

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 10 DECEMBER 2015
AT COUNTY HALL,
NOTTINGHAM NG2 7QP
COMMENCING AT 2.00 PM

MEMBERSHIP

(A - denotes absent)

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

OFFICERS PRESENT

Paddy Tipping	Police and Crime Commissioner
Charlotte Radford	Chief Finance Officer, OPCC
Chris Eyre	Chief Constable, Notts. Police
Brian Welch	Mazaars
Simon Lacey	KPMG (External Audit)
Andrew Cardoza	KPMG
Alison Fawley	Democratic Services, Notts. County Council

1) APOLOGIES FOR ABSENCE

Apologies were received from Leslie Ayoola and Paul Dawkins

2) DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

None

3) MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 24 September 2015, having been circulated to all Members, were taken as read and were confirmed and were signed by the Chair subject to the following amendments:

- A correction to the spelling of Andrew Cardoza's name.
- Agenda item 4 - External Audit of the Accounts 2014-15 (ISA260) was introduced by Simon Lacey.

4) IPCC INVESTIGATIONS, RECOMMENDATIONS AND ACTIONS

The Chief Constable introduced the report which informed Panel Members of complaint and conduct matters that had been referred by Nottinghamshire Police to the IPCC between 1 April – 30 September 2015 and the relevant recommendations and actions.

During discussions the following points were made:

- Changes to legislation would mean that in future officers under investigation would not be allowed to resign or retire until the outcome of the investigation were known. This was not expected to have a big impact in Nottinghamshire as there were only a small number of cases where officers retired/resigned during investigation.
- In response to a question about historic abuse allegations, the Chief Constable informed the panel of the work that had been ongoing since 2010 and that so far around there had been around 450 allegations of behaviours from victims. The allegations covered a wide range of behaviours but there were very few allegations of serious sexual offences. Collecting and linking evidence was a difficult and slow process and needed to be to the standard of proof required by the Court.
- The PCC explained that although he was clear that victims should be heard, there was a need to maintain the integrity of both criminal and civil investigations and that local work could not begin until criminal investigations had finished.
- Panel members requested that future reports on IPCC investigations included data regarding emerging themes to give more context.
- The Chief Constable invited Panel members to attend a PSD meeting.

RESOLVED 2015/038

That the Panel had received assurance from the processes in place relating to IPCC investigations.

5) FORCE IMPROVEMENT ACTIVITY – LESSONS LEARNED MONITORING

The Chief Constable introduced the report which informed Panel members of force improvement activity, lessons learned monitoring and the

implementation of learning from the IPCC 'lessons learned' bulletins during the period April – September.

During discussion the following points were made:

- The effectiveness of lessons learned communications was evident in the marked changes in officer behaviour and from feedback from trainers delivering group training sessions.
- Data was reviewed to identify any repetitive behaviours.
- To ensure that lessons learned were embedded through the Force, investment had been made in decision making process training and a recent draft report from HMIC was positive that the PROUD values were owned by the Force and had given staff a framework to operate through.

RESOLVED 2015/039

That the report be noted.

6) PROFESSIONAL STANDARDS CONFIDENTIAL REPORTING PROCEDURE

The Chief Constable introduced the report which informed Panel members of the professional standards confidential reporting procedure and outlined how the Force managed and dealt with staff who made a report concerning breaches of professional standards.

During discussion the following points were made:

- A Panel member was invited to attend a Professional Standards meeting.
- Comparative data for Nottinghamshire performance compared to other Forces would be brought to a future meeting.

RESOLVED 2015/040

That the Panel had received assurance from the processes in place relating to confidential reporting.

7) ANTI FRAUD AND CORRUPTION POLICY – REVIEW OF COMPLIANCE UPDATE (APRIL – SEPTEMBER 2015)

The Chief Constable introduced the report which informed the Panel of the level of compliance against the East Midlands Strategic Commercial Unit (EMSCU) Fraud and Corruption policy for the period April – September 2015.

During discussions the following points were noted:

- There had been no inappropriate contracts during the period.

- The Panel discussed the merits of a mystery shopper approach to validate assurance particularly with lower level staff. The Chief Constable would be willing to test out the idea but was confident with the systems in place that had been tested by HMIC approximately two years ago.
- The introduction of MFSS had seen a change in how pay related payments were authorised and processed. The new system was auditable but work was still in progress for some elements of reconciliation. Any inappropriate claims for mileage or overtime would be dealt with through conduct procedures.
- The availability and content of reports from MFSS would be discussed with the new Director of Finance in the New Year.
- MFSS financial controls is also an area of work on the internal audit plan.

