

**MINUTES OF THE MEETING OF THE NOTTINGHAMSHIRE POLICE AND CRIME  
COMMISSIONER JOINT AUDIT AND SCRUTINY PANEL HELD ON WEDNESDAY 30<sup>TH</sup>  
MAY 2018 AT FORCE HEADQUARTERS, SHERWOOD LODGE, ARNOLD,  
NOTTINGHAMSHIRE COMMENCING AT 10AM**

**MEMBERSHIP**

(A – denotes absent)

Mr Stephen Charnock (Chair)

Mr Leslie Ayoola

Dr Phil Hodgson **A**

Mr Peter McKay

Vacancy

**OFFICERS PRESENT**

Sara Allmond	Democratic Services, Notts County Council
Rachel Barber	Deputy Chief Constable, Notts Police
Mark Kimberley	Head of Finance, Notts Police
Jackie Nash	Volunteer Manager, OPCC
Anita Pipes	KPMG
Charlie Radford	Chief Finance Officer, OPCC
Paddy Tipping	Police & Crime Commissioner
Brian Welch	Mazars

**1) APOLOGIES FOR ABSENCE**

Apologies for absence were received from Dr Phil Hodgson and Chief Constable Craig Guildford.

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

No declarations of interest were made.

**3) MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 5 December 2017, 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 update were provided:-

- Actions 001-009 – closed

- Action 010 – this would now be reported to the July 2018 meeting.

### **AGENDA ORDER**

The Chair agreed to change the agenda order to allow Jackie Nash to present her item first.

#### **10) FEMALE DETAINEES IN POLICE CUSTODY**

Jackie Nash introduced the report on female detainees in police custody.

During discussion the following points were raised:-

- There were less than half the number of female detainees compared to male detainees.
- In designing the new custody suite female detainee's needs were considered.
- Members were advised that it was Jackie's last meeting, and members thanked her for all of her hard work during her time at the Office of the Police and Crime Commissioner and the Police Authority.

#### **RESOLVED 2018/001**

To receive assurance from the review undertaken into female detainees in police custody.

#### **5) INTERNAL AUDIT ANNUAL ASSURANCE REPORT**

Brian Welch introduced the report which summarised the work that Internal Audit had undertaken during 2017/18.

During discussion the following point was raised:-

- Any limited assurance audits would be picked up in the following years plan.

#### **RESOLVED: 2018/002**

That the Panel received assurance from the work undertaken by internal audit.

#### **6) INTERNAL AUDIT ANNUAL PLAN 2018-19**

Brian Welch introduced the report which provided members with the proposed plan of work for internal audit during 2018-19.

During discussions the following points were raised:-

- There was an ongoing debate regarding online fraud as to who should investigate. Currently some investigations were carried out locally, some regionally and the big

cases investigated nationally. Nottinghamshire Police worked with Neighbourhood Watch to raise awareness of online fraud. The Lead sat with City of London, and it was a serious challenge for all forces.

- Members asked for a report on the strategy to tackle online fraud adopted by Nottinghamshire Police including partnership working in this area at a future meeting.

**RESOLVED: 2018/003**

To approve the audit plan for 2018-19 as set out in Appendix A to the report.

**7) EXTERNAL AUDIT PLAN 2017-18**

Anita Pipes introduced the report which provided members with the proposed External Audit Plan covering the audit of Accounts for 2017-18

During discussions the following points were raised:-

- The risks identified in the plan existed every year and usually did not change. External Audit's role was to ensure that management had considered the risks.
- The project to move to Oracle Cloud Applications had been pushed back to November 2018 and this was a significant risk which was being closely managed.

**RESOLVED: 2018/004**

To approve the External Audit Plan 2017-18

**8) DRAFT STATEMENT OF ACCOUNTS AND ANNUAL GOVERNANCE STATEMENTS FOR 2017-18**

Charlie Radford and Mark Kimberley introduced his report which provided the annual governance statements and provided a verbal update to members on the production of the draft statements of accounts.

During discussions the following points were raised:-

- There were issues with the Big Red Button which had delayed the production of the draft statements of accounts. However, it was anticipated that the delay would not cause delays later in the process.
- If the deadline for final publication was missed, the risk was that the Force and OPCC would be listed as one those who did not meet the deadline. It could also have an impact on the time available for the auditor to carry out their work.
- Members would receive copies of the draft accounts once available.

**RESOLVED: 2018/005**

To approve the Annual Governance Statements for 2017-18

**9) FOLLOW-UP REVIEW: EM LEGAL SERVICES**

Charlie Radford introduced the report provided a copy of the review undertaken by Derbyshire following a limited assurance report regarding EM Legal Services.

**RESOLVED: 2018/006**

To note the report

**AGENDA ORDER**

The Chair agreed to change the agenda order to allow the Police and Commissioner to present his item before he left for another meeting.

