

**MINUTES OF THE MEETING OF THE NOTTINGHAMSHIRE POLICE AND
CRIME COMMISSIONER JOINT AUDIT AND SCRUTINY PANEL HELD ON
WEDNESDAY 24TH FEBRUARY 2021 COMMENCING AT 10.00 AM VIA MS
TEAMS**

MEMBERSHIP

(A – denotes absent)

Mr Stephen Charnock (Chair)

Mr Leslie Ayoola

Dr Phil Hodgson

Mr Peter McKay

Alan Franks

ALSO PRESENT

Rachel Barber	Deputy Chief Constable, Nottinghamshire Police
Emma Foody	Deputy Police and Crime Commissioner
Helen Henshaw	EY
Gary Morris	EY
Mark Lunn	Mazars
Mark Kimberley	Head of Finance, Nottinghamshire Police
Noel McMenamin	Democratic Services, Nottinghamshire County Council
Charlie Radford	Chief Finance Officer, NOPCC
Ian Roberts	Chief Superintendent, Nottinghamshire Police
Paddy Tipping	Nottinghamshire Police and Crime Commissioner ()

1) APOLOGIES FOR ABSENCE

Neil Harris, EY, Kevin Dennis, OPCC, Chief Constable Craig Guildford.

2) DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Dr Phil Hodgson declared an interest in item 13 'Audit and Inspection Update' as he was the Head of Law and Social Services, University of Derby who had the contract for apprenticeship training.

3) MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2020

The minutes of the last meeting held on 27 November 2020, having been circulated to all members, were taken as read and were confirmed and signed by the Chair.

4) PROGRESS AGAINST ACTION TRACKER

Action 035: Consideration of MFSS transfer back in-house – this was deferred to the May 2021 meeting at the Force's request in order to provide a more comprehensive update to the Panel.

The remaining outstanding actions had been factored into the Panel's Work Programme.

5) EXTERNAL AUDIT OF THE ACCOUNTS 2019-2020 (ISA 260) – VERBAL UPDATE

The Chief Finance Officer advised the panel that the audit of the accounts for 2019-2020 had not yet been completed and so were not yet available for consideration and approval. A verbal request was made to delegate approval to the Chair and Chief Finance Officer, and for outcomes to be reported back to a further meeting of the panel.

Several Panel members did not support this approach, and instead requested that an additional MS Teams meeting should be convened if necessary when both the External Audit of the Accounts and the Final Statement of Accounts and Annual Governance Statements for 2019-2020 were finalised for approval.

RESOLVED 2021/001

To agree to convene an additional MS Teams meeting, if required, to consider and sign-off both the External Audit of the Accounts and Final Statement of Accounts and Annual Governance Statements for 2019-2020, when available.

6) FINAL STATEMENT OF ACCOUNTS AND ANNUAL GOVERNANCE STATEMENTS FOR 2019-2020

It was agreed at Resolution 2021/001 above to consider this item, when available, at an additional meeting of the panel if this was required.

7) ANNUAL AUDIT LETTER – EXTERNAL AUDIT

The panel considered the report of the Chief Finance Officer, which provided members with the Annual Audit Letter relating to the accounts for 2018-2019.

It was explained that the letter had no additional information in respect of output, but did contain additional narrative in respect of the scale fee.

During discussion, the Panel expressed concern about in-house capacity issues highlighted in the letter, which had been addressed by hiring a consultant. In response, it was explained that a good permanent appointment had since been made to the role, though it was acknowledged that additional training would still be required. Governance and guidance had also been improved, mitigating the risk in future.

In response to a Panel member's question, it was confirmed that around 200 local authority organisations still had sign-off for their external audits for 2019-2020 outstanding. In respect of neighbouring Forces, Nottinghamshire's status was ahead of Lincolnshire, but behind that of Leicestershire.

RESOLVED 2021/002

To accept the Annual Audit Letter for 2018-2019.

At this point, the panel agreed to take Item 9: Internal Audit Progress Report

9) INTERNAL AUDIT PROGRESS REPORT

The Panel considered a report of the Chief Finance Officer, providing an update on progress against the Internal Audit Annual Plan for 2020-2021, and the findings of audits completed to date.

