

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 AND SCRUTINY PANEL
HELD ON THURSDAY 9 MARCH 2017
FORCE HEADQUARTERS, SHERWOOD LODGE
ARNOLD, NOTTINGHAMSHIRE NG5 8PP
COMMENCING AT 2.00 PM

MEMBERSHIP

(A – denotes absent)

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

OFFICERS PRESENT

Natalie Baker-Swift	Governance & Business Planning Manager
Pete Barker	Democratic Services, Notts County Council
Andrew Burton	Risk & Business Continuity Officer
Andrew Cardoza	KPMG
Mark Kimberley	Head of Finance, Notts Police
Charlotte Radford	Chief Finance Officer, OPCC
Pat Stocker	Information Management Lead
Simon Torr	Deputy Chief Constable (via video link)
Brian Welch	Mazars

1) APOLOGIES FOR ABSENCE

Apologies for absence were received from Leslie Ayoola and Paul Dawkins.

2) DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None.

3) MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 15 December 2016, having been circulated to all Members, were taken as read and were confirmed, subject to the following amendment , and were signed by the Chair:

- Inspector Liz Rogers introduced Item 6, Professional Standards and Confidential Reporting Procedure, not Natalie Baker-Swift as stated

4) BUSINESS CONTINUITY MANAGEMENT REPORT (2016/17)

Andrew Burton, Risk and Business Continuity Officer, introduced the report which informed the Panel about the proposed new business continuity approach and the future plans for improvement.

During discussions the following points were made:

- Emphasis would now be on testing/governance
- Key people will confirm that the relevant information has been disseminated to staff
- Key critical areas will be identified and the importance of learning lessons in the early stages of the process is acknowledged

RESOLVED: 2017/001

That the proposed new business continuity approach within the Force be noted and assurances as to the effectiveness of those arrangements and future plans for improvement be received by the Panel

5) PUBLICATION SCHEME MONITORING REVIEW AND ASSURANCE

The Panel congratulated the Office of the Police and Crime Commissioner (OPCC) on the award of the Transparency Quality Mark Certificate meaning that the information required to be published by the Commissioner is available and easily accessible to members of the public.

RESOLVED: 2017/002

That the contents of the report be noted.

6) NOTTINGHAMSHIRE POLICE INFORMATION MANAGEMENT, FREEDOM OF INFORMATION AND DATA PROTECTION UPDATE

Pat Stocker, Information Management Lead, introduced the report.

During discussions the following points were made:

- FOI requests are rarely dismissed
- The cost per request has not been calculated
- Information is proactively put on the website with the aim of reducing the number of requests
- The speed of response has been affected by the restructure but reprioritisation has meant the situation is now improving

RESOLVED: 2017/003

That the monitoring statistics for 2015 and 2016 in relation to information requests processed by Nottinghamshire Police in line with Freedom of Information and Data Protection legislation, be noted.

7) STRATEGIC RISK MANAGEMENT REPORT FOR FORCE AND NOPCC, QUARTER 4, 2016/17

Natalie Baker-Swift, Corporate Governance & Business Planning Manager, introduced the report which provided the Panel with an up to date picture of strategic risk management across the Force and the OPCC.

During discussions the following points were made:

- The importance of achieving the right mix of diversity in the workforce was emphasised.
- The Appeal regarding the A19 ruling was successful with costs being awarded - the base budget could not have been reduced without this approach.
- Despite being state of the art 20 years ago the Bridewell is no longer fit for purpose. This can be explained by the fact that the Home Office now sets minimum design standards. All options were examined but a new build has been approved.

RESOLVED: 2017/004

1. That the current approach to strategic risk management and the effectiveness of the arrangements, as evidenced in the report, be noted.
2. That the closure of the Force's risk relating to the use of Regulation A19 be noted as at the Court of Appeal the Force were found to have acted lawfully and the officers' case were not successful.
3. That the proposed new risk relating to the Emergency Services Network be noted.
4. That the Panel acknowledges the second new risk relating to issues around the quality of data input into Force systems.

8) AUDIT AND INSPECTION REPORT QUARTER 4 2016-17

Natalie Baker-Swift, Corporate Governance & Business Planning Manager, introduced the report and informed the Panel that the format of the report had been changed and that no audits or inspections were overdue in this quarter.

During discussions the following points were made:

- The references were automatically generated by the system
- The Victim Code of Practice measure will be left open until all training has been completed

RESOLVED: 2017/005

That the progress made against the audit and inspection recommendations and the forthcoming audits and inspections, be noted.

9) EXTERNAL AUDIT PLAN 2016-17

Andrew Cardoza of KPMG introduced the report and explained to the Panel that an additional fee had been payable because of the requirement for more work.

During discussions the following points were made:

- The Triennial review was still required despite minimal changes and no staff being recruited as the actuaries had changed their assumptions and it was therefore necessary to check that the auditor's assumptions still held, which they did. Details of the additional work required and the cost will be reported to the Panel in due course.

RESOLVED: 2017/006

That the External Audit Plan contained in Appendix A to the report be approved.

10) INTERNAL AUDIT ANNUAL PLAN 2017-18

Brian Welch of Mazars introduced the report and explained to the Panel that many issues still needed to be addressed but that timings had been agreed and the audits would be spread throughout the year.

RESOLVED: 2017/007

That the Audit Plan for 2017-18 contained in Appendix A to the report be approved.

11) INTERNAL AUDIT PROGRESS REPORT

Brian Welch of Mazars introduced the report and informed the Panel that the two outstanding audits would be completed by 31st March 2017, the audit of EMSOU was in draft form and the release of the audit on EMOpSS was imminent. Brian informed the Panel that the report also contained specific follow up actions for Payroll where performance was better than 12 months ago but improvements were required.

During discussions the following points were made:

- A workshop was required to discuss the Panel's terms of reference and clarify Members' responsibilities with assurance mapping also to be incorporated into the process

RESOLVED: 2017/008

That the contents of the report be noted.

12) THE BIG RED BUTTON

Charlotte Radford, Chief Finance Officer, OPCC, introduced the report and informed the Panel that the aim was to automate as much of the statement of accounts process as possible. A pilot had been running with, amongst others, Northants Police, and for the first time Nottinghamshire, along with 8 other Forces, will use the system this year to produce a fully audited statement of accounts.

During discussions the following points were made:

- As the team producing the accounts had been already been reduced to 2 members of staff the introduction of the system would not mean any further reductions in staffing

RESOLVED: 2017/009

That the contents of the report be noted and the actions contained therein, which will ensure the meeting of statutory deadlines in 2018.

13) POLICE & CRIME ACT 2017

Charlotte Radford, Chief Finance Officer, OPCC, introduced the report which detailed the governance impact of the Act in relation to the provision for emergency services to collaborate.

During discussions the following points were made:

- A separate report on the implications of the Act on the complaints procedure will be brought to a future meeting of the Panel
- Nationally, Fire and Rescue Authorities are organised differently which complicates the options going forward
- Lessons learnt from past contracts will be applied to any future contracts

RESOLVED: 2017/009

That the contents of the report be noted.

14) PANEL WORK PLAN AND MEETING SCHEDULE

The following changes to meetings were proposed:

Tuesday 2 May – workshop to be held at KPMG to discuss Panel's terms of reference/ Panel Member's roles/assurance mapping

Tuesday 30 May 2017 at 2pm – to consider Draft statement of accounts

Thursday 29 June 2017 – meeting cancelled

Thursday 27 July 2017 at 2pm – to consider Final statement of accounts

Thursday 28 September 2017 at 2pm – provisional depending on whether above target dates are met

The meeting closed at 3.50pm

CHAIR

