**MINUTES OF THE MEETING OF THE NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER JOINT AUDIT AND SCRUTINY PANEL HELD ON MONDAY 28TH FEBRUARY 2022 COMMENCING AT 1.00 PM IN THE CHAPPELL ROOM, GEDLING BC CIVIC CENTRE**

**MEMBERSHIP**

(A – denotes absent)

Mr Stephen Charnock (Chair)

Mr Leslie Ayoola

Alan Franks

Mr Peter McKay

Vacancy

**ALSO PRESENT**

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| Craig Guildford  Neil Harris  Caroline Henry  David Hoose | Chief Constable, Nottinghamshire Police  EY  Nottinghamshire Police and Crime Commissioner  Mazars |
| Mark Kimberley | Head of Finance, Nottinghamshire Police |
| Donna Lawton  Chris Sutcliffe  Justine Wilson | Nottinghamshire Police  Nottinghamshire Police  Nottinghamshire Police |
| Noel McMenamin | Democratic Services, Nottinghamshire County Council |

1. **APOLOGIES FOR ABSENCE**

Sharon Cadell – Chief Executive Officer OPCC

DCC Rachel Barber – Nottinghamshire Police

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1. **DECLARATIONS OF INTEREST BY PANEL MEMBERS AND ATTENDEES**

None.

**3) MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2021**

The minutes of the last meeting held on 30 November 2021, having been circulated to all members, were taken as read and were confirmed and signed by the Chair.

**4) PROGRESS AGAINST ACTION TRACKER**

The following progress was reported:

Action 049: Visit to new Custody Suite and Joint HQ – still outstanding – to arrange in March/April 2022.

Action 053: Circulation of Health and Safety Annual Plan – circulated with agenda: complete and close.

Action 055: Information on cases where application of the Public Interest Test led to a complaint not being taken forward – information circulated at the meeting, considered completed and closed.

The Chair agreed a re-ordering of the agenda, as follows:

**7) EXTERNAL AUDIT ISA 260 REPORT – VERBAL UPDATE**

Neil Harris of EY provided a brief verbal update in respect of the External Audit ISA 260 report, confirming that an unqualified opinion would now be issued in respect of both the Nottinghamshire Police and OPCC statements of accounts for 2019-2020.

Mr Harris advised that there had been a modification to the Value for Money threshold, and welcomed the increased capacity within the Finance Team, commending the strong collaborative approach adopted to complete the audit

Scheduling of the outstanding 2020-2021 and 2021-2022 audits would run concurrently, with the intention being to take the 2020-2021 Audit to the April 2022 Panel meeting and that for 2021-2022 to the June 2022 meeting but it was noted that capacity issues at EY might impact on progress in the short term.

**RESOLVED 2022/001**

That the verbal update and comments made on it be noted.

**5) JOINT CHIEF FINANCE OFFICER PROTOCOL**

The Panel considered a report, published with the agenda and introduced by Commissioner Henry, providing assurance in respect of the Joint Chief Finance Officer role currently in place until 30 April 2022. It was explained that the statutory OPCC Chief Finance Officer role was vacant following the departure of Charlotte Radford, and Mark Kimberley, the Force’s Chief Finance Officer, had agreed to assume the role on a temporary basis, in line with the Protocol appended to the report.

The Panel welcomed the temporary arrangement, and commended the thoroughness of the Protocol document, particularly in respect of highlighting potential risks. During discussion, the view was expressed that the approach would provide additional financial resilience. It was also explained that the OPCC Chief Finance Officer post had been reviewed as part of the organisation-wide restructure, and would now align more closely with OPCC practice elsewhere in the region.

**RESOLVED 2022/002**

That:

1. The Joint Chief Finance Officer Protocol at Appendix 1 to the report be approved;
2. The Protocol be reviewed in due course to determine whether it was still required when the term of the current temporary arrangement period expired on 30 April 2022;
3. The strategic risk to finance governance as highlighted in the report be noted; and
4. The assurance that the Protocol provided in respect of ensuring effectiveness of financial advice arrangements be endorsed.

