

**Appendix 2(b) to the minute of
meeting of Tayside Joint Police
Board of 20 August 2007**

MINUTE of MEETING of the **AUDIT SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Conference Room 1, Tayside Police Headquarters, 4 West Bell Street, Dundee on Tuesday 26 June 2007 at 9.15 am.

Present: Councillors IAN MACKINTOSH and LEWIS SIMPSON.

Apologies: Apologies for absence were intimated on behalf of Councillors ARCHIE MACLELLAN and GEORGE REGAN.

Councillor MACKINTOSH, Convener, in the Chair.

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Audit Sub-Committee of 27 March 2007, which had been submitted to the Board on 23 April 2007, was approved as a correct record and signed by the Convener.

3. INTERNAL AUDIT PLAN UPDATE REPORT

There was submitted Report No PB 42/07 by the Treasurer which provided an update on the progress of the Internal Audit Plan for 2006/2007.

The Report indicated that seven final reports had been issued, one draft was with the client and one would be submitted to the Sub-Committee in due course. In addition, the corporate governance work was substantially complete with assurance statements being considered in Report PB44/07 (see Article 5 below).

The Audit Sub-Committee agreed to note the progress to date in relation to the 2006/2007 Audit Plan.

4. INTERNAL AUDIT REPORTS

There was submitted Report No PB 43/07 by the Treasurer providing the Sub-Committee with the Internal Audit Reports issued since the last meeting, namely Payroll and Pensions, Business Continuity Management, Budgetary Control, Corporate Procurement, FOI (Freedom of Information) Follow-Up, SCOPE Follow-Up and Corporate Credit Card Follow-Up. Full copies of each were appended to the Report.

The Report indicated that the Audit Reports presented for consideration represented the majority of the Audit Plan for 2006/2007. All the results of the audit indicated that reasonable assurances could be taken over the internal control systems and that the Board were proactive in taking forward audit recommendations.

The Sub-Committee agreed:-

- (i) to note the contents of the Internal Audit Reports appended to the Report; and
- (ii) to note that the Chief Internal Auditor would follow up the agreed Action Plans in due course.

5. CHIEF INTERNAL AUDITORS' CORPORATE GOVERNANCE AND INTERNAL FINANCIAL CONTROL ASSURANCE STATEMENTS

With reference to Article 5 of the minute of meeting of this Sub-Committee of 13 June 2006, there was submitted Report No PB 44/07 by the Treasurer which detailed the Chief Internal Auditor's independent assurance opinions in relation to both the overall corporate governance arrangements and internal financial controls within the Force for 2006/2007.

The Report indicated that the Chief Internal Auditor had been tasked with providing an annual independent review of the local Code of Corporate Governance to provide assurance on adequacy, effectiveness and compliance. A copy of the Assurance Statement for 2006/2007 was attached as Appendix 1 to the Report.

In addition to the overall Corporate Government Statement, the Chief Internal Auditor was also required to provide an independent opinion on the Board's internal financial controls. The Annual Report and Opinion was provided as Appendix 2 to the Report, and indicated that the internal financial control arrangements of the Board were sound.

The Sub-Committee agreed:-

- (i) to note the Chief Internal Auditor's Opinion in relation to Corporate Governance and the Local Code;
- (ii) to note the Chief Internal Auditor's Annual Internal Financial Control Report and Assurance Statement; and
- (iii) to note a full Internal Audit Report in relation to 2006/2007 Corporate Governance would be presented to both the Board and the Audit Sub-Committee in due course.

6. EXTERNAL AUDIT REPORT

There was submitted Report No PB 45/07 by the Treasurer which provided the External Audit Report - Financial Statements Audit Plan 2006-2007.

Mrs Margaret Richardson, External Auditor, was present and gave a summary of the Report to the Sub-Committee.

The Sub-Committee agreed to note the contents of the External Audit Report.

7. OVERVIEW OF BEST VALUE REVIEWS AND CONTINUOUS IMPROVEMENT PROCESSES WITHIN THE FORCE

There was submitted Report No PB 46/07 by the Chief Constable which provided members with an overview of the best value and continuous improvement processes used within the Force and outlined some of the improvements achieved in recent years.

The Report indicated that Tayside Police had developed a holistic approach to best value, with less emphasis on the number of best value reviews carried out in the year in favour of fewer strategic reviews. The Force aimed to carry out at least one strategic best value review per year that was aligned to Force objectives. These were designed to demonstrate the Force's effectiveness in fulfilling its commitment to continuous improvement in providing user focused cost effective services.

The Sub-Committee agreed:-

- (i) to note the continuous improvement processes used within the Force and to approve adoption of these in further reporting to the Sub-Committee; and
- (ii) to note some of the improvements made to date.