

**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER**  
**County Hall, West Bridgford, Nottingham, NG2 7QP**

---

**MINUTES**  
**OF THE MEETING OF THE**  
**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER**  
**JOINT AUDIT & SCRUTINY PANEL**  
**HELD ON THURSDAY 24 SEPTEMBER 2015**  
**AT GEDLING BOROUGH COUNCIL,**  
**NOTTINGHAM**  
**COMMENCING AT 10.00 AM**

---

**MEMBERSHIP**

(A - denotes absent)

Mr Stephen Charnock (Chair)  
Mr Leslie Ayoola  
Mr John Brooks  
Dr Phil Hodgson  
Mr Peter McKay

**OFFICERS PRESENT**

Paddy Tipping	Police and Crime Commissioner
Phil Gilbert	Head of Strategy and Assurance, OPCC
Charlotte Radford	Chief Finance Officer, OPCC
Chris Eyre	Chief Constable, Notts. Police
Mike Clarkson	Mazaars
Simon Lacey	KPMG (External Audit)
Gary Jones	T/Head of Finance
Alison Fawley	Democratic Services, Notts. County Council

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Andrew Cordoza, KPMG and Brian Welch, Mazars

**2) DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS**

None.

The Chair reminded Panel members of their duty to ensure their declarations of interests on the website were up to date.

**3) MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 12 February 2015, having been circulated to all Members, were taken as read and were confirmed and were signed by the Chair.

**4) EXTERNAL AUDIT OF THE ACCOUNTS 2014-15 (ISA260)**

Andrew Cordoza introduced the report which provided Members with the results of the review of the Statement of Accounts and supporting documentation for the financial year 2014-15. He confirmed that he intended to issue an unqualified opinion in relation to the accounts, governance arrangements and value for money.

During discussions the following points were raised:

- Although there had been an improvement in the quality and availability of working papers, there had been some difficulties due to staff absence and with electronic files and links to supporting notes which had caused increased audit input. An increase in the scale fee would be necessary and would be discussed when the audit was completed.
- Work was ongoing to refine the processes for future audits which may include dry runs and a soft close at P10. Staffing issues would be addressed by the collaboration with Northants which enabled sharing of expertise.

**RESOLVED 2015/026**

- 1) That the report of the External Auditor be noted and its findings be recommended to the Police and Crime Commissioner.
- 2) That the letter of representation be recommended to the Police and Crime Commissioner for signing and sending to the external auditors.

**5) STATEMENT OF ACCOUNTS AND ANNUAL GOVERNANCE STATEMENTS**

Charlie Radford introduced a report which provided Members with a copy of the audited statement of accounts and annual governance statements for

2014-15 which provided a fair view of the financial position of the Chief Constable, Police and Crime Commissioner and the group as a whole. During discussion the following points were raised:

- There were a number of presentational issues to be addressed in the group report.
- A major piece of work would be undertaken regarding capital expenditure to look at what was essential, provided challenge and identified how potential cashable efficiencies would be delivered.
- The group accounts would include a statement that there had been no carry forward of items.
- The reported increase in crime and ASB were attributed to different recording criteria.

#### **RESOLVED 2015/027**

- 1) That the accounts and annual governance statements be recommended to the Police and Crime Commissioner for approval.
- 2) That the accounts and annual governance statements be recommended to the Police and Crime Commissioner and Chief Constable for signing.

#### **6) STRATEGIC RISK MANAGEMENT REPORT (2015-16 QUARTER 2)**

The Chief Constable introduced a report which provided Panel Members with an up to date picture of strategic risk management (to the end of 2015-16 Quarter 2) across Nottinghamshire Police (the Force) and the Nottinghamshire office of the Police and Crime Commissioner (OPCC).

The risk management policy had been under review and was in the final stages of consultation. A risk management process guide which provided an overview of risk management techniques and their application in practice had also been produced. Changes included ways in which the Force and NOPCC would use risk management in their decision making in the future, for example, each portfolio lead would set a risk management strategy for their area of responsibility.

