

Appendix 2: Audit and Inspection Actions Update Report

Quarter 4:

NB. Actions include those arising from recommendations highlighted by audit or inspection

Summary	Current	Previous	Trend
Action(s) off target	0	0	↑
Action(s) at risk of being off target	9	1	↑
Action(s) proposed for closure	1	0	↑
New Action(s)	6	17	↓
Total closed action(s)	35	13	↑
Total actions	51	31	↑

RAG Key

On target to deliver within constraints, including target completion date, budget and resource allocated. It is also anticipated that any expected efficiency savings will be met. No further action required at this time.
At risk: It is anticipated that there will be some slippage from the original target completion date and / or other constraints such as budget, available resource or expected efficiency saving. To be highlighted to the Portfolio Board as an issue for monitoring.
Off target: Target date and / or other constraints such as budget or available resource have been exceeded, or it is anticipated that an expected efficiency saving will not be met. Issue to be highlighted to the Portfolio Board and corrective action sought to meet business objectives.

Action(s) off target						
Target date	Action	Manager Responsible	Source originator.	Source title	Action Status	Action update
	No actions off target					
Action(s) at risk of being off target ( Overdue within the next 3 months)						
Target date	Action	Manager Responsible	Source originator.	Source title	Action Status	Action update
31/07/2016	Action: Shelley Foy MFSS Accounts and Purchasing Service Delivery Manager. Review and update map and desk instructions. Introduce a regular updating process to include revisions to instructions to be communicated to all relevant staff	ACO Paul Dawkins	Mazars	Core Financials February 2016	At Risk	Update Shelly Foy MFSS 12/05/2016: The review and update to maintain consistency across all force areas nearly complete.
15/06/2016	Action: Review how chief constables, and their senior officers, give full effect to their forces' stated priority on domestic abuse. If there are any shortcomings they should be included in the action plan as in recommendation 2. (as below)	Det Supt Robert Griffin	HMIC	Increasingly everyone's business: A progress report on the police response to domestic abuse	At Risk	Working with Leigh Sanders to compile a DA action plan. Peer review has been arranged with Lancashire Police to review aspects of Public Protection, in line with new Head of Department. The action plan will incorporate all DA activity and take into account the issues and recommendations in the HMIC publication Increasingly everyone's business: A progress report on the police response to domestic abuse.
15/06/2016	Action: Review, update and publish the domestic abuse action plan. This action plan should be developed: a) in consultation with police and crime commissioners, domestic abuse support organisations and victims' representatives; b) after close consideration of all the recommendations in this report; c) with reference to all relevant domestic homicide reviews and IPCC findings, whether in connection with the force in question or another force; and d) drawing on relevant knowledge acquired or available from other sources such as CPS scrutiny panels and MARAC self assessments	Det Supt Robert Griffin	HMIC	Increasingly everyone's business: A progress report on the police response to domestic abuse	At Risk	Working with Leigh Sanders to compile a DA action plan. Peer review has been arranged with Lancashire Police to review aspects of Public Protection, in line with new Head of Department. The action plan will incorporate all DA activity and take into account the issues and recommendations in the HMIC publication Increasingly everyone's business: A progress report on the police response to domestic abuse.
31/07/2016	Action: A review of the Governance and Decision Making Framework will be undertaken to ensure it is up to date and fit for purpose. The Governance and Decision Making Framework will also be combined with the Working Together document to create a single document and prevent the risk of conflicting information.	Kevin Dennis	Mazars	Joint Code of Corporate Governance	At Risk	DCC Scrutiny update18/05/2016: Review of the Governance and Decision Making Framework is complete and recommendations for Corporate Governance will be presented to the relevant work stream in the Strategic Alliance in July 2016. Paul Stock from Leic is the Ch Exec. Please show the end date as end July 2016.
30/06/2016	4.8 Action: Work to be undertaken to identify specialist agencies able to provide additional support to victims. (All victims should be considered for referral to specialist agencies in addition to Victim Support Services. These referrals and proactive support provided should be evidenced within the CRMS system).  This to be communicated via the Communication Strategy and reiterated in a Weekly Order. Ensure Niche incorporates the requirement to record any specialist referrals.	T/Ch Insp Andrew Goodall	Mazars	Victim Code of Practice	At Risk.	Work has been completed to identify specialist agencies. ( Domestic Abuse and Sexual Violence Services are already in place). In relation to generic Victim Support services a table which explains the process of referral for officers and relevant staff to follow is out for consultation. The final amendments are being added and we await the City Council feedback.  It is anticipated this should be ready by the end of May to be communicated via a weekly order, if required.  The communications strategy was implemented on the 21st March with a News item on the Intranet containing key messages. No significant changes so all divisional frontline Sgts have been emailed signposting them to the article and requesting they brief their staff with regard to the changes and requirements.