Mark Lunn of Mazars LLP advised that 3 final reports had been issued in relation to Workforce Planning, GDPR follow-up and Information Assurance follow-up. Mr Lunn also advised that the Business Change audit included within the 2020-2021 was to be carried forward into 2021-2022, given the number of changes that had taken place in this area.

Several issues were raised and points made during discussion:

- On workforce planning, it was explained that there were more flexible personalised career paths in place than was previously the case, where officers served for a specific period and then retired. Increased flexibility made workforce planning more complex, as officers could stay on beyond 30 years' service, but could also leave the Force at relatively short notice;
- It was acknowledged that the Force had to deal with the impact of a national shortage of detectives, but this had not as yet impacted performance. The recruitment of detectives to Regional Organised Crime Units had placed additional pressures on Forces in respect of retaining capacity;
- On the plus side, Nottinghamshire Police had a good reputation nationally as an employer, and had regularly attracted highly trained and skilled transferees from other Forces;
- On information assurance, it was acknowledged that fundamental issues remained on accreditation of information. The view was expressed that the Force was not an outlier nationally, and was in the best place it could be at the moment, with regular checks and mitigation in place.

RESOLVED: 2021/003

That the report be noted, and that it be further noted that the Panel had assurance from the internal audit work undertaken.

8) **INTERNAL AUDIT ANNUAL PLAN 2021-2022**

The Panel considered the report of the Chief Finance Officer, requesting approval of the Internal Audit Plan for 2021-2022.

The following points were raised during discussion:

- There was consensus that the Annual Plan was flexible and provided a good balance between statutory and focussed work;
- It was suggested, and the Chair agreed, that he be involved in future discussions on developing Internal Audit planning;
- The Chair reported that he had attended a Regional Chairs' meeting where focus appeared to be primarily on Value for Money. The view was expressed that at regional level, Value for Money considerations tended to refer back to the original business case, which in some instances were no longer fit for purpose.

RESOLVED: 2021/004

That the Internal Audit Annual Plan for 2121-2022 be approved.

At this point, the panel agreed to take Agenda Item 13 "Audit and Inspection Update'.

13) **AUDIT AND INSPECTION UPDATE**

Dr Phil Hodgson declared an interest in this item as he was the Head of Law and Social Services, University of Derby, the organisation with the contract for apprenticeship training.

The Panel considered the report, which provided an update on progress against recommendations arising from audits and inspections conducted in the quarter to end December 2020, as well as highlighting upcoming audits.

The Panel also received a presentation from Chief Superintendent Ian Roberts, highlighting Change Programme outcomes, and incorporating a summary of completed and future Annual Departmental Assessment proposals. The presentation is attached at Appendix A to these minutes.

During discussion, several issues were raised and points made:

- The view was expressed that the revised process was much more streamlined and focussed, and that relatively straightforward advancements, such as CRASH software for on-scene collision reporting and Teregance technology to assist missing persons investigations, had saved many hundreds of Police hours;

- Moving to Cloud based storage posed significant challenges but was vital to deliver in order to prevent future costs spiralling;
- It was confirmed that the return of fleet and vehicle services in-house, incorporating purchase, supply and management of vehicles, had happened, but was showing as an open project as TUPE arrangements were still in process;
- It was also confirmed that there had not been any liaison with the Ministry of Defence on how it had addressed similar issues;
- The Panel requested a copy of the Programme Board Schematic to show how Themes and Force Priority Programmes correlated.

The Panel raised no additional issues in respect of the report.

RESOLVED: 2021/005

That:

- 1) the status of audits and inspections carried out in the period to end December 2020 be noted;
- 2) the Panel receive a copy of the Programme Board Schematic to show how Themes and Force Priority Programmes correlated.

10) POLICE AND CRIME COMMISSIONER'S UPDATE REPORT TO DECEMBER 2020

The Panel considered the report, which provided an update on delivering the Police and Crime Plan 2018-2021, as well as an update on performance in Quarter 3 to end December 2020, financial outturns and key decisions taken.

