

**Joint Audit Committee of the Police and Crime Commissioner
for Bedfordshire and Bedfordshire Police**

Minutes are restricted

Meeting of 16th September 2020 (Microsoft Teams)

Held between 13:00 – 15:00

Minutes - draft

Present:

Jagtar Singh – Chair (JS)	Independent Committee Member
Judit Seymour (IM JSM)	Independent Committee Member
Gita Raja (IM GR)	Independent Committee Member
Wayne Brads (IM WB)	Independent Committee Member
Clare Kelly (CEO)	Chief Executive - OPCC
Phil Wells (CFO)	Chief Finance Officer – Bedfordshire Police
Rachel Brittain (BDO)	BDO – External Auditors
Mark Jones (RSM)	RSM – Internal Auditors
Katie Beaumont (TM)	Transparency Manager
Tara Malciw	PA – Minute taker

	Part One – Not Restricted	
20/JAC/13	<p>Apologies</p> <p>Apologies noted from;</p> <p>Trevor Rodenhurst (DCC) - Deputy Chief Constable, Bedfordshire Police</p>	PA
20/JAC/14	<p>Minutes and Status Report of the meeting held on 25th June 2020 (Restricted in part).</p> <p>The minutes of the previous meeting were approved as an accurate record of the meeting.</p> <p>IM GR advised there were grammatical errors in the previous set of minutes and advised she will send the corrections to the PA for amendment.</p> <p>The Chair asked whether the IMs had any items to cover under AOB that aren't on the agenda? There were no items of AOB raised.</p>	CFO

	<p>IM JSM asked for clarification on how Independent Members would be addressed in the notes, they are currently detailed as their initials however it was previously agreed that they would be addressed as IM throughout. The Chair confirmed that all independent members are to be referred to as IM within the minutes.</p>	
20/JAC/15	<p>Matters Arising/Action Log:</p> <p>The Committee reviewed the action tracker and noted the following updates;</p> <p>26JAC14 – Complete 20JAC14 – Complete 20JAC16 – CFO to ask whether the Chief Constable would like to continue with this. Carry forward. 20JAC17 – Complete 20JAC20 – Complete 20JAC22 – CFO advised the changes were made and this has been sent to the Executive members for sign off. CFO advised he does not know if this was circulated to the IM. 20JAC24 – Complete</p> <p>ACTION: TM to recirculate the Management Policy to the IM.</p>	CFO
20/JAC/16	<p>Declarations of Interest</p> <p>The Chair advised there are no declarations of interest.</p>	Chair
Part One – Not Restricted		
20/JAC/17	<p>Terms of Reference</p> <p>The Chair advised that IMs had identified considerations for the CFO and CEO to consider and that these would be sent to them by the IMs and that once considered the Chair would have the authority to sign these off.</p> <p>ACTION: IMs to provide CFO with their considerations on the exiting ToR.</p> <p>The Chair advised the TORs will be circulated for information at the next meeting.</p> <p>ACTION: CFO to bring updated version of TOR for next meeting.</p>	Chair
20/JAC/18	<p>Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire</p> <p>The CEO stated that one change has been made to the PCCs SRR.</p> <p>SR1: CEO advised the likelihood of SR01 has been increased as Special Grant funding has been awarded to the force for a third year in a row. The CEO advised the Spending Review still needs to be considered, the Spending Review is due to take place in Autumn/ Winter 2020.</p>	CEO