**13) POLICE AND CRIME COMMISSIONER'S UPDATE REPORT – TO FEBRUARY 2018**

Paddy Tipping introduced his report on which is prepared for the Police and Crime Panel.

During discussion the following point was raised:-

- The new Police and Crime Plan had fewer targets enabling greater focus.

**RESOLVED 2018/007**

To note the report

**11) STRATEGIC RISK MANAGEMENT REPORT – A NEW APPROACH**

DCC Barber introduced the report which introduced a new strategic risk management approach for Nottinghamshire Police.

During discussions the following point was raised:-

- Individual panel members would meet with the risk owners throughout the year to enable the Panel to build their knowledge of the individual risks.

**RESOLVED: 2018/008**

To note the proposed approach to strategic risk management as set out in appendix 1 of the report.

**12) UPDATE ON ACTIONS FROM AUDITS, INSPECTIONS AND REVIEWS**

DCC Barber introduced the report which provided an update on progress against recommendations arising from audits and inspections which have taken place during quarter 4, 2017/18.

During discussions the following points were raised:-

- Members felt it would be useful to hear from HMIC to receive further assurance on this area of work, the liaison officer would be invited to attend a future meeting.
- Members requested a briefing on the latest changes to the Force outside of the meeting to ensure members were kept up to date.

**RESOLVED: 2018/009**

- 1) That the status of audits and inspections carried out over the last quarter be noted.
- 2) That the Panel receive further information on HMIC report – Stolen Freedom; the Policing Response to Modern Slavery and Human Trafficking at the next meeting.

**14) COMPLAINT AND MISCONDUCT INVESTIGATIONS**

DCC Barber introduced the report which provided an update on performance relating to the handling of complaint and conduct matters in accordance with the Police Reform Act 2002 and Independent Office of Police Conduct (IOPC) Statutory Guidance on the handling of complaints.

During discussions the following point was raised:-

- There was currently no additional information on what the ‘other neglect or failure in duty’ allegations related to.

**RESOLVED: 2018/010**

To note the report

**15) INDEPENDENT OFFICE FOR POLICE CONDUCT (IOPC) INVESTIGATIONS, RECOMMENDATIONS AND ACTIONS**

DCC Barber introduced the report which provided members with information on the complaint and conduct matters which had been referred by Nottinghamshire Police to the Independent Office for Police Conduct (IOPC) between 1<sup>st</sup> August 2017 and 31<sup>st</sup> March 2018, together with relevant recommendations and actions

**RESOLVED: 2018/011**

That the Panel received assurance from the processes in place relating to IOPC investigations as detailed within the report.

**16) PROFESSIONAL STANDARDS CONFIDENTIAL REPORTING PROCEDURE**

**RESOLVED: 2018/012**

That the Panel received assurance from the processes in place relating to confidential reporting as detailed within the report.

**17) BUSINESS CONTINUTY MANAGEMENT REPORT (2017/18)**

DCC Barber introduced the report which provided an update on the Force Business Continuity Planning process.

During discussions the following points were raised:-

- There was one part time member of staff keeping a watching brief on this matter, with departments managing their own plans internal.
- Members requested further information on one of the table top exercises already carried out, including lessons learnt and how that learning had been implemented.

**RESOLVED: 2018/013**

- 1) To note the new Business Continuity approach within Force
- 2) That the Panel received assurance as to the effectiveness of the arrangements and future plans for improvement.

**18) FORCE REPORT ON MONITORING, REVIEW AND ASSURANCE OF THE PUBLICATION SCHEME**

DCC Barber introduced the report which provided an update on the current position on the Publication Scheme requirements

**RESOLVED: 2018/014**

To note the report.

**19) PANEL WORK PROGRAMME AND MEETING SCHEDULE**

**RESOLVED: 2018/15**

- 1) To note the work programme.
- 2) To nominate a member to attend the Organisational Risk, Learning, Standards and Integrity Board in order to obtain assurance on the following areas:
  - Health and Safety
  - Equality and Diversity
  - Professional Standards and Ethics.

**20) SUMMARY OF ACTIONS**

**RESOLVED: 2018/16**

To include the following items on the action tracker:-

Action 011 - Report and presentation on Notts Police strategy on dealing with fraud including how engage with other partners such as charities

Action 012 - Panel members to meet officers who are appointed as lead officers on risks within risk register

Action 013 - More detailed update on the HMIC Inspection - Stolen freedom: the policing response to modern slavery and human trafficking to be included in next Update on Actions from Audits, Inspections and Reviews report

Action 014 - HMIC to be invited to attend a Panel meeting to present on their views of the current landscape in Policing

Action 015 - Update to Panel members on the new Force structure and other relevant changes within the Force and OPCC via a briefing meeting

The meeting closed at 12.22pm

**CHAIR**