31/07/2016	<p>Action:</p> <p>11.1 Develop clear policies and procedures to enable an integrated approach to HBV, FGM and FM between police forces and other agencies.</p> <p>Communicate the new documents via weekly orders and with corporate communications launch.</p>	Det Supt Robert Griffin	HMIC		At Risk.	<p>Nottinghamshire Police currently have procedures in place relating to the investigation of HBA, FGM and FM which include partnership working. The revised NPCC HBA strategy has identified three key areas in helping to eradicate offences of HBA. One of these critical areas is that all victims personal data will be stored, managed and handled with integrity and confidentially and access to this data should be controlled.</p> <p>The current procedures in place relate to actions to be taken by Nottinghamshire Police. This includes how we protect personal data. To comply with the HMIC recommendation we would need to develop procedures to protect victim information which is compatible with other forces. The ideal starting point for this would be for the region to develop procedures and practices within Niche, as this is the tool that holds victims' personal data.</p> <p>The issue is to have a consistent regional approach between forces and partners to record incidents on NICHE, this will then allow accurate recording / reporting. Policies and procedures need to reflect how NICHE should be utilised to enable an integrated approach to be followed. This issue is to be referred to the NICHE Design Authority meeting to achieve consistency.</p> <p>Update 18/05/2016 Insp Mark Turner: The Niche Design Document has been presented to the Five Force Authority Board on Tuesday 17th May. It has been approved so this will now be presented to the Regional Niche Team to build. This will take between 4-6 weeks. Derbyshire will go live with this on the 22/06/2016. Other forces have not agreed to go live on that date and they will review Niche before deciding.</p> <p>Both the region and the force will need to then look at how to implement the Niche changes for example training. Regional Lead: Det Sgt Claire Rimmer [Lincs] Force Contact: Det Insp Claire Dean.</p> <p>The Niche design will be built to fit the policy as the policy is a national one.</p>
31/08/2016	<p>Action 14. Nottinghamshire Police will work with Local Safeguarding Boards and local authorities to divert children away from custody. The force will also help to -</p> <p>a) develop joint strategies that equip frontline staff to manage the behaviour of children looked after by the local authority so that detention is a last resort; b) ensure that no child who is looked after by the local authority is denied accommodation by them; c) share data, as collected under recommendation 1, to inform local joint strategic needs assessments on safe accommodation requirements for children; d) record and report to the LSCB the number of children held in custody (and their legal status), the efforts made to secure alternative accommodation and the reasons for failing to do so (with plans to address them); and e) promote joint engagement with local Magistrates' Associations to support a common, cross-agency understanding of relevant terminology, in particular the distinction between 'safe' and 'secure' accommodation.</p>	Ch Supt Julia Debenham	HMIC	Welfare of Vulnerable People in Custody	At Risk.	<p>Local Safeguarding Children's Boards (LSCBs) hold Nottinghamshire Police to account. Notts are working with force safeguarding leads to establish a link into LSCB but as yet have not been asked to provide any information. This information if required is available. However if diverting from custody EMCJS may not be aware or involved in this activity.</p> <p>a) Notts are working with force safeguarding leads to establish a link into LSCB. b) EMCJS are working with LAs to reduce the denial of accommodation in all our suites. APP had recently changed to allow forces to charge for 'housing' a child, and the LA does not take this on board and EMCJS are in discussions at Strategic Custody Group (SCG) to see how this may be resolved. In the meantime therefore we are working through a process – discussed at SCG – to weekly review ALL children brought into custody via an Insp and look at their treatment and their issues vis a vis accommodation to ensure lessons are learnt and improvements – including those with the LA – are made. CH Insp Baker has also attended the National Forum over seeing these issues and adheres to guidance, and best practice down into EMCJS via SGC chaired by ACC Nixon. c) EMCJS are already sharing data via Force Safeguarding leads on children in custody. They have until Mar 15 provided numbers of children in custody and numbers remanded however as of April's data (presented in May) we have gone further to break down the data by age, ethnicity, nationality and gender and expanded our data sets to look at children strip searched and with mental health issues. EMCJS are also looking under the leadership of ACC Nixon at vulnerability in custody as a whole and are trying to understand via a vulnerability matrix issues like nos of children with mental health, learning difficulties for example. This new data will be presented on the 26th May to the SMT once approved it will also go out to forces. In line with the qualitative data from the Insp report this should improve our understanding of issues surrounding children in custody. d) EMCJS currently have an escalation procedure for this instance but it is not as yet reported universally to LSCBs, the Insp report once embedded will also assist on this. It is still work in progress until the data is embedded. e) EMCJS are currently clarifying the terminology of 'safe and secure' with our own staff in order to aid improvements and have concentrated on putting the APP changes around children in custody in to our Day one training sessions. These are currently on going but are standardised now across the region with the training plan having been agreed by ACC Nixon at the April SCG. We are not however working with the Magistrates Associations Court.</p>
31/08/2016	<p>Action 9: Nottinghamshire Police to establish a race equality governance framework linked to the force's risk register. The framework will include:-</p> <p>a) collection of core data sets by ethnicity as set out in recommendation 1; b) development of a common understanding of the current situation through analysis of the data and engagement with Independent Advisory Groups and local communities; c) plans to make improvements to practice where this is identified as being necessary; and d) appropriate leadership and governance structures to oversee and make sure the work is carried out.</p>	Ch Supt Julia Debenham	HMIC	Welfare of Vulnerable People in Custody	At Risk.	<p>The principles of a race equality and governance framework are managed at a departmental risk register has oversight by force risk leads and ultimately anything high or very high level in risk terms is escalated to ACC Nixon at Strategic Custody Group (SCG) and CC Rhodes at the Senior Leadership Board and will identify the risk to the relevant force.</p> <p>a) EMCJS are already sharing data and it now contains a break down per suite breaking down demand by ethnicity, nationality, race and gender. This data is present and as such will be reviewed at SMT and SCG by ACC Nixon. b) EMCJS are working with Lynne Woodward Equality lead for Leicestershire and with OPCC offices to be transparent about data and to involve an EIA process around key policies and to engage IAG around these key policies. A meeting with Lynne is scheduled for the 24th May to see how best to engage IAGs. This was discussed at SCG in April and ACC Nixon is aware of the approach towards better engagement around custody. Data sets are reported like use of force for example by ethnicity and age. There is further work to drive an approach to record data on adverse incidents and near misses also to enable a deeper understanding. In the first instance the data is reported to the operational custody group and any issues escalated to SCG. c) Data sets are reviewed annually and in line with the business plan and any drilling down to improve understanding can be done on an annual basis but would also be done on an ad hoc basis via requests from ops custody and SCG. d) Leadership and governance is strong. Governance exists as an Ops Custody Group, the SCG who ultimately reports from SCG into the Senior Leadership Board and the attendance at this by the OPCC and strategic partners.</p>
30/06/2016	<p>Action: Carry out a review to understand the level of resources required to report annually on activity against historic plans and refresh future forecasts and plans accordingly.</p>	Maria Fox (Archive & Exhibits Manager)	Mazars	Proceeds of Crime Act January 2016	At Risk	<p>Update DB 12/05/2016: Review completed. A business case has been refreshed to request an increase in staffing to enable the action activity to be fulfilled was submitted to the Programme Board on 11/05/2016. This will go to the Transformation Board on the 17th May.</p>
Proposed for closure.						
