

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

**Minutes**

**Meeting of 06 December 2019**

**Held between 12:30 – 15:00**

**Minutes**

**Present:**

Wayne Brads – Chair (WB)	Independent Committee Member
Judit Seymour (JSM)	Independent Committee Member
Gita Raja (GR)	Independent Committee Member
Katie Beaumont (KB)	Compliance Officer, OPCC – Minute Taker
Trevor Rodenhurst (TR)	Deputy Chief Constable, Bedfordshire Police
Phil Wells (PW)	ACO, Bedfordshire Police
Kirsty Slater (KS)	BDO – External Auditors
Suzanne Rowlett (SR)	RSM – Internal Auditors

	<b>Part One – Not Restricted</b>	
<b>19/JAC/41</b>	<p><b>Apologies</b> Apologies noted from:</p> <ul style="list-style-type: none"> <li>- Jagtar Singh Independent Committee Member</li> <li>- Laura Cochrane, Independent Committee Member</li> <li>- Clare Kelly – Chief Executive OPCC</li> <li>- Sheila Greer – Minute Taker OPCC</li> </ul>	<b>ACTION</b>
<b>19/JAC/42</b>	<p><b>Minutes and Status Report of the meeting held on 24<sup>th</sup> May 2019.</b></p> <p>WB explained that the Chair JS was not present and sent apologies. He suggested he chaired the meeting in his absence. All members agreed,</p> <p>The minutes of the previous meeting of the 25<sup>th</sup> July 2019 were agreed, subject to minor amendments:</p> <p>JSM was listed twice in the attendees listed – this needs to be removed – also there is reference to JSM and JS (Jackie Sebire) from the July meeting – so this needs to be checked.</p> <p>Page 6 – Change wording from ‘will keep’ to ‘will be kept’ – last line on page.</p>	

<p><b>19/JAC/43</b></p>	<p><b>Matters Arising/Action Log:</b></p> <p>PW explained that he is aware that not all JAC members are present with the change of date, however this was the only date which could be accommodated with the quota for JAC members.</p> <p>Discussions were had surrounding the upcoming PCC election which will mean JAC recruitment is around the corner. The JAC Terms of Reference (TOR) will need to be reviewed, in line with JAC recruitment.</p> <p>Actions were reviewed:</p> <p><b>19/JAC/02</b> - Previous Action -18/JAC/36 Cyber Security – JS stated we need an annual planner for key items to be discussed such as</p> <ul style="list-style-type: none"> <li>• End of year accounts</li> <li>• Annual audit Committee</li> </ul> <p>Update – PW explained that a work force plan has been drafted and will be sent out in January 2020.</p> <p><b>19/JAC/08</b> - JSM stated she can see that 4 areas are in the red zone. Could this be an area for a deep dive – considerations – J.A.C members to consider. JSM stated are processes efficient.</p> <p>Update – Members asked for this action to be moved forward as the Pre-Meet with members did not happen today.</p> <p><b>19/JAC/14</b> - JS asked PW to revise the annual report and it needs to read as if the committee is writing it not PW.</p> <p>Update – Complete and on this meeting's agenda.</p> <p><b>19/JAC/16</b> – AOB - GR wants to do a deep dive session into expenditure –SG to organise.</p> <p>Update – Deep Dive to be organised in the new year – Action Closed.</p> <p><b>19/JAC/29</b> - Two items were queried. The committee would like an explanation about how PBB works and assesses risk, how it manages demand, what is the process and how it fits in with staff and public safety. How it impacts in budgeting process. Phil Wells agreed to explain that at the next meeting.</p> <p>Update – PW provided a handout for members to take away from the meeting. PW explained paper.</p> <p>Questions by the panel were:  GR asked how does this paper link with the SRR and the analysis whether or not risks should be moved up or down.  PW stated that the risks will be continuously reviewed in line with actions which are going to be taken.</p>	<p><b>Members</b></p>

	<p>PW agreed to set a separate PBB Deep Dive meeting before April. PW to set date and share with the JAC members.</p> <p><b>19/JAC/34</b> - JAC members requested more information on the Medium to High recommendations surrounding the audits.</p> <p>Update – Report completed and sent to members.</p> <p><b>19/JAC/35</b> - Agreed that Strategic Board paper and Performance report would be shared with JAC members in a summary table/Dashboard.</p> <p>Update – The reports will be presented in a week’s time – once they have been shared with the Force – they will be shared with members.</p> <p><b>19/JAC/37</b> - JSM asked for an update surrounding Athena at the next meeting.</p> <p>Update – PW gave an overview to the members – this was requested to be added to the Deep Dive session (extra Session on PBB) – agreed.</p> <p><b>19/JAC/38</b> - Equality and Diversity of staff. JS (Chair) stated that there are concerns surrounding the retention of staff for the next JAC meeting.</p> <p>Update - Complete</p>	<p><b>PW</b></p> <p><b>PW</b></p>
<p><b>19/JAC/44</b></p>	<p><b>Declarations of Interest</b></p> <p>No other concerns.</p>	
<p><b>19/JAC/45</b></p>	<p><b>Item 6 – Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire</b></p> <p>KB presented the report explaining the following:</p> <p>SR1 - No change in risk level, expectation for likelihood rating is expected to decrease as stated in July SRR. Additional information has been added surrounding the VRU Fund. Information has been added surrounding the general election as this may influence precept amount. Also information added surrounding policing uplift promise.</p> <p>SR2 - No change in risk level – additional information added regarding PEQF decision which Chief Exec Clare Kelly requested this to documented in SRR.</p> <p>SR3 - Remains the same – community engagements continue – comms officer has not been recruited into – however events officer has been given this responsibility to ensure the role is still being completed.</p> <p>SR4 - Remains the same – however information has been added surrounding Purdah - The Chief Exec will be the SPOC and is arranging for an MOU with the Force reference new candidates.</p>	

