relation to the tenure of the JAC Chair being open-ended with an election-taking place every two years.

Decision A101: Pending the discussed amendments the Committee formerly accept the revised JAC Terms of Reference.

Action A101: The revised JAC ToR to be published on the Commissioners website.

A102 2018/19: Internal Audit Annual Report 2018/19

JM gave an overview of the Internal Audit Annual report. The Committee were happy with its content and the overview given of the 22 audits undertaken.

A103 2018/19: Wales Audit Office (WAO) Audit of 2018/19 Financial Statements Report

JB explained that this is the report that WAO produce for the Committee following the completion of the audit of accounts for the CC and PCC.

JB explained that the audit is now substantially complete and that they had received the accounts within the agreed deadline. JB acknowledged that this is a significant achievement for the Finance Department in getting the accounts finalised for audit in line with the agreed tight deadline. Undertaking the production and audit of the accounts to these earlier deadlines has identified a number of learning points for both the finance team and WAO. In particular, there needs to be a more robust quality assurance of the accounts and working papers to be available at the time of receipt of the draft accounts. WAO are in discussion with officers regarding this and will continue to work with them to prepare for next year.

MM thanked everyone that was involved in the process of finalising the Statement of Accounts.

A104 2018/2019: Appraisal Review of the Annual Governance Statement 2019/20

Outcome: Substantial Assurance. There were three priority three recommendations detailed from the review, namely: the progress of implementing actions identified within the Matrix of Evidence to be updated on a regular basis, the current Action Plans for 2019/20 need to set out a target timescale for completion of each action; and that the

Matrix of Evidence needs to be progressed by Managers and Business Leaders and not just by the Governance and Performance Manager and Chief of Staff.

A106 2018/2019: Draft 2016/17 Letters of Representation - Police & Crime Commissioner and Chief Constable

Members were happy with the content and letters were recommended for signature by the appropriate signatories.

Action 106: The draft Letter of Representation of the Police and Crime Commissioner was recommended for signature by the appropriate signatories.

Action 106: The draft Letter of Representation of the Chief Constable was recommended for signature by the appropriate signatories.

A107 2018/2019: Management's response to the audit enquiries on arrangements for the prevention and detection of fraud

KC noted that on page 6 where it notes what arrangements are in place to report fraud to those charged with governance, there is no reference to the JAC even though fraud comes within their remit in the ToR. The Committee agreed that JAC does need to be included. The CFO explained that they are currently doing a piece of work to put in place a Counter Fraud and Anti-corruption Policy which is referred to in the Corporate Governance Framework. CFO explained that benchmarking is being undertaken and that this work will come back to the Committee in due course.

RH noted that the document should inform the work that is undertaken in the year, therefore stated that it may be useful in the future to have a discussion regarding the contents of the document.

Action 107: For the Counter-fraud and Anti-Corruption policy to be brought to the Committee in the future.

Action 107: For JAC to be referenced as an arrangement to report within the Management's response to the audit enquiries on arrangements for the prevention and detection of fraud.

A108 2018/2019: Draft Annual Statement of Accounts for 2018/19

It was noted that the June seminar is beneficial to the process in preparing the accounts and that this is something that should continue to happen annually.

AM wished to note that on page 19, under section 6 – 'Risks, opportunities and the Medium Term Financial Outlook' the first points within this section are in relation to risks and then financial planning. There is no reference to opportunities and it was queried whether a different title may be more appropriate to reflect the content.

Following a discussion the Committee agreed that this was something to note when preparing the next future document, to review whether the headings reflect the content, keeping in line with standard wording for the report.

KC queried a point on page 40 -41. The depreciation table on page 40 for Assets held for sale implies that they have depreciated, yet within the paragraph on page 41 it states "Depreciation is not charged on Assets Held for sale". This is a contradiction. The Committee agreed with this observation.

Action 108: For the table on page 40 to be amended before the Statement of Accounts are signed.

Action 108: The Committee recommend the Draft Annual Statement of Accounts for 2017/18 to both the PCC and CC for approval.

The PCC expressed his thanks to everyone involved in the process of preparing the Annual Statement of Accounts.

The DoF expressed his thanks to both the finance team and the support of the WAO team in preparing for the Statement of Accounts.

A109 2018/19: CIPFA

CFO explained that they are still waiting on confirmation of the date of the annual training day which includes an input from CIPFA. North Wales are organising the training this year and it is planned to take place in Wrexham. As soon as the date is confirmed this will be circulated to members.

