

POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE *DECISION RECORD*

To be completed in cases where a decision is required

DECISION OF POLICE AND CRIME COMMISSIONER

Date: 22/5/23

Officers present: Kira Hughes/Paul Dawkins

RECEIVED IN OPCC DATE: 22/5/23

OPCC REF: EXE0020-23

Title: The Provision of Regional Internal Audit Services call off contract

Summary of Issue:

The current contract for The Provision of Internal Audit Services expired on 31st March 2023.

A full tender process was undertaken by Derbyshire on behalf of the region, Derbyshire, Nottinghamshire, Northamptonshire, Leicestershire, and Lincolnshire.

Mazars were successful and were awarded the contract. The contract commencement date is 1/4/23 until 31/3/26 with an option to extend for a further 12 months

Mazars will provide but are not limited to, the following services:

- To develop and agree an annual audit plan
- To schedule resources to ensure all planned audits within the financial year
- To agree the terms of reference and scope and start date of each audit 4 weeks in advance with management/statutory officers
- To deliver high quality audit services as set out in the Customer's Plan
- To undertake or offer an audit exit meeting within 5 days following the completion of fieldwork on the audit
- To produce a draft report within 10 working days of the exit meeting.
- To receive and consider management responses and timescales to the audit and within 5 working days issue a final audit report
- To produce a draft head of internal audit annual report including HoIAO and issue to statutory officers by the 30th April each year, and subsequently present to the audit committee
- To engage regularly throughout the year on the plan with statutory officers
- To produce reports for the relevant audit committee within 10 working days prior to the meeting or alternative agreed timescales by the customer
- To attend, present the update report and contribute to the audit committees during the year as set out by the contractors
- To undertake targeted and specific audits at the request of the statutory officers either within or in addition to the agreed days
- To agree regional audits with the Chief Finance Officer and Finance directors of each Customer by 28th February each year and attend regional meetings to present and discuss the regional audits and progress

- To undertake a review of follow up recommendations for all high priority audits within 6 months, or otherwise specified in the agreement
- To under take a review of follow up recommendations within 12 months or otherwise specified in the agreement
- To ensure customer satisfaction surveys are undertaken for all audits and achieve a completion rate of 85% or above
- To ensure best practice is highlighted from across the region and other organisations within the audit firm remit to enable the customer to strive to improve practices and controls
- To facilitate a biennial East Midlands audit committee member seminar, commencing year one

An estimated 140 Audit days are to be provided per year

The Internal Audit Day Rate is £450

The Specialist and IT Audit Day Rate is £750

Recommendation(s) presented:

The PCC is recommended to approve the appointment of Mazars.

Key discussion points

OFFICE OF PCC APPROVAL

Chief Executive or Chief Finance Officer:

I have been consulted about the proposal and confirm that appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner

Signature:

Name: Kira Hughes Date: 2/6/23

Publication Scheme

Decision of Monitoring Officer:

As Monitoring Officer for the Office of Police and Crime Commissioner for Leicestershire I have determined that:

It is appropriate to publish this record of decision made by the Police and Crime Commissioner : **Yes**

It is appropriate to publish the contents of the report proposing this course of action prepared by either of the senior post holders in the Office of the Police and Crime Commissioner for Leicestershire (i.e. either the Chief Executive or Chief Finance Officer) : **Yes**

It is appropriate to publish details of the decision by the Police and Crime Commissioner for Leicestershire : **Yes**

Reasons for any non Publication (referencing appropriate legislation): None

Signature:

Name: Andrew Champness Date: 12/6/23

Police and Crime Commissioner for Leicestershire

Having received the advice set out above and reviewed relevant documentation my decision in regard of this matter is:

**Supported
Signature Rani Mahal
Date: 12/6/23**