

**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER**  
**County Hall, West Bridgford, Nottingham, NG2 7QP**

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**MINUTES**  
**OF THE MEETING OF THE**  
**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER**  
**JOINT AUDIT & SCRUTINY PANEL**  
**HELD ON THURSDAY 12 FEBRUARY 2015**  
**AT GEDLING BOROUGH COUNCIL,**  
**NOTTINGHAM**  
**COMMENCING AT 2.00 PM**

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**MEMBERSHIP**

(A - denotes absent)

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

**OFFICERS PRESENT**

Paddy Tipping	Police and Crime Commissioner
Phil Gilbert	Head of Strategy and Assurance, OPCC
Charlotte Radford	Chief Finance Officer, OPCC
Chris Eyre	Chief Constable, Notts. Police
Paul Steeples	Head of Business and Finance, Notts. Police
Andrew Cordoza	KPMG (External Audit)
Simon Lacey	KPMG (External Audit)
Angela Ward	Baker Tilly
Kelly Waddoups	Baker Tilly
Alison Fawley	Democratic Services, Notts. County Council

**1. APOLOGIES FOR ABSENCE**

None

## **2. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS**

None

## **3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 23 September 2014, having been circulated to all Members, were taken as read and were confirmed and were signed by the Chair.

The minutes of the last meeting held on 15 December 2014, having been circulated to all Members, were taken as read and were confirmed and were signed by the Chair.

## **4. REFRESHED POLICE AND CRIME PLAN (2015-16)**

Paddy Tipping introduced the report which provided an update on the refreshed Police and Crime Plan 2015-18.

During discussion the following points were made:

- Nottinghamshire was working with other public sector partners regarding Cybercrime. Additional resources had been allocated and two additional civilian officers would be taking this forward. All officers needed to tackle cybercrime and practices would need to be embedded across the organisation. The cost of investigating cybercrime was high as internet service providers charged for supplying information. Active discussions were being held with the Home Office about the best way of dealing with cybercrime as the offence occurred where victimisation took place regardless of where the offender lived.
- Nottinghamshire saw an increase of approximately 6% in reported crime. However new recording practices meant that the data was not comparable year on year and had made it difficult to show how targets were being met.
- The report identified 10 key areas for savings which formed part of an improvement plan of action for the Force which would be monitored by the Commissioner.
- The Police and Crime Panel were supportive of how challenges were being met and had provided constructive comments on the draft plan.
- It would be necessary to consider and implement new ways of working to secure greater efficiencies through collaboration with other forces and partners.

## **RESOLVED 2015/001**

That the refreshed Police and Crime Plan 2015-18 be noted.

## **5. THE COMMISSIONER'S BUDGET AND PRECEPT REPORTS 2015-16**

Paddy Tipping introduced the report which informed members of the decision in relation to the Precept and budget for the financial year 2015-16. The budget was based upon a 5.1% reduction in grant income and increased cost pressures of £8.4m.

During discussion the following points were made:

- A different structure to policing could see more investment of resources in high demand locations, response hubs and a named contact in each area, dedicated crime investigation teams, a different mix of police officers and police staff, investigation teams in custody areas and a highly structured problem solving model.
- Progress had been made with recruitment from BME groups and work was continuing on retention plans.
- The budget gap of £11m would be met through efficiencies identified by the force and included savings from regional collaboration and the Delivering the Future programme. Work was needed on the risks relating to delivery of efficiencies as savings from regional collaborations had been slower to realise than expected.
- It was anticipated that A19 cases would be heard in April with the decision given in summer. Reserves held for this were thought to be adequate at time but there may be additional funding available from Home Office.
- The capital programme was ambitious and needed to achieve a great deal to deliver future savings.

## **RESOLVED 2015/002**

That the report be noted.

## **AGENDA ORDER**

The Panel agreed to take the items on Audit and Inspection, Strategic Risk Management Report (2014/15 Quarter 3) and Business Continuity Management Report (2014/15) earlier on the agenda.

## **6. AUDIT AND INSPECTION**

Paul Steeples introduced the report which provided an update on the status of audits and inspections which had taken place within the Force and informed the Panel of expected future audits and inspections.