30/04/2016	<p>Action 10.1: Partially Implemented The Force complies with its duty to promote equality, as required in the Equality Act 2010, with action plans to recruit and promote people who have an interest in doing so. In addition, the force monitors recruitment against protected characteristics in order that its workforce reflects the communities in which it operates.</p> <p>Action: 10.2 The Force will Implement and publish robust equality impact assessments across custody operations which include an element of external challenge. These will be used to develop improvement action plans and address any issues of discriminatory treatment.</p>	Ch Supt Julia Debenham	HMIC	Welfare of Vulnerable People in Custody		<p>10.1: The Force complies with its duty to promote equality, as required in the Equality Act 2010, with action plans to recruit and promote people who have an interest in doing so. In addition, the force monitors recruitment against protected characteristics in order that its workforce reflects the communities in which it operates.</p> <p>10.2: EMCJS are working with Leics equality lead to develop equality impact assessments with the intention that the revised Custody procedural document is used to test the process. The custody procedural document has been re written and reviewed at the Leicestershire Independent Advisory Group.</p> <p><b>Recommend complete.</b></p>

Closed Actions						
30/6/2016	Action: Peter Fleet Accounts and Purchasing Team Leader. MFSS to send to Pam Taylor (Senior Financial Accountant) an Aged Debtors report monthly in excel format. Add additional columns to incorporate the latest debt chasing notes and to confirm Dunning Letters 1 & 2 have been sent. This would then enable decisions on how to progress. Cross ref with recommendation 4.9.	ACO Paul Dawkins	Mazars	Core Financials February 2016	Closed	Review complete. Regularly receiving debtors monthly reports. The process is established and an on going process which means monthly reviews can take place  <b>DCC Scrutiny 23/03/2016: Supports completion. Comment update from Recommendation 4.9 applies here too.</b>
29/2/2016	Action: Shelly Foy Accounts and Purchasing Service Delivery Manager MFSS to ensure that staff are updated on the process regarding proforma invoices, all invoices are approved by a budget holder prior to payment and that a force agreement is put in place in relation to ' no scanning in of proforma invoices'	ACO Paul Dawkins	Mazars	Core Financials February 2016	Closed	The MFSS accounts payable team have now been instructed not to process proforma invoices and need authorisation from approve budget holder. Paul Dawkins reviewed and recommends action complete.  <b>DCC Scrutiny 18/05/2016: Supports completion</b>
30/11/2015	Action: Review immediately the operation of the witness care unit in relation to the updating of victims. If required, the force should implement an action plan to ensure service improvement.	Janet Carlin	HMIC	Crime Inspection 2014 Nottinghamshire Police.	Closed	DCC Scrutiny: 05/01/2016: <b>support completion</b> please note that 9% non-compliance isn't yet satisfactory performance and that the changes being brought in should improve performance – anticipated to be around 99.55 % compliance.
