

Title
OFFICE OF THE PCC BUSINESS MEETING

Date	Location	Duration
28 th July 2016	Office of the PCC	10:00 – 10:45

Present:

Vera Baird - Police and Crime Commissioner
Mike Mullen – Head of Strategic Asset Management
Mike Tait – Director of Finance
Joscelin Lawson – Head of HR
Dean Lowery – Officer of the PCC

Apologies for absence:

Mr Richard Heron – T/Director of Legal Services

1. Estates – Key Decisions

Mike Mullen presented the Commissioner with several key decisions which in relation to the Police Estate:

A. Sale of Boldon Police Station

The property has previously been declared surplus to requirements and has been marketed for sale by a commercial agent.

Several offers have now been received on the property and the Commissioner received a recommendation to accept the highest offer received.

The Commissioner subsequently agreed to accept the highest offer received for the property.

B. Sale of former Police House 17 Beverley Drive, Swalwell

The property has previously been declared surplus to requirements and has been marketed for sale by a local estate agent.

An offer has now been received on the property and the Commissioner was recommended to accept the offer received.

The Commissioner subsequently agreed to the acceptance of the offer received and to the sale of the property.

C. Grant of Occupancy Licence to the Immigration Service in relation to the existing part occupation of a room and use of facilities at Newcastle City Centre Police Station, Forth Banks

The Commissioner was presented with a key decision to seek approval to the grant of an occupancy licence in relation to the existing part occupation of a room and use of facilities within Forth Banks Police Station by the Immigration Service.

The Commissioner subsequently agreed to grant the necessary license.

2. Police Recruitment Update

Joscelin Lawson, Head of Human Resource, Northumbria Police updated the Commissioner on the forthcoming police officer recruitment campaign.

Joscelin highlighted that a full refresh of previous recruitment campaigns had taken place with a new online platform and marketing campaign. The Commissioner was given a full demonstration of the new recruitment website, the content that will be updated each week relating to different roles available to potential recruits and planned engagement events.

Joscelin stated that there will be a specific drive to engage with underrepresented groups and meetings on how this will be achieved will be arranged with OPCC staff. The Commissioner requested that contact was made with all universities in the region and that thought should be given to targeting specific groups and organisations within the community.

The Commissioner also requested that an update be provided to her at relevant stages throughout the recruitment process.

3. Statement of Accounts – Progress Report

Mike Tait presented a progress report on the audit of the Statements of Accounts 2015/16 and set out the steps to final authorisation and publication.

The timetable for the publication, audit and authorisation of the statements of accounts and annual governance statements are set out in the table below:

Date	What We Have Done / What Will We Do?
30 June	Statement of Accounts and Annual Governance Statements subject to audit were signed and published on the PCC/CC websites. [Completed]
1 July – 11 August	Accounts open for public inspection for 30 working days in accordance with the Accounts and Audit Regulations 2015. The notices were published on our websites on 24 June 2016. [Completed] Note – Under the 2015 regulations electors can now only exercise their rights of inspection and objection

	during this 30 working day period.
July/August	External Audit on site to complete the audit. [See Next Section]
12 September	Joint Independent Audit Committee – to review the audited Statement of Accounts and audit conclusion. To recommend approval by the PCC and Chief Constable.
15 September	Joint Business Meeting – To receive the external auditors report and authorise the statements for issue.
By 30 September	Publication of Statement of Accounts, Annual Governance Statement and Narrative Statement for the year ended 31 March 2016 on websites. Publish notice that the audit has been concluded and the statements published.
October	Report the completion of the audit, publication of the statements and to report to the Police and Crime Panel.

Regular review meetings are held with the external auditor Mazars. The latest meeting indicates that the audit is progressing as planned. Highlights are as follows:

- Cut off testing – A smaller sample size of transactions will be chosen this year to test that transactions are in the correct year saving time.
- Payroll – We are now in the lowest risk category and therefore fewer transactions will be tested. This is a really positive outcome that demonstrates the good work of the payroll/pensions team to keep their systems and records in good order.
- VFM Conclusion – The auditor will provide a VFM conclusion as part of their annual audit. We have provided a comprehensive file of evidence to the auditor. Further information is to be requested regarding collaboration agreements / governance.