During discussions the following points were made:

- There were no actions deemed to be off target or at risk of being off target.
- A new system was in the process of being implemented and there was confidence that the automated process would be robust.

### **RESOLVED 2015/003**

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

## **STRATEGIC RISK MANAGEMENT REPORT (2014/15 QUARTER 3)**

Paul Steeples introduced the report which provided an update on strategic risk management (to the end of 2014/15 Quarter 3) across Nottingham Police (the Force) and the Nottinghamshire Office of the Police and Crime Commissioner (NOPCC).

During discussion the following points were made:

- A review of risk management had been undertaken and was in the final stages of consultation. A Risk Management Process Guide which provided an overview of risk management techniques and their application in practice had also been produced.
- Registers were produced for four key areas each quarter that summarised identified risks and monitoring actions.
- The Panel congratulated the Force on this work.

### **RESOLVED 2015/004**

- 1) That the current approach to strategic risk management be noted.
- 2) That the Panel had received assurance as to the effectiveness of corporate risk management within Nottinghamshire Police and the Nottinghamshire Office of the Police and Crime Commissioner.

**7. BUSINESS CONTINUITY MANAGEMENT REPORT (2014/15)**

Paul Steeples introduced the report which provided an update on business continuity management within Nottinghamshire Police.

During discussion the following points were made:

- The Force had adopted 13 critical functions, as recommended by the Association of Chief Police Officers, as the basis of its Business Continuity Strategy.
- The Contact Management plan which provided for the continuation of emergency call handling in the event of a loss of essential ICT, staffing or premises was the most comprehensive and routinely tested plan.
- The risks to ICT were tested and monitored across all critical functions as appropriate.

**RESOLVED 2015/005**

- 1) That the current state of business management continuity within the Force be noted.
- 2) That the Panel had received assurance as to the effectiveness of the Force's arrangements.

**8. EXTERNAL AUDIT PLAN 2014-15**

Andrew Cordoza and Simon Lacey introduced the External Audit Plan for the 2014-15 financial year accounts and gave a detailed account of the audit work for 2014-15 financial statements including the Value for Money statement.

**RESOLVED 2015/006**

That the External Audit Plan 2014-15 be noted.

**10. INTERNAL AUDIT PROGRESS REPORT**

**RESOLVED 2015/007**

That the report be noted

**11. FREEDOM OF INFORMATION MONITORING, REVIEW AND ASSURANCE**

Charlie Radford introduced the report which provided assurance that the Nottinghamshire Office of the Police and Crime Commissioner was working in full compliance of the Freedom of Information Act 2000.

## **RESOLVED 2015/008**

That the report be noted.

### **12. INFORMATION MANAGEMENT REPORT**

Charlie Radford introduced the report which provided data on the legislative compliance of the Freedom of Information Act 2000 and Data Protection Act 1998.

During discussion the following point was made:

- There had been a significant rise in the number of subject access requests and an increasing number that had not been completed within the 40 day deadline. An update would be provided at the next meeting.

## **RESOLVED 2015/009**

- That the report be noted
- A further update be given at the next Panel meeting

### **13. CORPORATE GOVERNANCE AND WORKING TOGETHER**

Charlie Radford introduced the report which gave an overview of the Corporate Governance arrangements for the Nottinghamshire Police and Crime Commissioner and Chief Constable as outlined in the Governance and Working Together document which had been previously circulated to members.

## **RESOLVED 2015/010**

That the report be noted.

### **14. POLICE AND CRIME COMMISSIONER'S UPDATE REPORT**

Paddy Tipping introduced the report which had been tabled at the Police and Crime Panel on 5 January 2105.

During discussion the following points were raised:

- More officers left the Force than expected and it was felt that this was due to staff considering their options for the future in an uncertain climate. It was noted that many PCSO's left to become Police Officers.
- Increased satisfaction ratings indicated that there was much to celebrate in the report.

## **RESOLVED 2015/011**

- That the report be noted.
- That the Panel had received assurance from the Commissioner on areas of concern.

**15. WORK PLAN AND MEETING SCHEDULE**

**RESOLVED 2015/012**

The work programme was agreed.

The meeting closed at 4.15pm

CHAIR