30/4/2016	Action:- Superintendent to work with Management Information to develop an effective performance management framework, to monitor the activity and impact of the IOM scheme. A full performance protocol and framework needs to be agreed, introduced and evaluated.	Supt Adrian Pearson	Mazars	Integrated Offender Management	Closed	There is a national piece of work in progress to utilise the IDIOM system to provide near real time reoffending data for the IOM cohorts. Locally MI have developed a method of creating cohorts which can in the future be checked through IDIOM to identify specific IOM performance. The data will be harvested from admission/selection meetings from Q1 2016 onwards. It is hoped that this will provide a short to medium term solution whilst the longer term project around IDIOM is done.  <b>DCC Scrutiny 23/02/2016: supports completion.</b>
31/3/2016	Action: A review of policies and procedures will be undertaken and a joint schedule will be developed for the Force and the PCC that identifies the review dates for these reviews. The schedule will also document any amendments that are made as a result of any review.	Martin Bakalarczyk	Mazars	Joint Code of Corporate Governance	Closed	DCC Scrutiny 23/03/2016: Ali Naylor is looking at high level conditions and over the summer there will be a detailed design and implementation put forward. Everything going forward is about convergence. Policy and Procedure holders should take personal responsibility and update their documents when necessary for example if a legislative change. The three force strategic alliance will take account of policies and procedures. <b>Please close this action.</b>
31/3/2016	Action: Check that Nottinghamshire Police have responded to all the CJJI relevant inspection reports from the reporting period as in annex A of this report.	Martin Bakalarczyk	CJJI	Meeting the needs of victims in the criminal justice system	Closed	24/02/2016 BT and AF reviewed all the relevant inspection reports in Annex A of the report and identified that Nottinghamshire Police had responded to the relevant reports and captured any activity as required. (18 reports).  <b>DCC scrutiny supports that no further action is needed against this report.</b>
30/04/2016	Action: The force should decide who makes the decision not to proceed with a domestic abuse investigation and put in place a process to ensure greater consistency.	DCI Leigh Sanders	HMIC	Nottinghamshire Police's approach to tackling Domestic Abuse (local report)	Closed	All offences of ABH charging standards and below are gatekeeper by Sgt's (either DAIT or CPS). Any offences of GBH are referred to an Inspector (if NFA anticipated). The rationale as to why a decision not to proceed is made will be recorded on CRMS / CATS (now NICHE).  <b>DCC scrutiny 23/03/2016: Comment update noted. Please show this as complete.</b>
11/2/2016	The relevant activity from the report has been captured as part of the CSE Strategy and action plan. This was one of many sources.	Supt Helen Chamberlain	HMIC	Online and on the edge: Real risks in a virtual world.	Closed	The relevant activity is being managed through the CSE action plan. Head of PP meets ACC Torr regularly to discuss. This was reported to FEB
31/3/2016	Action: EMSCU to ensure national contracts are designated in Crystal. Procurement Team to be briefed as appropriate. Audit to be undertaken every 3 months to ensure compliance.	Ronnie Adams (Commercial Director Procurement)	Mazars	Procurement January 2016	Closed	All national frameworks that EMSCU can use are clearly defined within the Crystal contracts management system. Initial audit taken place showing full compliance. The EMSCU business plan has been amended to ensure the compliance checks take place every 3 months.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
31/3/2016	Action: Policy/Procedure to be amended to advise staff to attach quotes to requisition orders on the system. Amendment to be communicated via weekly orders to all appropriate staff	Ronnie Adams (Commercial Director Procurement)	Mazars	Procurement January 2016	Closed	The following message has now been sent for inclusion in weekly orders to everyone in the Notts force who could authorise a purchase requisition up to a value of £25,000: "Retaining of quotes: in line with the procurement policy, anyone authorising a purchase requisition must ensure that copies have been kept for audit purposes of all relevant supporting quotations – i.e. one quotation for spending up to ten thousand pounds, and three quotations for spending from ten thousand pounds to twenty-five thousand pounds."  <b>DCC Scrutiny 23/03/2016: Comment update noted support completion.</b>
31/12/2015	Action: Present the new NCALT package to the Training Panel for a decision to adopt for local delivery.	Ch Supt Julia Debenham	CJJI	Provision of Charging Decisions	Closed	Presented by Terri Mitchinson and agreed at the Training Priorities Panel for March /April go live and to be launched by EMCHRS. Leah Johnson has written the communication for the intranet. The force lead is CH Supt Jebb.  <b>DCC Fish Scrutiny 13/01/2016. Supports completion.</b>
30/04/2016	Action: Discuss with the CPS MI lead and incorporate the re write of the Prosecution Team Performance Meeting (PTPM) data.	Ch Supt Julia Debenham	CJJI	Provision of Charging Decisions	Closed	National report. Notts watching brief only. Data now available.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>

31/05/2016	<p>Action: EMCJS to carry out a review and research into what costs or delays would be incurred to engage with partners and the CPS to record the rationale and information on:</p> <ul style="list-style-type: none"> <li>- take no further action or</li> <li>- proceed by way of an out of court disposal.</li> </ul> <p>To include the following information:</p> <ul style="list-style-type: none"> <li>• the decision-maker's application of the full Code for Crown Prosecutors test; and</li> <li>• in relevant cases, consideration of the gravity matrix, and, that wherever possible, that record is included on the MG3 form</li> </ul>	Ch Supt Julia Debenham	CJJI	Provision of Charging Decisions	Closed	<p>The MG3 is intended for charged matters and would involve the OIC relating the facts and evidence of the offence in detail in writing along with details of persons and events required for the form for no benefit and that this form must take approx.. 20 mins. to complete. Notts record the NFA decision on the system at no opportunity cost to the officer and this is reportable as it is on a system – the MG3 would not be therefore the approach as it is bureaucratic for the OIC and is of no benefit to the force. Proposed for closure.</p> <p><b>DCC Fish Scrutiny 13/01/2016. Supports completion.</b></p>