	<p>SR2: The CEO advised no changes were made to SR02.</p> <p>SR3: The CEO advised the likelihood has increased as the Police and Crime Commissioners Plan has been achieved representing rural voices as well as urban voices. The CEO advised the PCC believed that although she had achieved the plan, she had not fully heard the voices of the African Caribbean community and have therefore introduced the “100 Conversations” programme. The “100 Conversations” programme is underway and on track hence additional notes.</p> <p>SR4: The CEO advised the strength of assurance has increased but this is not reflected in the scoring. The CEO advised this change is due to the significant assurance the OPCC received following the Governance audit.</p> <p>SR5: The CEO advised no changes have been made to the scores, however significant notes have been added. The Pandemic has allowed for virtual meetings to take place, improving time efficiency and therefore more meetings have taken place. During these meetings the OPCC have explained the reason for their spending allocation and a positive change has been seen.</p> <p>SR6: The CEO advised there has been no change to the scoring, however strength has been added to the assurance, this was communicated to partners through a virtual meeting. The CEO advised that the OPCC have moved their timeline from December – March to October – December, therefore by January 1st every organisation will know whether they are receiving OPCC funding in April and they can plan their organisation accordingly.</p> <p>SR7: The CEO advised the OPCC have won on both “Safer Streets” bids, granting £900,000 to one area of Bedford and one area of Luton. This is being managed through the OPCC.</p> <p>SR8: The CEO advised risks were identified through this work such as the appropriateness of working from home and the wider context of data protection. There are elements to consider such as people using computers and workbooks in view of a window, these considerations are not currently in the policy. The CEO advised that the OPCC are in a good position with regards to this risk with a good understanding of GDPR.</p> <p>IM JSM asked in relation to SR1, what is the plan B if the Special Grant is not received next year. The CEO advised this risk features in the CFOs medium term financial plans which was ratified earlier this year and the PBB process being run in Force will provide the service catalogue based on the level of funding received.</p> <ul style="list-style-type: none"> a) The consideration given to the application for the special grant, how it is used to invest in skill sets required for making bids. b) The impact of lost funding. <p>The CFO advised that the PCC and CC had submitted a detailed Spending Review submission and highlighted the impact of short-term funding. A copy has been circulated to IMs.</p>	
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	<p>IM GR asked whether the Special Grant is a recurrent fund. The CFO advised they are treated as one off grants.</p> <p>IM GR stated that on the front page of the SRR it is stated that the financial impact of Covid-19 is unknown but it is being monitored, however as we are 6 months in, is that statement valid or is there still a question around the funding that will be provided by the Home Office. The CEO advised the cost of Covid-19 is being monitored closely, however there is no confirmation as to which areas of spending the Home Office will refund, and the full extent of the pandemic is not yet known. The CFO advised the economic outlook is also unknown and therefore could have an impact on the Funding Settlement of the Spending Review regarding the short term and the long term MTFs.</p> <p>IM GR asked for clarification on SR3 as the likelihood has reduced to two, but on page 7 it stated that it is expected to increase. The CEO advised this is a typing error and should read “decreased”.</p> <p>IM GR advised that Covid-19 has had an impact on several festivals and asked whether the impact on individuals will be discussed during the dialogue in “100 conversations”. The CEO advised so far 20 conversations have been held, 47 more are planned before Christmas and the rest will be held after the Christmas period.</p> <p>IM JSM asked the CEO and CFO for the environmental risk as it is becoming a strategic matter and she wanted to know what consideration has been given in Bedfordshire Police. The CEO advised 18 months ago the force was assessed by the Carbon Trust and it informed decisions with regards to new buildings and refurbishments, however there is a need for wider consideration.</p> <p style="padding-left: 40px;">ACTION: The CEO and CFO to consider the environmental risk to Bedfordshire Police to give assurance on how environmental risks are considered.</p> <p>The Chair summarised that the SRR is a live, strategic document which is used and well understood in a way that the force can manage risk itself. The Chair extends thanks to the CEO and her team.</p> <p>The Chair offered thanks to the IM for the scrutiny given.</p>	
20/JAC/19	<p>External Audit</p> <ul style="list-style-type: none"> • 2020/21 Audit Process Update <p>BDO RB advised the audit field of work was started recently and it is predominantly complete, a few things were highlighted such as some areas of estate that did not feature on the Fixed Asset Register and therefore there is a need to understand their value and impact on the financial statement.</p> <p>BDO RB advised the force are waiting for assurance regarding pensions for the end of the year. BDO extended thanks to the CFO for his support.</p>	BDO

	<p>IM JSM asked whether the receipt of the audit report is time sensitive to this Committee and asked for assurance that it will meet the extended timeline. BDO RB advised there is an element of relying on others but confirmed the report will be circulated in advance of the next meeting. A draft completion report is already prepared.</p>	
20/JAC/20	<p>Internal audit -</p> <p>a) Progress against plan 2020/21 and Annual Report</p> <p>RSM advised the report has been finalised on OPCC governance, there is a summary in the end of the report which highlights it is positive with no actions raised.</p> <p>RSM advised an additional review was completed at the request of the OPCC on the VERU, the audit has been issued in draft report stage and will be discussed at the next JAC meeting.</p> <p>RSM noted the timing of collaborative audits as they are in quarter 2 and quarter 3. Historically these typically take longer to receive the final report as there are several parties involved. If there is a request for a delay of the audits, they should be taken to the relevant JAC member to add to their SRR to prevent an impact on the end of year assurances.</p> <p>IM JSM asked, with regards to the number of reports on the audit reform that have been published in the last few months, how are they putting the recommendations in place and understanding the impact on work going forward? RSM advised that he will provide an update on the proposals and delivery of service at the next meeting.</p> <p>ACTION: RSM to provide an update on the proposals and delivery of the Recommendations from the audit at the next meeting.</p> <p>The Chair asked for the dates of the JAC meetings in the collaborated forces to be circulated to allow IMs the change to attend in they wish to do so.</p> <p>ACTION: CEO to circulate the dates of collaborated JAC meetings to the IMs for their information.</p>	RSM
20/JAC/21	<p>Progress on Recommendations</p> <p>The CFO asked for questions on the relevant paper.</p> <p>IM GR advised that on page 4, the work force planning initial date of November 2018, however this has been revised to September 2020, IM GR asked why is there such a large gap between implementation of the recommendation.</p> <p>The CFO advised it has always been agreed that the police officer element is fundamental and the police staff recruitment would wait for the implementation of the new system. The new system arrived in July 2020 so time is being allowed for it to bed down. The CFO advised that the force is not held to account nationally with regards to police staff and</p>	CFO