RESOLVED 2015/041

That it be noted that:

- 1) That EMSCU's Commercial Director had received no reports of any fraudulent activity following any audit of procurement activity undertaken by the Force.
- 2) That EMSCU's Head of Procurement Services (to which the Policy directs any individual wishing to report any suspicion of fraudulent activity) had advised that there had been no reports of any fraudulent activity in relation to procurement activity undertaken within Nottinghamshire Police.
- 3) That EMSCU's Head of Supplier Services had written to Suppliers to re-iterate the Force position in relation to Gifts, Gratuities and Hospitality. The relevant Force procedure stated that Police Officers and Staff should not accept the offer of any gift, gratuity, favour or hospitality as to do so might compromise their impartiality or give rise to a perception of such compromise.
- 4) That EMSCU's Commercial Awareness training programme which was launched in December 2013 was being delivered on an on-going basis, included content on the prevention of fraud and corruption in the procurement process.
- 5) EMSCU had included reference and guidance to Conflicts of interests and Gifts and Hospitality on procurement documents in relation to suppliers notifying EMSCU if they had any 'relationship' with any member of the Forces. Links to the code of Ethics had also been included.

8) EXTERNAL AUDIT ANNUAL AUDIT LETTER

Andrew Cardoza introduced the report which provided Panel members with a copy of the Annual Audit Letter – the final stage in the Statement of Accounts 2014-15 process.

During discussions the following points were made:

- An unqualified conclusion was issued for the Police and Crime Commissioner's (PCC) and Chief Constable's (CC) arrangements to secure value for money for 2014-15.
- An unqualified opinion was issued for the financial statements for the PCC (which incorporated the financial statements of the CC) and the separate financial statements of the CC.
- An additional fee of approximately £2,000 would be incurred due to additional work required to complete the audit. Staff absence and the changes to staffing in Financial Services had been contributory factors but work was ongoing to ensure consistency across financial systems for 3 Forces and that processes were in place to ensure timely compliance with audit requirements.

RESOLVED 2015/042

That the External Annual Audit Letter be recommended to the Police and Crime Commissioner and Chief Constable for approval.

9) EXTERNAL AUDIT PROGRESS AND TECHNICAL UPDATE 2014-15

Simon Lacey introduced the report which summarised the progress on external audit work during 2015-16 and provided information on the planning for the audit of the 2015-16 accounts. A technical update was also provided.

RESOLVED 2015/043

That the report be noted.

10) VERBAL UPDATE ON REGIONAL ASSURANCE WORK

Charlie Radford updated the Panel on the work of Baker Tilly in respect of assurance for all regional collaborations and innovation work.

During discussions the following points were made:

- The mapping of assurance work was a difficult and detailed process but a template was available for assurance work.

- A full report on assurance mapping would be brought to a future Panel meeting.

RESOLVED 2015/044

That the verbal update be noted.

11) POLICE AND CRIME COMMISSIONER UPDATE REPORT – TO AUGUST 2015

The Police and Crime Commissioner introduced the report which provided the Panel with an overview of current performance, key decisions and his activities to August 2015.

During discussions the following points were made:

- The Commissioner had been heavily involved in discussions with the Home Office concerning changes to the funding formula but changes were not likely to be brought in before April 2017.
- The Settlement Announcement was that there would be no cut overall to Police budgets. However the budget for 2016-17 would be tight as savings of £20 million would have to be made.
- The details of the proposed Devolution deal for Nottinghamshire and Derbyshire were not yet available but would need full discussion of the implications for policing and lessons may be learned from other authorities.

RESOLVED 2015/045

That the report be noted.

12) INTERNAL AUDIT PROGRESS REPORT

Brian Welch introduced the report which provided Panel members with an update on progress against the internal audit plan and the findings from audits completed to date.

During discussion the following point was made:

- An additional piece of work on Payment Processes and Procedures had been added to the previously agreed plan and recommendations from the report had been actioned.

RESOLVED 2015/046

That the Panel had received assurance from the audits being undertaken and planned.

13) AUDIT AND INSPECTION REPORT

The Chief Constable introduced the report which provided Panel members with an update on progress against recommendations arising from audits and inspections which had taken place within the force.

RESOLVED 2015/047

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

14) APPOINTMENT OF EXTERNAL AUDITORS FOR 2018-19

Charlie Radford introduced the report which informed Panel members of the need to consider in appropriate time the appointment of External Auditors from 2018-19.

RESOLVED 2015/048

That the report be noted.

15) WORK PLAN AND MEETING SCHEDULE

RESOLVED 2015/049

That the report be noted.

The meeting closed at 4.15pm

CHAIR