**7) PRESENTATION – CHANGE PROGRAMME OUTCOMES**

Chief Inspector Chris Sutcliffe, Nottinghamshire Police Business Change Lead, introduced the presentation, published with the agenda, which provided an overview of Change Programme outcomes, and highlighting significant achievements from the previous year, Force priority programmes and proposals for the forthcoming year. The presentation also highlighted where savings had been reinvested, as well as the governance and wider benefits from change arising from the Change Programme.

Chief Constable Guildford provided the following additional information:

* The provision of Outreach workers for hard-to-reach communities was completed and at capacity;
* Reacher teams were now embedded in every neighbourhood;
* The Force was 2 commissioning cycles from having electric vehicles as standard, but was well placed to have charge-point and maintenance infrastructure ready for the transition of the Fleet. These and related themes would be mapped out in the emerging Transport Strategy.

The Panel welcomed the presentation and commended the Force on the delivery of priority programmes to date. During discussion, the view was expressed that, on balance, Force Management Statements were beneficial in terms of encouraging self-reflection and challenge to deliver change.

**RESOLVED 2022/003**

That the presentation and supporting comments on Change Programme outcomes be noted.

**8) INTERNAL AUDIT PROGRESS REPORT**

The Panel considered a report, published with the agenda and introduced by David Hoose of Mazars LLP, which provided an update against the Internal Audit Plan for 2021-22, along with the outcomes of audits completed to date.

Mr Hoose advised that 2020-2021 audits in respect of Collaborative Workforce Planning and Risk Management had now been issued as final. He also confirmed that reference in the report to a significant recommendation for the OPCC Charities Account 2021-22 was in error.

Arising from discussion, the Panel asked that the current approach to risk management be reviewed to consider whether/how to capture both inherent and emerging risk.

**RESOLVED 2022/004**

To note the report, noting also the Panel’s request to review risk management practice to ensure both inherent and emerging risks were captured and addressed.

**9) INTERNAL AUDIT – FINAL AUDIT REPORT**

The Panel considered a report, published with the agenda and introduced by David Hoose of Mazars LLP, providing the final internal audit annual report for 2020-21.

During discussion, it was explained that, in respect of benchmarking, the Assurance Level and categorisation of recommendations were not contextualised because this could potentially lead to changes in corporate behaviours, for example focussing on areas that were already performing well.

**RESOLVED 2022/005**

To note the report.

**10) INTERNAL AUDIT – OPERATIONAL PLAN 2022-2023 AND CHARTER**

The Panel considered a report, published with the agenda and introduced by David Hoose of Mazars LLP, providing the Internal Audit Operational Plan for 2022-2023 and Internal Audit Charter. Mr Hoose explained that the Operational Plan had been drawn up in close collaboration with the senior management of both organisations. He also confirmed that the Internal Audit Charter remained unchanged from the previous year.

Arising from discussion, it was agreed that the Chair and Mr Kimberley would explore further how the Panel could become involved at the scoping stage of future internal audits. final internal audit annual report for 2020-21.

**RESOLVED 2022/006**

That the report be noted, noting also the intention to explore how the Panel could be involved in the scoping stage of future audits.

**11) PRECEPT AND BUDGET REPORTS 2022-2023**

The Panel considered the report, published with the agenda and introduced by Commissioner Henry, providing information to the Panel in respect of the Precept report and the proposed increase in Council Tax for 2022-23. The report had been considered at the Police and Crime Panel meeting on 8 February 2022 and had been circulated to the Panel for information.

During discussion, the view was expressed that the current level of reserves was appropriate, and that as risks were addressed and mitigated, the amount needed to be held in reserves could be adjusted over time. The Force was also in a strong position to ‘invest to save’ to help ensure continued performance improvement.