During discussion the following points were raised:

- Risk was not reducing and the Force had to reengineer/redesign how services would be delivered with reduced resources.
- The Panel appreciated the changes that had been made to the format of the report.

## **RESOLVED 2015/028**

- 1) That the current level of strategic risk be noted.
- 2) That the Panel had received assurance as to the effectiveness of strategic risk management within Nottinghamshire Police and the Nottinghamshire Office of the Police and Crime Commissioner.

## **7) REGIONAL COLLABORATION UPDATE**

The Chief Constable introduced a report which provided Panel Members with an update on the progress made in relation to regional collaboration. A summary of collaborative projects being undertaken in the East Midlands was discussed.

During discussion the following point was raised:

- The different approaches to collaborations/partnerships in the East Midlands were discussed.
- It was noted that policies from Whitehall do not give a framework for working which was a cause of concern for future resilience.

## **RESOLVED 2015/029**

That the report be noted

## **8) MYSTERY SHOPPER REPORT JULY 2014-APRIL 2015**

Paddy Tipping introduced a report which provided Panel Members with the PCC's mystery shopper report for the period July 2014- April 2015.

During discussion the following points were noted:

- A number of meetings that had been advertised did not take place which was considered untenable and required a review of the schedule of meetings. It was not good PR to have the public turn up at a building that was closed.
- The Panel were pleased to note the positive feedback regarding the handling of 101 calls.

## **RESOLVED 2015/030**

That the report be noted

**9) POLICE AND CRIME COMMISSIONER'S UPDATE REPORT**

Paddy Tipping introduced the report which provided panel members with an overview of current performance, key decisions made and the activities of the Police & Crime Commissioner.

- Efficiency savings were not on target and work was ongoing to close the gap. Control measures had been put in place which included a recruitment freeze, a freeze on capital expenditure and a review of temporary/agency staff. Assurance was given that rigorous procedures were in place to ensure accuracy and confidence in predicted budget savings.
- There was the expectation of maximising resources to deliver frontline services. The process had started for next year where difficult decisions would have to be made to make the service work within a reduced budget.

**RESOLVED 2015/031**

- 1) That the report be noted.
- 2) That the Panel had received assurance from the Commissioner on areas of concern

**10. UPDATE ON HMIC REPORTS AND RECOMMENDATIONS**

Phil Gilbert introduced a report which provided Panel Members with an update on the outcome of each HMIC inspection and recommendations including the PCC's response. The report also provided assurance to the Panel that there was a robust process in place in relation to scrutiny of the action of the Force in response to HMIC recommendations

During discussions the following points were made:

- The report was to address an identified gap in information presented to the Panel.
- The use of the Tracker was discussed and Panel members were invited to Force HQ to see how the Tracker works.

**RESOLVED 2015/032**

- 1) That the progress made against HMIC inspection recommendations be noted.

**11. INTERNAL AUDIT PROGRESS REPORT**

Charlie Radford introduced a report which provided Panel Members with an update on progress against the Internal Audit Annual Plan and the findings from audits completed to date.

**RESOLVED 2015/033**

That the report be noted

**12. AUDIT AND INSPECTION REPORT**

The Force introduced the report which provided the Panel with an update on the progress against recommendations arising from audits and inspections that had taken place within the Force. The Panel were also informed of the schedule of planned audits and inspections.

**RESOLVED 2015/034**

- 1) That the progress made against audit and inspection recommendations be noted.
- 2) That the forthcoming audits and inspections be noted.

**13. WORK PLAN AND MEETING SCHEDULE**

**RESOLVED 2015/035**

The work programme would be revised to include an update on the outcomes of the survey of Police Audit Committee Chairs.

**14. EXCLUSION OF THE PUBLIC**

**RESOLVED: 2015/036**

That the public be excluded from the remainder of the meeting on the grounds that discussions are likely to involve the disclosure of exempt information described in paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**EXEMPT INFORMATION ITEMS**

**15. ATTEMPTED FRAUD INVESTIGATION**

**RESOLVED: 2015/037**

That the report be noted

The meeting closed at 12.10pm

CHAIR