During discussion, the following points were highlighted:

- Overall recorded crime figures had reduced by 16%, with steep decreases in burglary, vehicle crime and other theft offences;
- A dedicated Missing Persons Team and increased use of assistive technology had helped reduce reports of missing persons by 19%, while recorded domestic violence fell by 3%, despite increased domestic pressures arising from Covid restrictions;
- Operation Reacher continued to perform really well, with the benefits of early intervention reducing costs elsewhere within police and crime budgets;
- Levels of anti-social behaviour had spiked by 43%. This was mainly attributable to Police enforcement of Coronavirus restrictions under

Operation Bion, but also reflected increased domestic noise nuisance during the pandemic;

- It was confirmed that the new HQ capital project was on track and on budget, and that a good offer had been made for the Bridewell site;
- The Panel noted that around 18% of civil recoveries arising from the Proceeds of Crime Act were retained, and asked for a briefing note on how this funding was used.

RESOLVED: 2021/006

- 1) that the Panel had scrutinised and received assurance in respect of the performance and delivery against the Police and Crime Plan and of the Police and Crime Commissioner in fulfilling his core statutory duties
- 2) that further information be provided to the Panel on the usage of retained recovered assets under the Proceeds of Crime Act.

11) PRECEPT AND BUDGET REPORTS 2021-2022

The Panel considered and noted the contents of the report and appendices, which had previously been considered by the Police and Crime Panel when agreeing to the precept increase for 2021-2022.

RESOLVED: 2021/007

To note the report and appendices.

12) ASSURANCE MAPPING 2021-2022

The Panel considered the report, which provided a dashboard view of assurance levels against each business area of the Force, assessing individual areas against CIPFA Solace governance criteria.

The Panel welcomed both the strong performance indicated in the report and the user-friendly layout of the information provided.

RESOLVED: 2021/008

That the Panel was agreed that Finance, Workforce Planning, Information Services, Performance Management, Project Management, Business Continuity, Health and Safety, Archives and Exhibits, Firearms Licensing, Procurement and Cyber Security be included in the Internal Audit Plan 2021-2022, as outlined at Appendix 1 to the report.

14) NOTTINGHAMSHIRE POLICE INFORMATION MANAGEMENT – FREEDOM OF INFORMATION AND DATA PROTECTION INFORMATION REQUESTS FOR 2020

The Panel considered a report, providing information on legislative compliance for Information Requests under the Freedom of Information Act and Data Protection Act legislation for the calendar year January to December 2020.

During discussion, the following issues were raised and points made:

- There had been an increase in information requests over the lockdown period, which had in turn impacted on working through existing requests;
- There were a lot of repeat requests received from a relatively small cohort, and increasing resource would not by itself resolve the issue. It was also noted that the Force received relatively few complaints about delays in providing information.

RESOLVED: 2021/009

That the report be noted.

15) FORCE REPORT ON MONITORING REVIEW AND ASSURANCE OF THE PUBLICATION SCHEME END CALENDAR YEAR 2020

The Panel considered the report, which highlighted how the Force addressed the requirements of the Freedom of Information Act in respect of having a Publication Scheme.

During discussion, it was explained that while the Pay Grading Structure was not currently published, there was an ambition to have this available in due course. The Panel also asked that information on website uptake/usage from previous years be included in future reports in order better to understand usage trends.

RESOLVED 2021/010

- 1) to note the report;
- 2) to request that future reports included information on website usage from previous years in order to understand usage over time.

16) OPCC PUBLICATION SCHEME MONITORING, REVIEW AND ASSURANCE

The Panel considered the report, which provided assurance that the Office of the Police and Crime Commissioner was working in compliance with the Freedom of Information Act and associated legislation.

The Panel noted the report without substantive comment.

RESOLVED 2021/011

To note the report.

17) CUSTODY RECORD REVIEW QUARTERLY REPORT

The Panel considered the report, providing details in respect of 47 custody record reviews conducted during the third quarter of 2020-2021 to end December 2020.

The following points were made during discussion:

- Numbers in custody had dropped sharply during the first lockdown but had returned to near pre-Covid levels;
- While the Panel was happy with the current style of reporting, it was requested that future reports included a breakdown of custody records by ethnicity and duration.

RESOLVED: 2021/012

That:

- 1) the report be noted;
- 2) the Panel continued to support the continuation of reviews and the publication of their results;
- 3) subject to including data on ethnicity and duration in future reports, the Panel was content with the report style.