30/4/2016	Action: Pam Rourke MFSS Payroll Service Delivery Manager. Checklist to be introduced. In mitigation the development of extracts from HR for upload into ePayfact has been accelerated and the team have been reminded in the interim of the care that needs to be taken when carrying out secondary checks.	ACO Paul Dawkins	Mazars	Core Financials February 2016	Closed	<p>A checklist has been developed and issued to all members of the payroll team.</p> <p><b>DCC Scrutiny 18/05/2016: Supports completion.</b></p>
31/07/2016	Action: Business Partner – Local Policing Danny Baker and Business Partner Tracey Morris Finance Nottinghamshire Police to review the purchasing process and controls within the Oracle system and decide if there is a requirement that at least two members of staff should be involved in the ordering, receipt and payment approval process for goods and services which exceed the value of £250. Report the findings to ACO Paul Dawkins Leicestershire Police and Charlie Radford Chief Financial Officer Office of the PCC. Nottinghamshire	ACO Paul Dawkins	Mazars	Core Financials February 2016	Closed	<p>The purchasing process and controls within the Oracle system review is now complete. The 'Go Live' date is 1st June 2016. A global communication email to all staff and police officers was sent out on 13th May 2016 with a link to further information.</p> <p><b>DCC Scrutiny 18/05/2016: Supports completion.</b></p>
30/4/2016	Action: Claire Delves MFSS HR Service Delivery Manager. Review service requests to identify if there is an adequate checking process in place to ensure that all requests for unpaid leave are actioned in a timely manner. The review should also comment upon that service requests are timely allocated to Payroll to allow records to be updated and the Payroll closed.	ACO Paul Dawkins	Mazars	Core Financials February 2016	Closed	<p>Process in place. MFSS will make the assumption that individuals will leave on a zero entitlement – that they will have taken all of the leave TOIL, Flexi for example owed to them.</p> <p>Duty Planning (Notts) will contact the line manager to make sure that all of the balances are taken.</p> <p>Any outstanding balances - the Line Manager must raise a separate service request to HR Support (Notts) with the details of what is outstanding, for consideration of a payment to be made confirming the what the business needs are. If granted HR support will inform MFSS payroll to make a payment (note that payment maybe received after the leave date in line with the payroll cut off dates).</p> <p><b>DCC Scrutiny 18/05/2016: Supports completion.</b></p>
29/4/2016	Action: Review the process of journal checking and introduce a periodic independent check to negate invalid or inaccurate journals being processed. Refresh the appropriate policy or procedure and communicate to relevant staff.	ACO Paul Dawkins	Mazars	Core Financials February 2016	Closed	<p>Review of a selection of journals completed from March and the documentation explaining process, observations and recommendations has been uploaded into 4action.</p> <p>The reviews will now be quarterly, with the next review being June 2016 month end however as we go into the new financial year of 2016/17 we are changing the way we work which should result in a reduction in the number of monthly journals produced.</p> <p><b>DCC Scrutiny 18/05/2016: Supports completion.</b></p>
30/04/2016	<p>Action (13.1): Complete tests on a link between VISION and the National Firearms Database so that officers know in advance that firearms are at a given location.</p> <p>Action (13.2): Update the Firearms Licensing Procedure to make reference to dispatching, risk assessments their use of power and when appropriate to seize firearms and certificates.</p> <p>Action (13.3): Communicate the new procedure through weekly orders.</p>	D Supt Mark Pollock	HMIC	Firearms Licensing: Targeting the Risk	Closed	<p>13.1: Recent testing has been successful. Go live date is 17/06/2016</p> <p>13.2: Consultation complete. Go live date 17/06/2016.</p> <p>13.3: This will go on weekly orders and communicated around the go live date.</p> <p><b>DCC Scrutiny 18/05/2016: Supports completion.</b></p>
29/2/2016	Action: Re-write the Firearms Licensing procedure to include information on the effective audit and monitoring process as required by the Authorised Professional Practice (APP).	D Supt Mark Pollock	HMIC	Firearms Licensing: Targeting the Risk	Closed	<p>Consultation complete. The effective audit and monitoring process as required by the Authorised Professional Practice (APP) is now embedded in the new procedure. Go live 17/06/2016.</p> <p><b>DCC Scrutiny 18/05/2016: Supports completion.</b></p>
31/05/2016	Action: Within three months, all chief constables should review the demand placed on their firearms licensing department to ensure it has the capacity to meet this demand and provide an efficient and effective service at all times	D Supt Mark Pollock	HMIC	Firearms Licensing: Targeting the Risk	Closed	<p>Review undertaken in response to staffing in the unit. Currently, the department has NO BACKLOGS of current applications. There is a risk around the number of investigations awaiting FLM outcome (estimated around 40 cases) and this is being monitored. Around 2700 renewals are expected for 2016 which relates to 528 applications per FTE Firearms Enquiry Officer. Areas of responsibility have been adjusted to ensure a more balanced workload across the team.</p> <p>A new procedure has been written and gone out for consultation.</p> <p><b>DCC Scrutiny 18/05/2016: Supports completion.</b></p>
31/5/2016	Action: Review the efficiency and effectiveness with partners of the current separate arrangements of the DART and the MASH. Ideally, two important outcomes would be: the identification of one central referral point; and a fluid and transparent process so safeguarding actions would reduce the risk from high to medium. This would mean cases did not have to be referred to the MARACs, therefore focusing valuable expertise on the most difficult and challenging cases.	DCI Leigh Sanders	HMIC	Nottinghamshire Police's approach to tackling domestic abuse. (local report)	Closed	<p>The force is reviewing the DASU. This is currently split between two sites at Oxclose and the MASH. We will review the need to join the team together at Oxclose and this will be in light of current force restructuring and the estates strategy</p> <p>Police / partner review of the DART has been completed, findings to be discussed. DCI Sanders and Teresa Godfrey have been meeting to discuss the MASH review. Marac – IDVA, police and social care triage City referrals to ensure the most difficult and challenging cases are taken. Similar process takes place in the county where immediate interventions take place to immediately reduce risk and therefore volume in the MARAC.</p> <p><b>DCC Scrutiny 18/05/2016: Supports completion.</b></p>