	<p>SR5 - Remains the same – however additional information has been added surrounding the commissioning cycle opening. Strategy has been released and published.</p> <p>SR6 - Remains the same – information added surrounding commissioning strategy – however not all monies are being spent – some are being held back for new PCC.</p> <p>SR7 - Remains the same – as there has been no change in OPCC structure - OPCC Events Officer has temporarily been given the duties of the Comms Officer to ensure Comms work is completed thus continuing engagement.</p> <p>SR8 - No change – ICO report currently being worked through</p> <p>PW stated that he would review SR1 and SR2 regarding the financial aspects and work with KB on the agreed rating. PW stated for all members to be aware that the OPCC SRR will need a full review when the new PCC is appointed.</p> <p>Discussions were had surrounding the SRR and panel member advised KB to meet with Edward Major and understand how he manages the Force SRR. KB to meet with EM.</p>	<b>KB</b>
19/JAC/46	<p><b>Item 7 – External Audit, Competition Report</b></p> <p>KS explained to the panel members that the BDO Audit Plan will be brought to the next JAC meeting. This report will focus on the high strategic level, and takes out the detail.</p> <p>KS asked the panel if they had any questions? WB asked whether or not moving forward any changes are having to be made? KS stated that the risks are similar, there will not be significant changes. KS highlighted that the process may change but overall approach will be similar.</p> <p>Members wanted their thanks to the BDO team to be minuted and for KS to pass on their thanks to the team.</p>	
19/JAC/47	<p><b>Item 8 – Internal Audit.</b></p> <p style="padding-left: 40px;"><b>a) Progress against plan 2018- 2019</b></p> <p>SR asked for all members to review the report with her as she explained RSM's findings.</p> <p>She explained that the 3 audits which she would like to bring to the attention of the panel were:</p> <ol style="list-style-type: none"> <li>1. Commissioning – OPCC – Substantial Assurance</li> <li>2. VCOP – Partial Assurance</li> <li>3. Budgetary Control – Reasonable Assurance</li> </ol> <p>She explained that there are 2 Audits which are close to completion:</p> <ol style="list-style-type: none"> <li>1. Medium Term Financial Planning</li> </ol>	

	<p>2. Income and Debtors</p> <p><b>Budgetary Controls</b> - The objective of the review was to provide assurance over the budget management arrangements in place which included the reconciliation of budgets recorded on e-Financials and a review of budget virement processes.</p> <p>BCH Audit - Herts as the lead Force - Fraud Audit – Members have not had sight of this audit – KB to forward to members to review.</p>	
19/JAC/48	<p><b>Item 10 Force Overview Report</b></p> <p>TR presented the report and read through everything with the members.</p> <p>JSM requested that if a RAG status could be added to Pg 7 to show progress and if on track. PW to review along with Edward Major.</p> <p>A number of discussions were had surrounding VERU/PEQF/Budget - no actions came from these discussions.</p>	PW
19/JAC/49	<p><b>Item 11 Draft Annual Report</b></p> <p>Members agreed report – however LC comments needs to be added to annual report which were sent to PW. PW to send KB final report with comments added. KB will then put onto the Website.</p>	PW
<b>PART TWO - RESTRICTED</b>		
19/JAC/50	<p><b>Item 12 – HMICFRS Update</b></p> <p>No current concerns by JAC members.</p>	
19/JAC/51	<p><b>Strategic Risk Register – Force</b></p> <p>PW explained that no strategic risks have been deleted, combined or replaced, and no new strategic risks have been added since July 2019.</p> <p>All other risks were discussed.</p>	
19/JAC/52	<p><b>AOB</b></p> <p>PW mentioned JAC Recruitment – PW will be drafting up a plan, however he will be waiting for the PCC election to happen.</p> <p>Recruitment will be happening September 2020 – look to run the process at the end of September, so the December meeting will potentially have new members included.</p>	
<b>Date of next meeting</b>	<p>26<sup>th</sup> March 2020 @ 12:30 – 15:30</p> <p>12:00hrs for pre meet (JAC Members only – 30 Minutes)</p>	