

Gwent Police - 2019/20 financial accounts learning and 2020/21 action plan

Issue Identifier	Issue identified as part of 2019/20 closure	Why this was an issue in 2019/20	Action already taken	Action required	Deadline Date	Individuals responsible	Notes
1	Accounts payable processes in year and at year end	Refinements needed to improve cut off, approach to accruals, identification of PCC/CC accruals split, review GRNI more regularly throughout the year.	Future y/e accruals narrative to include "PCC" so that specific Commissioner creditors are easier to identify.	Continuous review of open orders/GRNI/unapproved invoices throughout the year to clear them on the BW finance system. Review and improve accruals process and agree any changes with Audit Wales.	31/03/2021	HoF	Finance team have worked hard to clear down open orders/GRNI/unapproved invoices. This has impacted on the creditor payments days performance measure for Q4 but has meant clearance of a number of issues prior to 31/3/2021 and a cleaner management accounts close for year end. Completed
2	Timing of collaboration information	Covid19 impacted on South Wales Police's ability to provide collaboration information at an early stage.	Ongoing discussions to improve links and reporting with South Wales Police throughout the year	To review and agree an earlier timetable for provision of collaborative information to all Welsh Forces for 2020/21 year end	31/03/2021	HoF/SWP	Collaboration information received from South Wales Police in line with the earlier timetable to meet management accounts closedown deadline. Complete.
3	Year end closedown and faster closing efficiencies	Significant improvements were made in 2019-20 on year end close down, but further improvements can be made on processing P14 adjustments earlier in May 2021.	The Finance restructure to provide more clarity on Financial Accounts team and help to balance day job and financial accounts production. Housekeeping month (Nov2020) to clear down reconciling items on control account reconciliations.	Full review of year end closedown task list to ensure individual responsibilities are up to date and any capacity issues can be managed. Discussions with OPCC on Narrative report/AGS format and process, and the impact of the Redmond Review.	31/01/2021	HoF/OPCC	The closedown task list has been reviewed and updated for changes in responsibility within the Finance department, as well as the timing of processing P14 adjustments in May 2021. The AGS has been updated and a self assessment carried out against the requirements of the CIPFA Financial Management Code to underpin the AGS. Complete
4	Further improvements to draft accounts	More can be done to improve the format of the accounts within the BRB tool. (Note: current BRB licence ends March 2021).	New AW team leader was briefed on BRB and the working papers it produces.	Finance are already looking at extending/renewing the BRB licence to capitalise on the investment made to date. Opportunities to obtain additional training and use of the other parts of BRB going forward. Agreed with AW to look at providing access to the BW system on a read only basis.	31/03/2021	HoF	Meetings have been held with AW team leader to demonstrate how BRB works and the working papers in more detail. The BRB licence has been extended for a further 12 months to cover 2020/21 financial statements. The accounts format has been reviewed to make changes for consistency with other Welsh forces. Completed
5	Further improvement to working papers	Some improvements are still needed on supporting information for working papers. There were a number of additional information requests from AW this year that were not originally anticipated.	A working paper template for each note in the accounts already exists within BRB and finance staff were individually briefed on these for 2019/20 accounts process.	To consider again the content, layout, and naming conventions in working papers. For specific working papers (e.g. debtors, creditors) agree with AW the format of the supporting information reports from the finance system.	31/03/2021	HoF	Working papers have been discussed with AW and audit requirements clarified. Each existing working paper has been reviewed, the layout updated, and a 'cover' sheet added to provide a clearer trail from the accounts to the BW ledger for external audit team. Complete
				Agree revised timetable for interim and final audit visits and AW to review the document request list and identify what needs to be requested earlier in the audit process.	31/01/2021	AW	Revised timetables have been agreed for interim and final visits. The schedule of audit deliverables from AW has been received and comments provided back to AW. Some additional early work has been carried out in April 2021 ahead of the final audit visit. Completed.