

OFFICE OF POLICE AND CRIME COMMISSIONER
OFFICE OF CHIEF CONSTABLE

TITLE: Manual of Corporate Governance Annual Review incorporating the Annual Review of the Joint Audit Committee Terms of Reference

DATE: 4th March 2020

TIMING: Annual

PURPOSE: For Approval

1.	<u>RECOMMENDATION</u>
1.1	<p>That the Joint Audit Committee (JAC):</p> <ul style="list-style-type: none"> • Considers and recommends approval of the proposed amendments to the Manual of Corporate Governance (MoCG) and provides any comments as appropriate (appendix 1); and • Notes that no additional changes have been made to the ToR since the detailed review was discussed and approved in 2019.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	<p>A meeting to review the MoCG took place between the Office of the Police and Crime Commissioner for Gwent (OPCC) and Joint Legal Services (JLS) in January 2020. The Assistant Chief Office for Resources has also been consulted on the proposed changes.</p> <p>These proposed changes were also presented to the Strategic Planning Group (SPG) in February for further discussion and to consider if any additional changes needed to be incorporated.</p> <p>These changes have been included for consideration by JAC members.</p>
2.2	<p>A report providing the proposed changes to the MoCG would ordinarily be presented to the JAC in advance of the Strategy and Performance Board (SPB). However, due to a change in the SPB meeting date, the SPB will now take place prior to the JAC. Therefore, the PCC and Chief Constable have been asked to approve the changes in principle prior to their consideration by the JAC.</p>
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	<p>Amendments to Manual of Corporate Governance</p> <p>A number of changes have been identified as a result of the annual review process. A detailed list of these can be found at appendix 1</p>
3.1.1	<p>Some of the most notable changes include:</p> <ul style="list-style-type: none"> • An update on the sections which relate to complaints due to the change of

	<p>legislation introduced on 1st February 2020.</p> <ul style="list-style-type: none"> • Clarity within the scheme of delegation that the PCC delegates responsibility for complaints to the Chief Executive. • Include further clarity on the role and responsibilities of the Deputy PCC • An update of the Joint Audit Committee Terms of Reference (ToR) as approved at the meeting on 11th December 2019. • The level for the approval of virements by the PCC will be increased to £250,000
3.1.2	<p>Annual Review of JAC Operating Principles and ToR</p> <p>This report also covers the requirement for the JAC to annually review their Operating Principles and ToR.</p> <p>A detailed review of the JAC ToR based on the Chartered Institute of Public Finance and Accountancy (CIPFA) Audit Committees: Practical Guidance for Local Authorities and Police (2018 Edition), was discussed at the September 2019 meeting. A final version of the ToR was subsequently approved at the December 2019 meeting.</p> <p>Based on the recent approval of the amended ToR, no further review has been deemed necessary at this stage. The next annual review will take place in March 2021.</p>
4.	<u>NEXT STEPS</u>
4.1	If the JAC is satisfied with the suggested changes, a recommendation to approve the MoCG will be made to the PCC and Chief Constable. If the JAC propose any changes, these will be discussed with the PCC and Chief Constable and consideration will be given as to how to progress with the MoCG amendments.
4.2	Once approval of the document has been agreed, a copy of the updated MoCG will be circulated to JAC members and appropriate senior officers. The document will also be published on the OPCC website.
4.3	An updated version of the MoCG will need to be considered again following the conclusion of the Force Governance Review and the receipt of further advice from JLS on any legislative changes.
5.	<u>FINANCIAL CONSIDERATIONS</u> There are no financial considerations as a result of this report.
6.	<u>PERSONNEL CONSIDERATIONS</u> There are no personnel considerations as a result of this report.

7.	<p><u>LEGAL IMPLICATIONS</u></p> <p>The JLS department has been involved in the review of the MoCG, ensuring that any legal implications that have arisen have been resolved during the review process.</p>
8.	<p><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></p> <p>This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.</p> <p>Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.</p>
9.	<p><u>RISK</u></p> <p>Any risks identified during the review of the MoCG will be negated by the approval of the amended document.</p>
10.	<p><u>PUBLIC INTEREST</u></p> <p>This document can be made available to the public.</p>
11.	<p><u>CONTACT OFFICER</u></p> <p>Joanne Regan, Head of Assurance and Compliance.</p>
12.	<p><u>ANNEXES</u></p> <p>Appendix 1 – Details of proposed changes to the MoCG.</p>

Appendix 1

Review of the Manual of Corporate Governance

Below are the key changes that are proposed in relation to the annual review of the MoCG:

Page Number	Proposed Change
22	Include further clarity on the role and responsibilities of the Deputy PCC
23	Clarity within the scheme of delegation that the PCC delegates responsibility for complaints to the Chief Executive
40	An update to the Joint Audit Committee ToR
59	An update on the sections which relate to complaints due to the change of legislation introduced on 1 st February 2020
71/73	An update to the Scheme of Delegation to state that the responsibility for Payroll sits with the ACOR not the DCC
87	The level for the approval of virements by the PCC will be increased from £80,000 to £250,000
142	An update of the single tender form