A109 2018/19: CIPFA Statement Role of Head of Internal Audit

MM felt that this document on the Role of Head of Internal Audit sets out the importance of Internal Audit. MM noted that it may be useful for TIAA to feedback on how they feel these principles apply to their organisation and whether they feel that the principles are able to be put into practice.

Action 109: TIAA to provide feedback at the next meeting on how the principles as set out in the CIPFA Statement Role of Head of Internal Audit document apply to TIAA as an organisation.

DoF noted that principle 3 – "The HIA must be a senior manager with regular and open engagement across the organisation, particularly with the leadership team and with the audit committee" is most probably the most challenging as an external organisation. CoS also noted that in terms of principle three it is important to ensure that the Internal Audit have accessibility to the organisation.

A110 2018/2019: The 2018/19 progress report of the Internal Auditors (SICA)

a) SICA report for 2018/19

JM explained that this report provides the Joint Audit Committee with a final update on the progress of their work Police for 2018/19. The PCC raised a point regarding the

timeliness of follow up reviews and their importance. DoF also noted that they need to look at the time between when a draft is received and their formal response back in return.

The CFO noted that as part of the ongoing governance review it was identified that the internal audit reports didn't always fit into the reporting structure of the organisation. As a result of this there is now a group called the Audit and Quality assurance Group which will now have oversight of internal audit reports, including outstanding actions and timeliness.

b) SICA report for 2019/20

JM explained that this report provides the Audit Committee with an update on the progress of their work up to the 19th July 2019. It was explained that this currently includes one audit on the Annual Governance Statement.

A111 2018/2019: The reports of the internal auditors:

a) ICT Review of General Data Protection Regulations (GDPR) Compliance - Visit 2

No assurance assessment was given for this review as it followed up on the review of GDPR compliance undertaken in October 2018. This review was split into two parts with the first section being completed in March 2019. It was explained that this report is a follow up on those recommendations that were set out back in March. One priority two recommendation was given in relation to data protection refresher training programme needed to be introduced for all staff of the Office of the Police and Crime Commissioner. This recommendation has been accepted, and is being progressed.

KC queried in terms of GDPR how many subject access requests are received by the force and OPCC. DJ explained that subject access requests have increased by 20% since the implementation of GDPR.

Action 111: For the number of Subject Access requests received by the Force to be circulated to the Committee.

b) Compliance Review of Counter Fraud – Procurement

Outcome: Substantial Assurance with two priority 3 recommendations that have been accepted. These were in relation to the Procurement Thresholds publicised on the Forces website under section 'Contracts and Procurement' which is to be amended in line with the limits set out within the Corporate Governance Framework and a supplier database review be undertaken annually to remove duplicate and unused supplier accounts. JM noted that this audit shows continuous improvement.

c) Assurance Review of ICT Infrastructure

Outcome: Reasonable Assurance with one priority two recommendation: That the Ammanford site be fully tested once the replacement 999 system has been fully implemented.

DoF explained that the ICT infrastructure at Ammanford is well underway and appears to be working well. However, they are still having problems with the implementation of the new 999 system; there are further delays with the service provider failing to deliver 'on time'. KC noted that the new implementation date within the report stated 02/07/2019 and queried whether this has now been met. DoF explained that this has not been achieved and that they are now working towards September/ October.

DoF stated that due to being reliant on an external contractor it is extremely difficult to give an accurate date. JM stated that this will be reviewed again in September.

d) Assurance Review of Absence Management

Outcome: Limited Assurance with one priority 1 recommendation, eight priority 2 recommendations and three priority 3 recommendations. The priority 1 recommendation was regarding time off for Compassionate Leave and Time off for Dependents be paid to all staff in accordance with the Leave for Personal Family reasons plus Other Special Leave Policy. The audit had picked up a few instances where individuals were being fully paid in excess of 5 days, going against policy.

The Committee welcomed Steve Cadenne the Temporary Assistant Director of People Services to the meeting. MM asked what review processes are in place if an individual requires more than five days off. AM also noted that if the policy is not being followed does its content need reviewing to make it more flexible. SC explained that the Force provides a maximum of five paid days off. SC also explained that they have not previously audited this area and they do not currently have an automated or an online system to request this form of leave. This is currently all done manually, which does make monitoring the requests difficult.

SC explained that they have put the following steps in place to ensure that staff are implementing the policy; there has been a Force communication sent out to reiterate the policy and there is a new line manager training programme which includes a 'Peoples day' which will include training on allocating time off. All line managers will be required to attend this training and it will be an opportunity to ensure that all staff understand that they should not be exceeding the five-day leave allowance as set within the policy.