18) JOINT AUDIT AND SCRUTINY WORK PLAN 2020-2021

The Panel was advised that the Work programme in 2021 remained subject to further change, depending on progress in respect of completing audits and achieving sign-off of accounts. However, a meeting in June 2021 would no longer be required.

RESOLVED: 2021/013

that the Work Plan for 2020-2021 be noted and approved.

19) SUMMARY OF ACTIONS

RESOLVED 2021/014

To agree that the following actions be added to the action tracker:

Arising from Internal Audit Plan discussion – Chair to be involved in discussions on developing Internal Audit planning.

Arising from Change Programme Outcomes presentation – Request for Programme Board Schematic to show how Themes and Programmes correlate.

Arising from PCC Update – Briefing note for panel members on the usage of POCA receipts.

Arising from Force Publication Scheme – Update on format of future reports on use of website, to include data from previous years to compare usage trends

Arising from Custody Update – see details on ethnicity and young people.

Arising from Internal Audit Report -**Victims Code of Practice** - Update check on progress against recommendations.

The meeting concluded at 12 noon.



Change Programme Outcomes Summary of completed and future ADA proposals

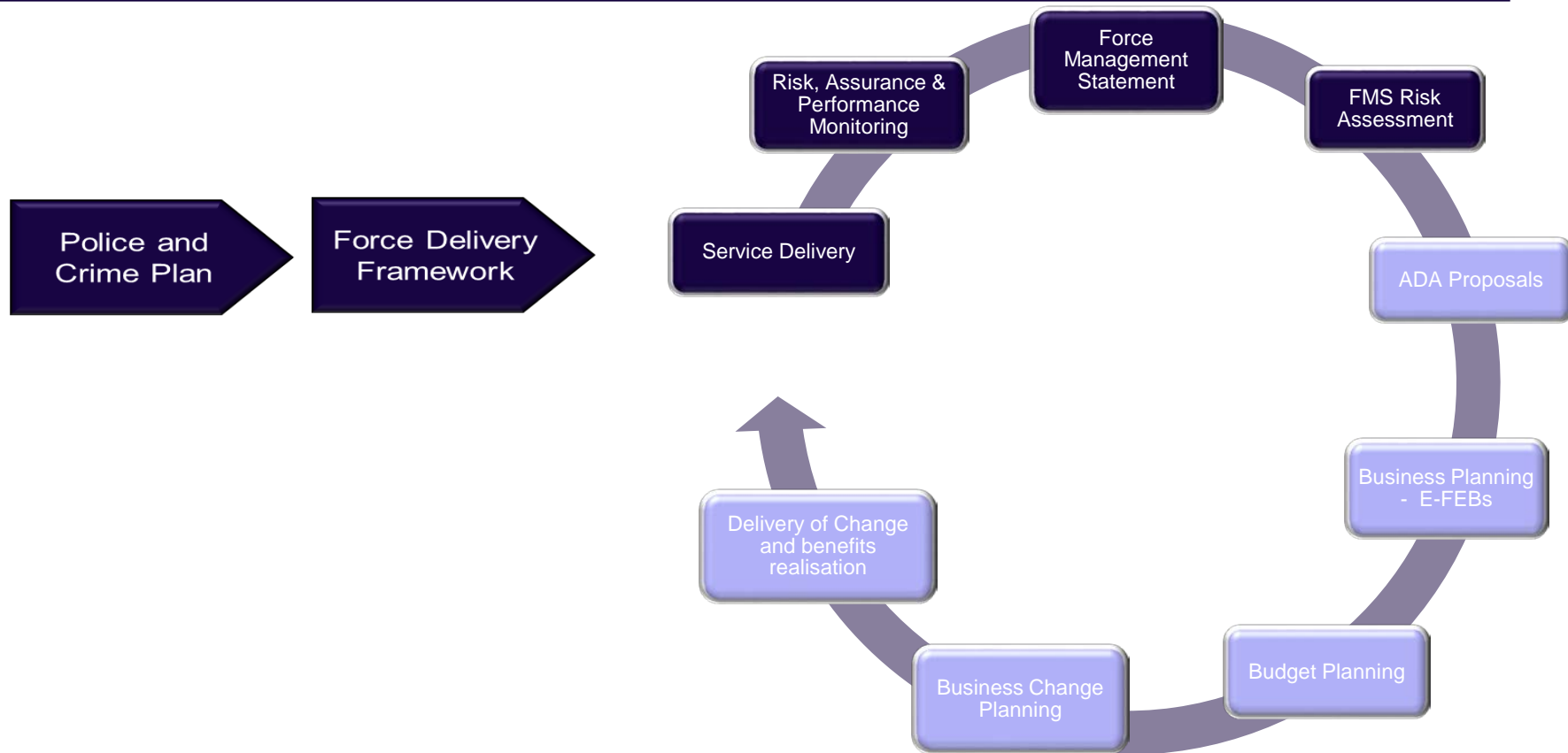
Joint Audit & Scrutiny Panel

February 2021



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Business Planning Cycle



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Corporate Development PMO

Force Priority Programmes

National Enabling Programmes (NEP)	Digital Improvements Including Digital Evidence Management System (DEMS)
Programme Regain (MFSS Service transition)	Public Contact Including Single Online Home and Livechat

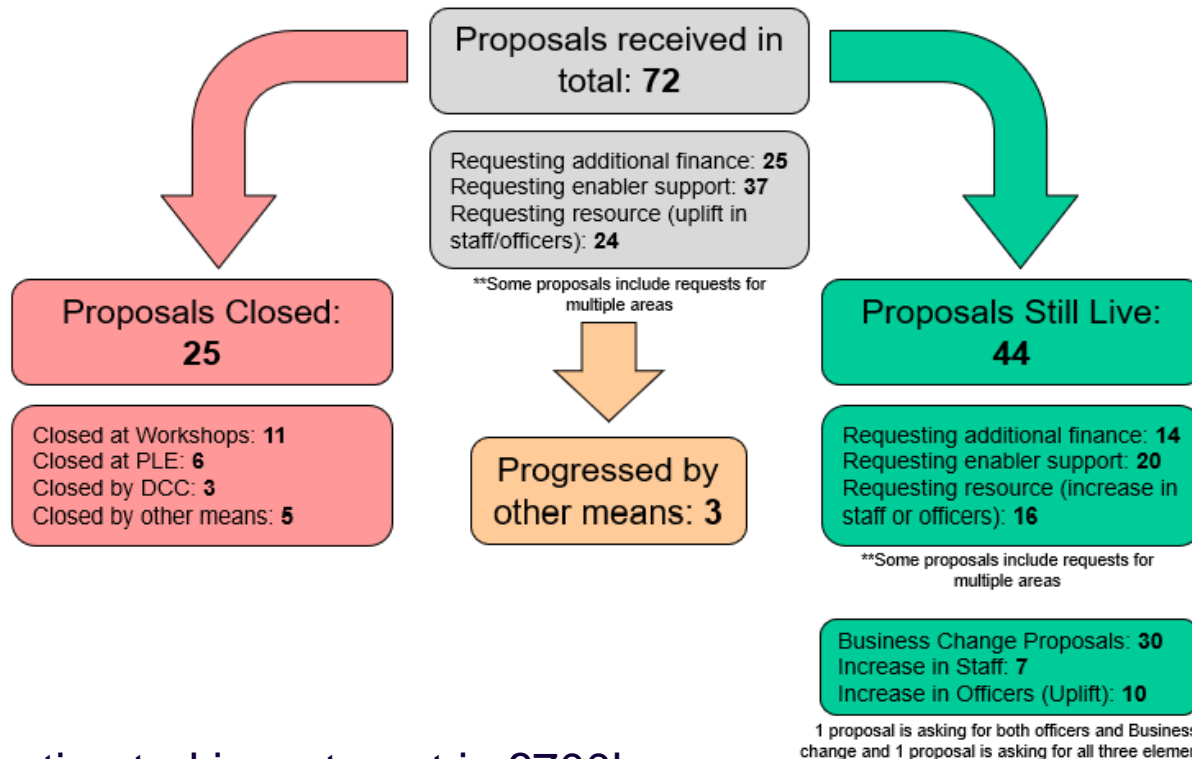
(Some are multi year projects that currently and will continue to demand significant enabler and financial support)