31/3/2016	Action: Action:- EMSCU to ensure contracts are in place for all purchases over £25,000 and that they are signed prior to commencement. Regular dip sampling to be undertaken and findings reported to senior management team for action.	Ronnie Adams (Commercial Director Procurement)	Mazars	Procurement January 2016	Closed	Audit or dip sampling performed to check that signed contracts are in place for all purchases over £25,000 before goods and/or services are provided.  <b>DCC Scrutiny 18/05/2016: Support completion.</b>
29/2/2016	Action: In January each year, the Force will produce a full list of efficiencies with the budget report. This will agree the total required per the budget report. It will also identify which efficiencies are one-off savings and which are recurring within the base budget. Inform PA to CC and DCC Nottinghamshire Police to add this to forward planning agenda item for Force Exec Board.	ACO Paul Dawkins	Mazars	Savings Programme February 2016	Closed	ACO Paul Dawkins: A full list of efficiencies for 2016/17 was supplied to the OPCC for use in the annual budget report in January 2016. This list will be monitored on a regular basis going forward to ensure that targets are being met or where necessary identifying those at risk which are slipping with measures for mitigation  <b>ACO Paul Dawkins supports completion.</b>
31/07/2016	Action:- Nottinghamshire Police to work with OPCC and partners to develop a public-facing strategic document to raise awareness and the positive impact of IOM.  "IOM" is inherently a partnership approach, with Nottinghamshire Police and the OPCC significant contributors to it, but it remains firmly a multi-agency asset. Therefore, any strategy document needs to be positioned at that level, not at a single agency level	Insp Paul Harris	Mazars	Integrated Offender Management	Closed	As IOM is a partnership approach with the OPCC as significant contributors it is acknowledged that the public facing strategic document will take time to develop. IOM is an approach to working with groups of offenders which was introduced by the Home Office and is promoted by the Ministry of Justice. The approach contains three overarching priorities: • Catch and convict • Prevent and deter • Resettle and rehabilitate  There are seven recognised pathways out of offending: • Accommodation • Education, training and employment • Health including mental health • Alcohol and drugs misuse • Attitude, thinking and behaviour • Finance, benefits and debt • Children and families of offenders  The local model aspires to address these principles using the identified pathways. Partners have recently recognised that with changing priorities, organisational change, the impact of the austerity agenda and the impact of legislative changes which introduced Transforming Rehabilitation, it is timely to review the current approach. Police, NPS and DLNR CRC partners agreed at a meeting on 3rd December 2015 to adhere to the Ministry of Justice (2015) IOM key principles as follows: • All partners manage offenders together • Deliver a local response to local problems • All offenders potentially in scope • Offenders facing up to their responsibility or facing the consequences • Best use made of existing programmes and governance arrangements • Support long-term desistance from crime An evaluation of the existing, local IOM arrangements undertaken by PhD student Emily Evans in 2014 noted that; "The analysis of the quantitative data has showed a statistically significant reduction in the amount of offending and number of offenders between the pre and post IOM periods. These outstrip falls in crime both nationally and locally. In addition a change in the nature of offending pre and post can be observed. This shows a decrease in the categories of serious acquisitive crime which IOM targets, such as burglary, robbery, certain theft offences and drugs offences." At the IOM partnership meeting on 3rd December 2015 there was agreement that the local IOM priorities should reflect threat, risk and harm (TRH). It was also agreed that the shared understanding of the definition and application of TRH is as follows: • Threat – capability and intent • Risk – likelihood and imminence • Harm – impact and severity in order of physical, psychological, financial  At the IOM Partnership meeting on 3rd December 2015, it was agreed that the current partnership base should be widened and consequently a set of recommendations / plan have been agreed.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
31/01/2016	4.1 Action:- Communication strategy to be written and cascaded to relevant staff. Significant changes to be outlined and communicated via Weekly Order. ( Officers should be reminded of the importance of creating and maintaining this working sheet which should be evidenced within the CRMS system.)  Ensure victim figures are available and presented as part of the divisional OPR performance packs for monitoring and corrective action	T/Ch Insp Andrew Goodall	Mazars	Victim Code of Practice	Closed	The communications strategy was implemented on the 21st March with a News item on the Intranet containing key messages. All divisional frontline Sgts have been emailed signposting them to the article and requesting they brief their staff with regard to the changes and requirements.  Victim figures are presented to the Divisional OPR and VOLT meetings and included in the performance packs.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
31/01/2016	4.2 Action:- Communication strategy to be written and cascaded to relevant staff. (Needs assessments should be carried out with all victims of crime and results recorded on the Victim's Code of Practice working sheet within the CRMS system. This should then be used as the basis of support provision for the victim going forward). Significant changes to be outlined and communicated via Weekly Order.  Ensure victim figures are available and presented as part of the divisional OPR performance packs for monitoring and corrective action	T/Ch Insp Andrew Goodall	Mazars	Victim Code of Practice	Closed	The communications strategy was implemented on the 21st March with a News item on the Intranet containing key messages. All divisional frontline Sgts have been emailed signposting them to the article and requesting they brief their staff with regard to the changes and requirements.  Victim figures are presented to the Divisional OPR and VOLT meetings and included in the performance packs.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