SC also explained that they are in the process of looking into the possibility of having an online system where all leave requests will be inputted, only allowing a maximum of five days to be taken. They will continue to monitor this area to ensure improvement.

SC confirmed that following the Policy reviews the leave entitlement will not be changed.

SC gave an update in relation to the Attendance & Performance Management policy and highlighted trigger points which are to be used by managers as a prompt to consider the introduction of a supportive plan. SC explained that this is subjective, as not all staff who hit a trigger are put onto a plan. It is down to the managers discretion. However, it is important that all managers are able to give a rationale as to why they are not placed on a plan if a trigger is hit. SC explained that this will also be covered in the 'Peoples day' training.

SC wished to note that this audit had been highly beneficial, as it has helped identify areas for improvement in areas, which had not been previously audited.

JM noted that it is good to see departments having an input into what is reviewed to ensure that the correct areas are receiving the attention.

e) Assurance Review of the TARIAN ROCU Collaborative Project

Outcome: Reasonable Assurance with two priority 2 recommendations and six priority 3 recommendations. JM explained that this was a collaborative review between South Wales, Gwent and Dyfed-Powys Police. The main areas of concern were around formalising a timetable to ensure that the annual budget is agreed prior to the start of the financial year. At the end of March 2019 the budget for 2019/20 had yet to be finalised and that any surplus funds that have been returned to the three force's reserves, will be available to TARIAN during 2019/20 when required. All recommendations have been accepted.

CFO explained that this is an ongoing concern in terms of some of these findings within the report and that these are included on the risk register. They identified some risks around governance arrangements and discussions have been had with WAO in relation to doing some work in terms of value for money.

f) Compliance Review of Risk Management – Mitigating Controls

The Committee welcomed Huw Morgans the Risk & Business Continuity Management Advisor and Lynne Davies the Assistant Director for the Business Support Unit.

Outcome: Reasonable Assurance with one priority 2 recommendation and two priority 3 recommendations. JM explained that the main concern that was identified from the review was in relation to risk 9 and the need to increase its score. Due to the current position in the delay of the software and the backlog of data processing, the Force is exposed to risks with integrity of the data in Police National Computing. It was felt that the risk score should be increased until the system is fully functional and data processing has reduced to a more manageable number. This recommendation has been agreed and a risk score of 16 has been implemented.

HM wished to note that the audit was beneficial with the correct areas being reviewed. It was useful to be part of the process in choosing areas for review. This ensured that the correct areas were selected for scrutiny.

PCC asked, how does Dyfed-Powys sit in comparison to other forces in relation to timeliness of PNC recording and our backlog updates etc. LD explained that when compared nationally for timeliness Dyfed-Powys fares well.

DoF pointed out that one area which is not covered within the report is that there is a high level of oversight and testing regarding this risk, there is ongoing work being undertaken by the department in order to try and mitigate the risks.

LD stated that in order to mitigate the risk they are prioritising the recording of the higher risk updates. LD explained that each entry can take around 25mins to upload, LD explained that once they are able to have an automated system, which will help transpose information from the custody system, this would reduce the amount of significantly, helping them to record updates more efficiently.

LD noted that in terms of the ongoing work to achieve the automated system, there have been delays due to uncertainty as to who could deliver the system that is required. The Forces Development Team has now been commissioned to create the automated system.

LD also noted that the oversight of the provisions for the development work is being monitored by the Performance and Outcomes Board.

PCC wanted to highlight that risks are also discussed at Policing Board, which provides another opportunity where risks are being monitored and scrutinised.

A112 2018/2019: The Internal Audit July 2019 Follow Up Review

JM explained that this report summarises the reviews that they have followed up as part of the process. The key findings from the report are 45 out of 86 recommendations (53%) reviewed have been implemented by Dyfed-Powys Police and a further 28 recommendations (33%) are in the process of being implemented. One recommendation (1%) had been considered but had not been implemented. 11 of the recommendations could not be followed up during the audit, as the responsible person was not available. These recommendations will be included in the next follow up audit.

MM noted that 11 recommendations not being able to be implemented due to responsible individuals not being available is quite high. JM explained that they are trying to schedule meetings for September and will try to be flexible on the days that they attend HQ in order to try and accommodate different availabilities to avoid delays.

IW noted that timeliness of responses will have heavier scrutiny going forward as it has been recognised that there have been delays. IW also explained that they are looking to use an online portal, which TIAA offer as part of their service. This will make collecting responses and providing feedback more efficient.