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Corporate Development PMO

Proposals for the forthcoming Financial Year (2021-2022)



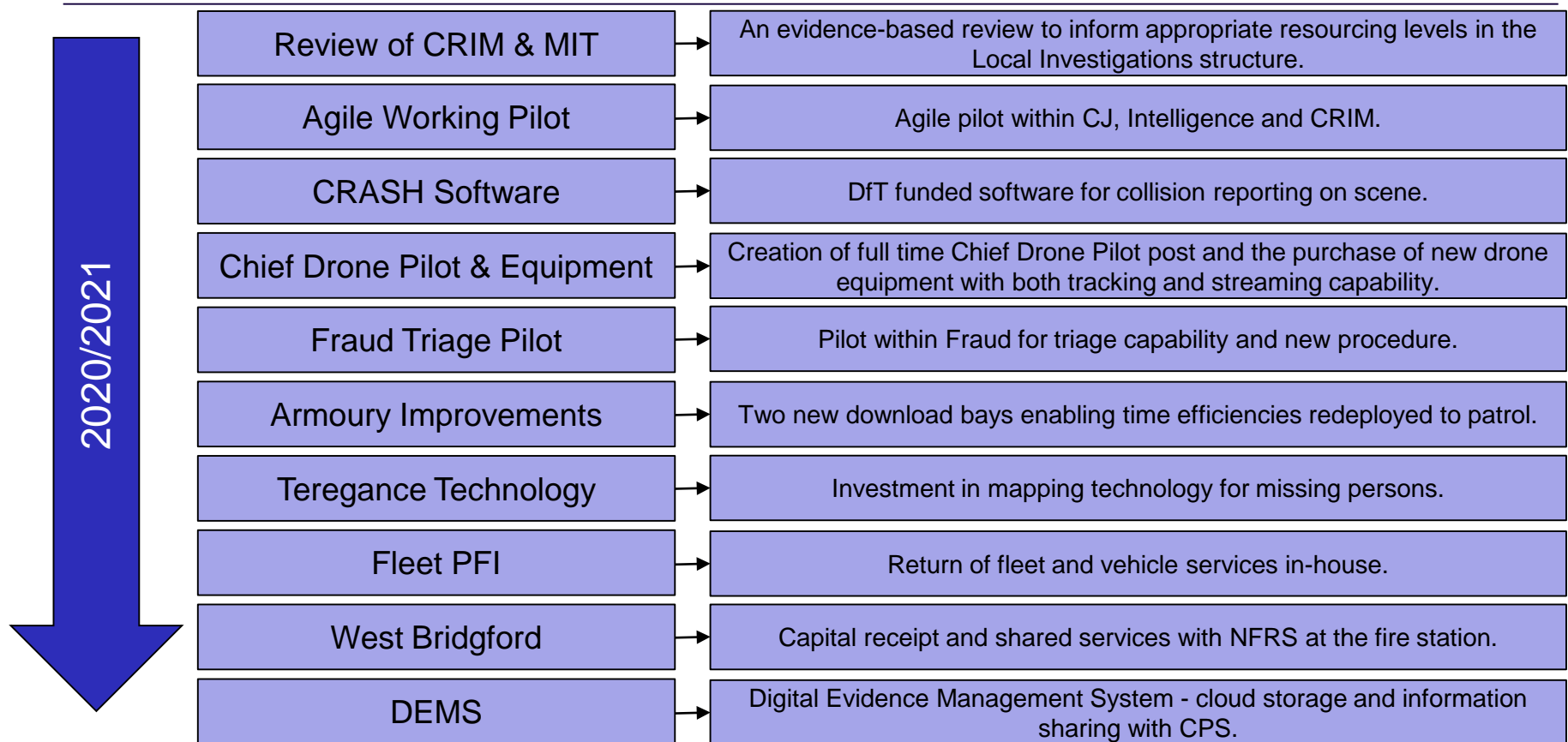
The total estimated investment is £700k



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Corporate Development PMO