31/01/2016	4.3 Action:- Communication strategy to be written and cascaded to relevant staff. Significant changes to be outlined and communicated via Weekly Order. ( Preferred method and frequency of contact should be established with each victim of crime to enable them to be updated on the progress of any on-going investigation. This should be recorded on the Victim's Code of Practice working sheet and evidence maintained that updates have been provided in line with this request)  Ensure victim figures are available and presented as part of the divisional OPR performance packs for monitoring and corrective action	T/Ch Insp Andrew Goodall	Mazars	Victim Code of Practice	Closed	The communications strategy was implemented on the 21st March with a News item on the Intranet containing key messages. All divisional frontline Sgts have been emailed signposting them to the article and requesting they brief their staff with regard to the changes and requirements.  Victim figures are presented to the Divisional OPR and VOLT meetings and included in the performance packs..  This recommendation relates to agreeing the method and frequency of victim update  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
31/01/2016	4.6 Action:- Communication strategy to be written and cascaded to relevant staff. . (Officer should be reminded that when updates are provided to victims, acknowledgement should be made within the 'aggrieved updated' box on CRMS to support the update and prevent this being escalated via performance management information).  Significant changes to be outlined and communicated via Weekly Order	T/Ch Insp Andrew Goodall	Mazars	Victim Code of Practice	Closed	The communications strategy was implemented on the 21st March with a News item on the Intranet containing key messages. No significant changes so all divisional frontline Sgts have been emailed signposting them to the article and requesting they brief their staff with regard to the changes and requirements.  This recommendation relates to CRMS as Niche does not have the format to tick an aggrieved updated box. Guidance identifies the need to abide by any contact contract made with the victim.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
31/01/2016	4.7 Action:- Communication strategy to be written and cascaded to relevant staff. (The offer/availability of a Victim Personal Statement (VPS) to the victim should be clearly communicated and acknowledged within the Victim Code of Practice working sheet).  Significant changes to be outlined and communicated via Weekly Order.	T/Ch Insp Andrew Goodall	Mazars	Victim Code of Practice	Closed	The communications strategy was implemented on the 21st March with a News item on the Intranet containing key messages. No significant changes so all divisional frontline Sgts have been emailed signposting them to the article and requesting they brief their staff with regard to the changes and requirements.  This recommendation refers to the offer of the Victim personal Statement.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>

31/5/2016	Action: Consult with stakeholders and subject matter experts to provide a response to final report. Police Legitimacy. Present findings to DCC for scrutiny and approval. Once approved input activity into 4action.	Julie Mair (Organisational Development Manager)	HMIC	Legitimacy 2015	Closed	Consultation with stakeholders and subject matter experts to provide a response to the final report is now complete. DCC and ACC approval of actions to go onto the force action plan (4action).  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
30/04/2016	Action 11: Nottinghamshire Police to ensure they are included as members of Health and Wellbeing Boards in the City and County, which have a local focus on reducing the unnecessary use of police custody through inter-agency assessment and service planning	Ch Supt Julia Debenham	HMIC	Welfare of Vulnerable People in Custody	Closed	Nottinghamshire Police have representation on the Health and Wellbeing Board. EMCJS are seeking to establish a Clinical Governance Structure to deal with point 2 and are currently sending information when relevant to The Force Safeguarding Leads e.g. juveniles remanded. There is a process in place for reducing the unnecessary use of police custody, for example children remanded into Local Authority accommodation. (S.38). This is a regional Policy.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
30/04/2016	Action 2: Nottinghamshire Police to plan and publish data on police detention. At a minimum the data should include (collated by gender, race and ethnicity and age):  a) levels of stop and search, arrest and detention; b) use of police custody as a place of safety under section 136 of the Mental Health Act 1983; c) use of police custody as a place of safety under the Children Act 1989; d) levels of strip-searching, use of force and other control measures (with information on the means used – see also recommendation 7); e) numbers of children who are detained in police custody and for how long; f) numbers of requests for children to be transferred to local authority accommodation under PACE; and -g) numbers of children actually transferred to local authority accommodation	Ch Supt Julia Debenham	HMIC	Welfare of Vulnerable People in Custody	Closed	EMCJS scorecard for 2016/17 to include strip search data and more detail on children, also data on detainees to breakdown in terms of age, gender, race etc. First issue is in May to publish April 16 data.  Update Ch Insp Phil Baker 10/05/2016: a) levels of stop and search, arrest and detention data is captured and published. b) use of police custody as a place of safety under section 136 of the Mental Health Act 1983 data is captured and published. c) use of police custody as a place of safety under the Children Act 1989 data. Custody not used as a place of safety. d) levels of strip-searching, use of force and other control measures (with information on the means used – see also recommendation 7) data to be included in the monthly CJ OPR report submitted to Ch Supt Debenham. e) numbers of children who are detained in police custody and for how long. This data is captured but not the length of time ic custody. Not routinely published but a report can be ran upon request. f) numbers of requests for children to be transferred to local authority accommodation under PACE, again not routinely captured but can be produced if required. g) numbers of children actually transferred to local authority accommodation, not routinely published but a manual count can be carried out if required.  The publication for the above is the monthly Regional OPR. Awaiting decision from OoPCC as to what data they require for a public facing publication.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