JM confirmed that the online portal works well with other organisations and should be a positive development going forward.

KC queried whether within the follow up reports where it notes outstanding recommendations would it be possible in future to identify which of those are high priority recommendations.

Action 112: TIAA to add priority level box to follow up Reviews to identify level of recommendations, which are outstanding.

A113 2018/2019: Updated Annual Internal Audit Plan

JM noted that in terms of drawing up the Internal Audit Plan he had been invited to the Audit and Quality Assurance Group meeting and engaged with a number of managers to determine what areas are of concern to them, which could be subject to an internal audit. Unfortunately not many managers came forward with areas of concern, however, it did give an opportunity to highlight the benefits of having an audit and how it can be of help. IW explained that due to the low response of areas asking for review, this left capacity within the plan. Further areas for review were decided from the scoping day, which are presented in the plan for the members' consideration.

ME queried that in terms of risks whether it would be worth looking at the entire process again. JM noted this and it will be discussed in the September meeting when planning the approach for 2020/21.

JM explained that Annex C of the plan sets out the collaborative annual plan. Five collaborative reviews have been agreed, the areas for review were decided by the four forces. Each force is provided with an area to lead, with Dyfed-Powys being assigned Debtors. One auditor will be assigned to carry out the audit for the four forces ensuring continuity with one overall report being produced.

IW explained that the areas for review were selected with a financial focus, with the financial leads within each of the four forces taking the lead, in order to oversee the new process before rolling out to other departments next year.

A114 2018/2019: Force significant Corporate Risks

HM explained that the Force intends to review its risk appetite in relation to information management risks. This stems from a visit from the Information Commissioners Office(ICO) auditors at the beginning of the year where they identified a potential weakness as an organisation for not having a separate information risk register. This was accepted and they are taking a proposal before the Information and Assurance Board next month to introduce a new risk register to the organisation, which contains the information risks only. This will allow the organisation to focus on information risks in a more robust way.

HM gave an overview of the three new areas of risk within the Corporate Risk register. The first new risk is the capacity of traditional forensic market in relation to the response to the cyber-attack on Eurofins Forensics Services. HM explained that Eurofins has now had assurance from police forces nationally and will now be able to carry out business as usual. Risk has dropped from a 16 to an 8.

The second new risk is in relation to a company called SYTECH (Systems Technology Consultants Limited) who had their accreditation removed as it was identified that they had used some non-vetted staff on cases that were submitted by Dyfed-Powys Police. These individuals have since received vetting clearance. ICO were informed and Dyfed-Powys are still waiting on the advice of The Crown Prosecution Service (CPS) as to whether there are any implications.

The third risk was in relation to uncertainty in financial projection causing a necessity for attainment of savings plan; based upon current assumptions, the MTFP requires the attainment of annual savings in order to return to a balanced budget. This is due to the uncertainty surrounding the outcome of the Government Corporate Social Responsibility, potential changes to police formula funding and forthcoming pay awards.

HM gave their updates in relation to existing risks, including Brexit, HM explained that the Force is preparing for a potential no deal Brexit. The 4 Welsh forces are in the process of setting up a time table of meetings / telephone conferences to ensure fit for purpose preparedness for a 'No Deal' exit.

MM queried the regularity of the steering group meetings. HM reassured the Committee that the EU Exit Group used to meet weekly and this will be picked up again as Brexit activity develops.

The risk in relation to the legislation regarding pre-charge bail has initiated a piece of work to look at the quality of bail decisions. This showed a bailing of detained persons position of 13%, which was considerably higher than the national average of 4%. Previously, concerns have been expressed as this may indicate an overuse or incorrect use of bail within the Force. However, National Police Chiefs' Council guidance published on 29th May 2019, has indicated concern with the national position insofar as a reduction in bail could mean missed opportunities to protect vulnerable people and put conditions on violent offenders that could prevent reoffending. The guidance places the Dyfed-Powys data in a different light and could suggest that Dyfed-Powys is making appropriate use of bail.

A115 2018/2019: Update on the Force Management Statement (FMS)

DoF reminded the Committee that they had received a presentation on the FMS within their June seminar where key risks were highlighted. DoF explained that the document that they had received identified risks and areas of concern that the Force may face when preparing for the FMS. All actions have owners and these will be used when preparing for HMIC inspections.

ME queried how often this document will be brought to the attention of JAC.

Following a discussion the Committee felt that the FMS is covered well in the finance seminar, however, if there are any updates then this could be covered within the Statement of Accounts seminar or when deemed necessary to review.