	<p>therefore they are not as significant with regards to the PCCs and a workforce plan. This will be reported to the Committee in November as a completed recommendation.</p> <p>IM GR stated there are 3 outstanding recommendations on the Health & Safety audit and asked for an update against these at the next meeting.</p> <p>ACTION: CFO to bring updated Health and Safety recommendations to the next JAC meeting.</p>	
<p>20/JAC/22</p>	<p>Force Overview</p> <p>The CFO advised the Force overview is encouraging but emphasises demand is rising, whilst the force have experienced reduced levels of burglary related crimes for example, the force have been able to focus on drug related crime, this area of crime has a good solved rate. There was a vast increase in drug related crime during Covid-19 such as drug trafficking and the possession of drugs. The force is gradually seeing a return to normal crime types, as we moved out of lockdown.</p> <p>The CFO advised the force is running a combined STRA/PBB process in JPS and that this would be completed in time to be considered against the 2021/22 settlement.</p> <p>The CFO advised that work ongoing with Crest has improved the forces understanding of proactive demand, this paper will be presented to the JAC once completed.</p> <p>The CFO advised that 7Force work on DAMS and forensics is underway. The forces are reviewing two new systems as there is a need to have a Single Asset Management System in place.</p> <p>The CFO advised that PEQF implementation is starting in Hertfordshire in Autumn 2021. Work has been underway with Anglia Ruskin University. there has been one change to the CoP minimum requirements for entry, which is applicants for the degree entry route now require two A-levels and not one and suitable experience as they have done previously. Anglia Ruskin University are happy to support the force with regards to attraction.</p> <p>The CFO provides a revenue budget update, in a previous update the force was reporting a £3.3million overspend, with >£3 million of the underspend is attributed to Covid-19. The underspend was reported prior to the Special Grant being awarded, the Special Grant was award at £2.9 million. The CFO advised that the overspend is now £400,000. Around £250,000 of the overspend was attributed to the purchase of PPE which will be refunded. The Home Office are yet to confirm whether they are going to refund the cost of lost income such as the that seen at Luton Airport, the CFO advised that by the end of the next quarter it is likely that the overspend will be recorded as an underspend as the Home Office agree to return funds.</p> <p>The Chair advised there are two things to monitor;</p> <p>a) Demand from people who are isolating</p>	<p>CFO</p>

	b) The Settlement to Community Trusts to be able to deal with the increase on previous demand due to the impact of mental health and economic changes	
	Part Two - Restricted	
20/JAC/23	HMICFRS Update	CFO
20/JAC/24	Strategic Risk Register of Bedfordshire Police	CFO
20/JAC/25	<p>AOB</p> <p>The Chair asked the members whether they are assured? Was the conversation at a good pace to allow for scrutiny and questions to be asked? Have the ToRs been met? Has the committee identified the right level of risks? Did the members have a view on all risks?</p> <p>The Chair advised personally he thought the meeting was fast paced and advised that he has a high level of assurance with regards to the management of finances. The Chair advised there is clear positive collaborative working between the PCC and the Chief Constable and suggests that the force has received good levels of assurance on audits completed previously. The HMIC preparation and recommendations are good.</p> <p>The Chair advised that Covid-19 related updates will be provided where relevant between meetings.</p> <p>IM WB advised that he found Microsoft Teams a more effective use of time and stated there was a greater focus of the conversation. IM WB asked for the next meeting to include a review of the lessons learned following Covid-19. The Chair agreed, saying there are many lessons learned and possibly costs saved because of Covid-19.</p> <p>ACTION: CFO to provide a debrief of Lessons learned following Covid-19.</p> <p>The Chair thanked all for their attendance to the meeting.</p> <ul style="list-style-type: none"> • JAC Awayday <p>TM advised the away day may not be able to take place in person as the restrictions have changed, there is a chance to use Microsoft Teams. The Chair agreed with the use of Microsoft Teams.</p>	