29/02/2016	Action 7: National lead to establish a definition and monitoring framework on the use of force by police officers and staff, linked to force's risk registers. This to be used by the force and will:-  Ensure that: a)more frontline officers and staff are trained in de-escalation skills; b) there is a common understanding, informed by College of Policing Authorised Professional Practice on definitions of restraint and thresholds for the purposes of record-keeping; c) the use of force in custody is recorded on CCTV and/or body worn cameras, and the recordings are monitored by senior managers, and made available to National Preventative Mechanism-visiting bodies as required; and d) data collected on the use of force is monitored routinely, examined for trends, reported to police and crime commissioners and published on force websites to promote transparency and accountability to community groups and the wider population.	Ch Supt Julia Debenham	HMIC	Welfare of Vulnerable People in Custody	Closed	Still awaiting National Lead established definition. However; a) All relevant staff are trained in de-escalation skills and tactical communications. From June 2016 all Nottinghamshire custody staff will be trained in force. (previously regionally trained). b) During training the College of Policing APP definitions of restraint and thresholds for the purposes of record-keeping are used. c) The use of force data in custody is captured and can be made available upon request to visiting bodies as required. d) Data is already collected and presented to DCC Bannister as lead of the regional Strategic Custody Group - reports on this also go out to Forces. EMCJS are also re writing their procedure in terms of how we record use of force - this will further be enabled by the adoption of Niche in February 2016. Data collection regionally is on going and being reviewed in the Strategic Custody Group quarterly. As Niche develops it is hoped use of force may become simple to report and therefore feature in the monthly scorecard. Awaiting decision from OoPCC as to what data they require for a public facing publication.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
7/4/2016	Action: Review the process of reconciliation of POCA accounting records and funds, and ensure that full analysis of balances on all POCA financial accounting system control accounts are reconciled at the earliest opportunity.	Maria Fox (Archive & Exhibits Manager)	Mazars	Proceeds of Crime Act January 2016	Closed	Review complete of all accounting records and funds. Final reconciliation received for the year and all in place a process in place to ensure this continues.  <b>DCC Scrutiny 18/05/2016: Supports completion.</b>
31/07/2016	Action: Work with partners in both LA's to establish processes for more robust sharing of Return Interview information, in line with our agreed joint protocol for missing children.	Det Supt Robert Griffin	HMIC	PEEL: Police effectiveness 2015 (vulnerability National & Local)	Closed	A joint protocol is in place. " Missing from Home and Care Joint Protocol" This is in place for both the County and the City. The protocol defines the roles and responsibilities of all those concerned with the processes around children who go missing. It is derived from the Department for Education 'Statutory guidance on children who run away or go missing from home or care January 2014' and also incorporates key elements of the Association of Chief Police Officers (ACPO) guidance, and which introduces the new definitions of 'missing' and 'absent'. The protocol responds to the concept of the 'hidden' missing as outlined within the DfE guidance. There is currently a secure email used for intelligence sharing.  The protocol has a section on 'Return Interview' here it states: "During the course of a return interview, a child may provide information that may assist in quickly locating them should they go missing again and thus help prevent future harm. For example, locations visited, whom they associated with, vehicles they travelled in, etc. The professional undertaking the return interview, whilst not sharing the whole return interview, is required to feedback key information to the relevant police missing person coordinator in a timely manner so that it is readily accessible in the event of future episodes"  <b>DCC Scrutiny 18/05/2016: Supports completion</b>
New Actions						
30/06/2016	Action: Consult with stakeholders and subject matter experts to provide a response to final report. Leadership 2015. Present findings to DCC for scrutiny and approval. Once approved input activity into 4action.	Julie Mair (Organisational Development Manager)	HMIC	Leadership 2015	At Risk	In consultation with stakeholders and subject matter experts to provide a response to the final report. DCC scrutiny taken place. Further information required.
30/06/2016	Action: Consult with stakeholders and subject matter experts to provide a response to final report. Effectiveness 2015 Present findings to DCC for scrutiny and approval. Once approved input activity into 4action.	Julie Mair (Organisational Development Manager)	HMIC	Effectiveness 2015	At Risk	In consultation with stakeholders and subject matter experts to provide a response to the final report. DCC scrutiny taken place. Further information required.
30/06/2016	Action: Consult with stakeholders and subject matter experts to provide a response to final report. Missing Children. Who Cares? Present findings to DCC for scrutiny and approval. Once approved input activity into 4action.	Julie Mair (Organisational Development Manager)	HMIC	Missing Children. Who cares?	At Risk	In consultation with stakeholders and subject matter experts to provide a response to the final report.

30/06/2016	Action: Consult with stakeholders and subject matter experts to provide a response to final report. National Child Protection Inspection. Post Inspection Review 3-7th August 2015. Present findings to DCC for scrutiny and approval. Once approved input activity into 4action.	Julie Mair (Organisational Development Manager)	HMIC	National Child Protection Inspection. Post Inspection Review 3-7th August 2015	At Risk	In consultation with stakeholders and subject matter experts to provide a response to the final report.
30/06/2016	Action: Consult with stakeholders and subject matter experts to provide a response to final report. The tri-service review of the Joint Emergency Services Interoperability Principles (JESIP). Present findings to DCC for scrutiny and approval. Once approved input activity into 4action.	Julie Mair (Organisational Development Manager)	HMIC	The tri-service review of the Joint Emergency Services Interoperability Principles (JESIP)	At Risk	In consultation with stakeholders and subject matter experts to provide a response to the final report. DCC scrutiny taken place. Further information required.
30/06/2016	Action: Consult with stakeholders and subject matter experts to provide a response to final report. In Harms Way. The Role of Police in keeping Children Safe. Present findings to DCC for scrutiny and approval. Once approved input if needed all activity into 4action.	Julie Mair (Organisational Development Manager)	HMIC	In harms way: The role of policing in keeping children safe.	At Risk	In consultation with stakeholders and subject matter experts to provide a response to the final report.