PCC wished to note that even though the FMS is a requirement for HMIC, it is very much welcomed, as it helps PCC's to have an overview of the Force. PCCs are able to hold forces to account when monitoring the progress made against the actions arising from the FMS. MM noted that they would extend an invite to HMIC again to attend a future JAC meeting.

A116 2018/2019: Corporate Governance Group Actions - 9th July 2019

The Committee looked at the actions raised within the last Corporate Governance Group meeting.

DoF stated that the main focus within this meeting was on the Annual Governance Statement (AGS), the Audit and Quality Assurance Group and the Internal Audit plan which have all been covered in today's meeting.

A117 2018/2019: Input on the Information Commissioners Office Inspection of Dyfed-Powys Police and the Forces' response

MM welcomed Debby Jones the Force Records & Information Security Specialist to the meeting.

DJ stated that the visit from the Information Commissioners office was very beneficial. 88 actions were identified as ways for improvement, bringing a focus to the department of what is required to move forward.

DJ explained that there were three areas looked at: Governance and Accountability, Information Risk Management and Requests for Personal Data. DJ gave an update on progress, explaining that in terms of Governance and Accountability 82% of those

recommendations are in progress. This includes implementation of the new information risk register. They have published a new privacy notice and they have completed a re-structure, with all vacancies within the department now filled.

In terms of the second area Information Risk Management, 92% of actions are in progress. Progress include a new Information Risk Policy and progress being made with the Information Asset Register. The third area Requests for Personal Data, 83% of actions are in progress. Actions included introduction of templates and reviewing the subject access process.

Good progress is being made and Auditors will be returning at the end of the year to check on developments. DJ confirmed that progress against the actions is being monitored by the Information and Assurance Board which is chaired by the Deputy Chief Constable.

A discussion took place regarding data breeches and any data breaches which are reported to the Information Commissioner will be brought to JAC. The PCC wished to reassure the Committee that he is also made aware of any data breaches as an additional oversight to the Committee.

AM noted that the target date for the 88 actions is September and queried whether this date is achievable. DJ confirmed that they confident that they will be able to meet this target as things currently stand.

A118 2018/2019: Any Other Business

No further business to be discussed.

MM thanked everyone for attending the meeting.

The Meeting closed at 13:46 hrs

DECISIONS ARISING FROM MEETING 30 th July 2019		
Decision No.	Decision Summary	
A100 2018/19	The minutes of the meeting held on 7th March 2019 were accepted as a true record.	Completed
A101 2018/19	Pending the discussed amendments the Committee formerly accept the revised JAC Terms of Reference.	Completed

ACTIONS ARISING FROM MEETING 30th July 2019

Action N°	Action Summary	To be progressed by
A101 2018/19	The ToR to be amended to include agreed changes in relation to the tenure of the JAC Chair being open-ended with and election-taking place every three years.	OPCC
A101 2018/19	The revised JAC ToR to be published on the Commissioners website.	OPCC
A106 2018/19	The draft Letter of Representation of the Police and Crime Commissioner was recommended for signature by the appropriate signatories.	CC/PCC
A106 2018/19	The draft Letter of Representation of the Chief Constable was recommended for signature by the appropriate signatories.	CC/PCC
A107 2018/19	For the work in relation to the Counter-Fraud and Anti-Corruption Policy to be brought to the Committee in the future.	CFO
A107 2018/19	For JAC to be referenced as an arrangement to report within the Management's response to the audit enquiries on arrangements for the prevention and detection of fraud.	CFO
A108 2018/19	For the table on page 40 to be amended before the Statement of Accounts are signed.	DoF
A108 2018/19	The Committee recommend the Draft Annual Statement of Accounts for 2018/19 to both the PCC and CC for approval.	PCC/CC
A109 2018/19	TIAA to provide feedback at the next meeting on how the principles as set out in the CIPFA Statement Role of Head of Internal Audit document apply to TIAA as an organisation.	TIAA
A111 2018/19	For the number of Subject Access requests received by the force to be circulated to the Committee.	DJ
A112 2018/19	TIAA to add priority level box to follow up Reviews to identify level of recommendations, which are outstanding.	TIAA

ONGOING ACTIONS SUMMARY FROM PREVIOUS MEETINGS

Action N°	Action Summary	To be progressed by
A96 2017/18	CB to ask Committee members for information on their profile and background to be published on the PCCs website.	CB
A97 2017/18	CoS to consider where the trust legally sits in terms of its link with the OPCC.	OPCC