**RESOLVED 2022/007**

To note the report.

**12) AUDIT AND INSPECTION UPDATE**

The Panel considered the report, published with the agenda, providing an update on progress against recommendations arising from audits and inspections that had taken place in the final quarter of 2021-22.

During discussion, it was explained that it was a national recommendation that the use of outcomes 15 and 16 in violence against women and girls offences be reviewed, while no advance indication of significant areas of concern had been highlighted in respect of the Integrated PEEL draft report, scheduled for publication in Spring 2022.

**RESOLVED 2022/008**

To note the presentation.

**13) ASSURANCE MAPPING**

The Panel considered the report, circulated with the agenda, providing a dashboard of assurance levels against each business area of the Force. The Panel commended the clarity and comprehensive nature of the report and raised no substantive issues with the report content. The Chair did indicate that he would speak to the Corporate Development Manager to consider further improvements to the report format.

**RESOLVED 2022/009**

To note the update.

**14) POLICE AND CRIME COMMISSIONER’S UPDATE REPORT**

The Panel considered the report, circulated with the agenda and introduced by Commissioner Henry, providing an update on the Police and Crime Commissioner’s activity in fulfilling her statutory duties since November 2021, and on the publication of her Police and Crime Plan 2021-2024.

The following points were raised during discussion:

* It was confirmed that the baseline of 2019-2020 had been used to establish targets within the Police and Crime Plan, to avoid as far as possible the impact of the pandemic on crime figures;
* It was confirmed that Commissioner Henry had recently engaged with the Community Listening Group. Leslie Ayoola advised that the Group was looking to engage on a more formal footing and offered to facilitate the Group’s involvement in helping deliver on the actions within the Police and Crime Plan.

**RESOLVED 2021/010**

To note the report.

**15) INFORMATION MANAGEMENT – FREEDOM OF INFORMATION AND DATA PROTECTION INFORMATION REQUESTS – ANNUAL REPORT**

The Panel considered the report, which had been published with the agenda and was introduced by Detective Superintendent Justine Wilson, providing information on the management of information requests under the Freedom of Information Act (FoI) and Data Protection Act for the 2021 calendar year.

Several issues were raised and points made during discussion:

* The triage system now in place to help steer and support requests for information was working very effectively, helping avoid escalations and increased wait times. There had a spike in requests relating to Court Orders in the period August-December 2021, which was being explored further;
* It was confirmed that current resourcing was proportionate to current demand, and it was explained that there was limited further scope to charge originators of FoI and related requests.

**RESOLVED 2022/011**

To note the report.

**16) PUBLICATION SCHEME MONITORING REVIEW AND ASSURANCE**

The Panel considered the report, which was circulated with the agenda, which provided assurance that the OPCC was working in full compliance with the Freedom of Information Act and the Elected Local Policing bodies (Specified Information) Order.

During discussion, it was noted that the Transparency Quality was not issued to the OPCC in 2020 because of delays in publishing the audit of accounts. While it was hoped that the Quality Mark award would be restored in 2022, the greatest risk to this not being achieved was the resourcing and prioritising of the external audit for the OPCC.

**RESOLVED 2022/012**

To note the report.

**17) WORK PROGRAMME**

**RESOLVED 2022/013**

To note the report without substantive comment.

**18) SUMMARY OF ACTIONS**

**RESOLVED 2022/014**

To agree that the following actions and amendments be added to the Action Tracker:

Arising from Internal Audit Progress Report – Revisit and review risk management to consider how to and whether to capture both inherent and emerging risk.

Arising from Internal Audit Plan – Chair to speak to the Joint Chief Finance Officer about building Panel input into internal audit processes at the scoping stage.

Arising from Assurance Mapping – Chair to discuss with the Corporate Development Manager how to improve the formatting of assurance mapping reporting, while emphasising the significant improvements achieved to date.

The meeting ended at 2.55pm