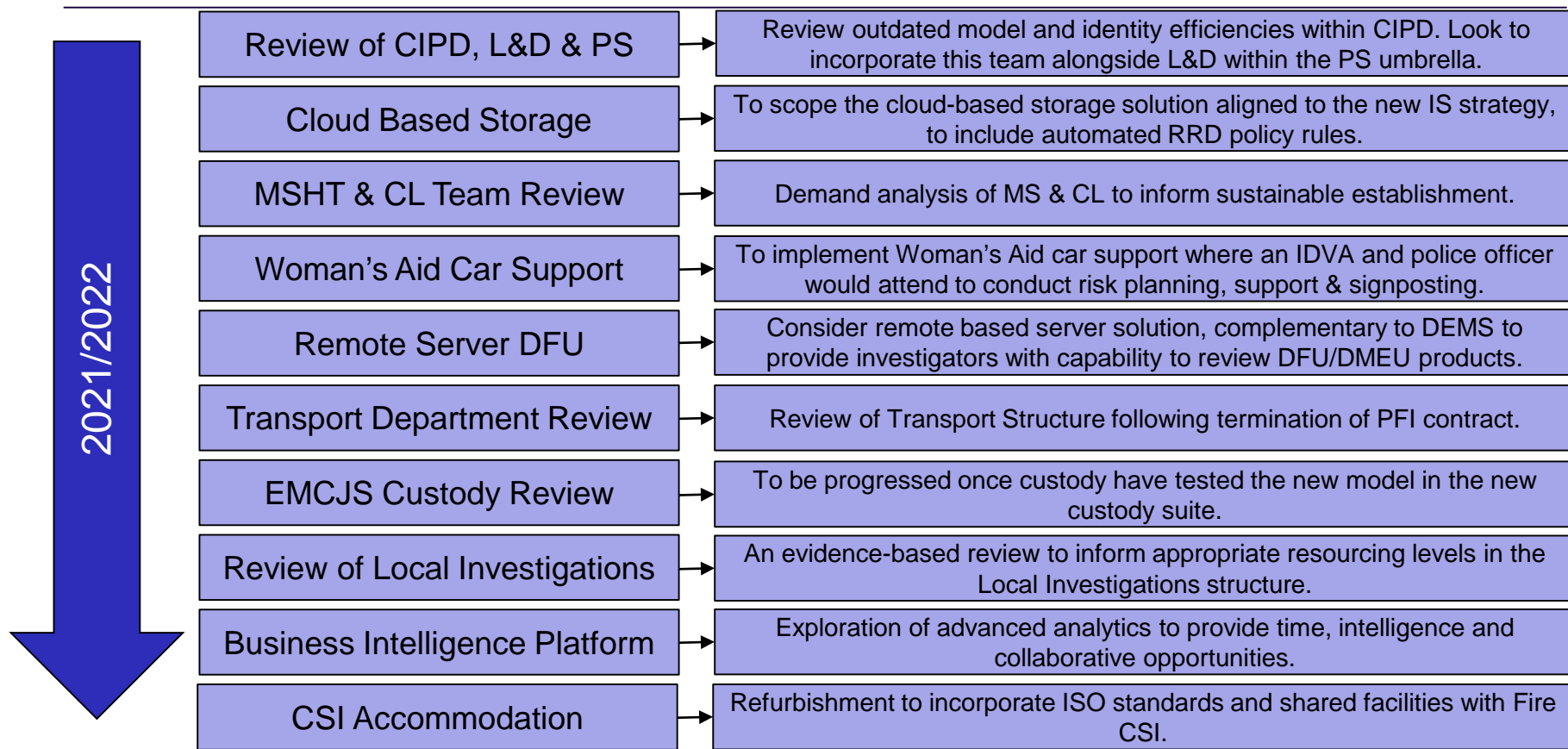
Completed and in-flight projects (2020/2021)



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In-flight and scheduled projects (2021/2022)



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Governance and Benefits Realisation

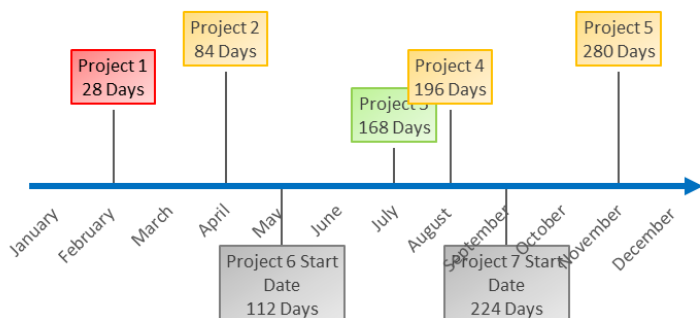
- CS Review – Several AFI 's
- Enhanced Governance – Thematic programmes
- Recruitment of specialist
- Better understanding of concept
- Incorporated into each Business Case
- Full evaluation of each project

Tracking benefits & how they have been reinvested

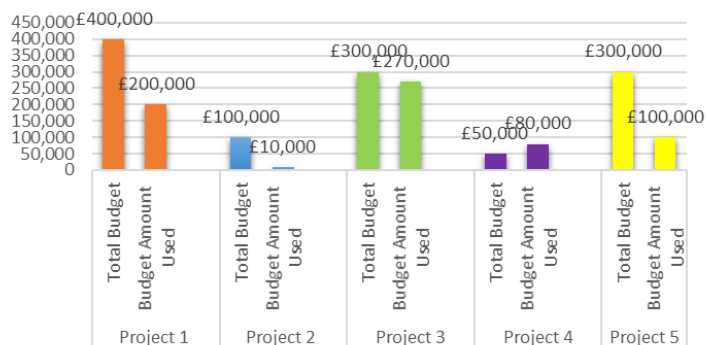


Portfolio 1 Mission Statement

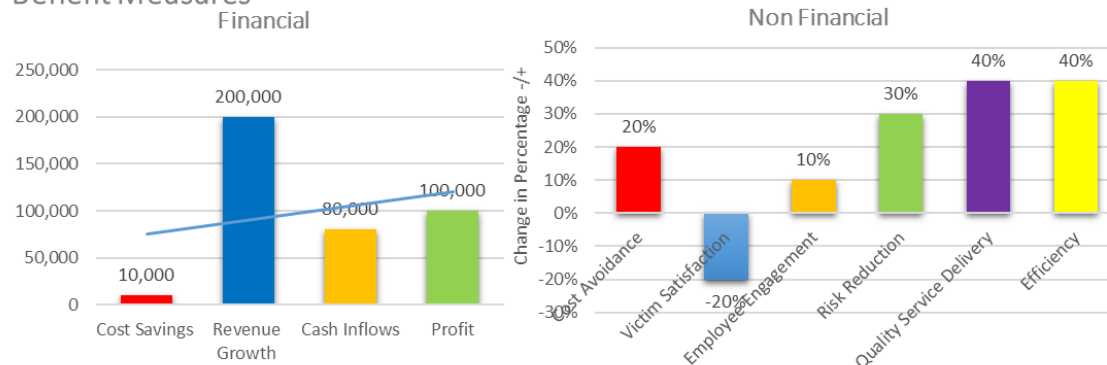
Portfolio Timeline: Live & Queued (Incl. RAG)



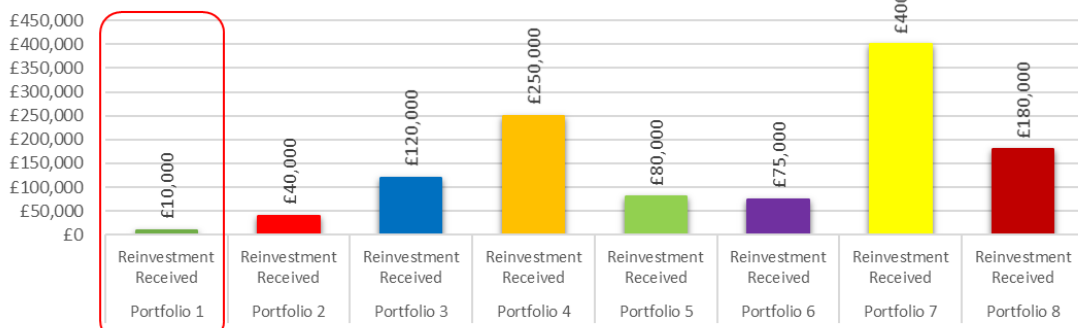
Portfolio Budget



Benefit Measures



Reinvestments (Benefits Realised)



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Questions ?



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