

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

Minutes are restricted

Meeting of 27 March 2020 (SKYPE)

Held between 13:30 – 15:30

Minutes - draft

Present:

Jagtar Singh – Chair (JS)	Independent Committee Member
Judit Seymour (JSM)	Independent Committee Member
Gita Raja (GR)	Independent Committee Member
Laura Cochrane (LC)	Independent Committee Member
Clare Kelly (CEO)	Chief Executive - OPCC
Katie Beaumont (TM)	Transparency Manager, OPCC – Minute Taker
Trevor Rodenhurst (DCC)	Deputy Chief Constable, Bedfordshire Police
Phil Wells (CFO)	Chief Finance Officer – Bedfordshire Police
Kirsty Slater (BDO)	BDO – External Auditors
Rachel Brittain (BDO)	BDO – External Auditors
Suzanne Rowlett (RSM)	RSM – Internal Auditors

	Part One – Not Restricted	
20/JAC/01	<p>Apologies Apologies noted from:</p> <ul style="list-style-type: none"> - Wayne Brads - Independent Committee Member 	ACTION
20/JAC/02	<p>Minutes and Status Report of the meeting held on 06 December 2019 (Restricted in part).</p> <p>The minutes of the previous meeting of the 06 December 2019 were agreed, subject to one minor amendment:</p> <p>Page 2 – 19/JAC/14 initials should be JSM not JS.</p>	
20/JAC/03	Matters Arising/Action Log:	

	<p>The Committee reviewed the action tracker and noted the following:</p> <ul style="list-style-type: none"> • 19/JAC/02 – a meetings planner had been circulated prior to the meeting and would be referred to on each agenda. • 19/JAC/08, 19/JAC/29 19/JAC/37 – agreed that these be discussed on the agenda at AOB re: a Deep Dive session in October • 19/JAC/35 – confirmed as complete • 19/JAC/45 – confirmed as complete • 19/JAC/47 – confirmed as complete • 19/JAC/47(i) – update was included at agenda item 8, therefore complete • 19/JAC/48 – CFO agreed to revisit this report for the next meeting of the JAC, therefore carried over • 19/JAC/49 – confirmed as complete <p>Due to the Covid 19 outbreak and the impact on the Risk Register the Chair re-ordered the agenda so that the Confidential Items were taken first.</p>	
<p>20/JAC/04</p>	<p>Declarations of Interest</p> <p>JS declared that he was requested to be a consultant by PW and is currently working with Beds Police, reviewing retention of BAME officers.</p> <p>No other declarations of interest were made</p>	
<p>20/JAC/05</p>	<p>HMICFRS Update – Restricted</p>	
<p>20/JAC/06</p>	<p>Strategic Risk Register – Force – Restricted</p>	
<p>20/JAC/07</p>	<p>SRR – OPCC</p> <p>CEO provided an update on some of the key changes that had happened in the OPCC since the last JAC meeting, as follows:</p> <ul style="list-style-type: none"> ➤ APACE and APCC had released guidance for COVID 19 which the OPCC was adhering to and that a decision log is open to record key decisions in direct relation to COVID 19. ➤ PPE has been purchased for the Force Custody departments and more is being sourced for other areas that have asked for it. The Chief Executive is linked into both the silver and the gold calls for COVID-19 ➤ The Office has cancelled all planned events between the outbreak and September 1st. ➤ All partnership or staff meetings are performed via skype. ➤ The Chief Executive has established a new milestone plan to manage the extension the Government has directed of current PCCs staying for an additional year, where they have agreed to 	

	<p>do so. This will be further communicated to partners in the April OPCC newsletter but has gone out initially in a press release.</p> <ul style="list-style-type: none"> ➤ MOJ reporting continues, they have not issued an extension or pause, so the OPCC is currently working on both issuing new contracts and finalising end of year returns. ➤ The bids for Safer Streets and VERU continue and are both due next week. ➤ The OPCC has taken on the Governance of the Bedfordshire Police Partnership Trust charity to better link signpost and commissioning with victim care. The Force were going to take on day to day management of the Bobby Van Scheme but to date have not been able to do that so the Chief Executive for the OPCC has been doing this for the 3 employees. ➤ The Charity has completed two weeks of food parcel drops, continuing to fit locks for DA clients, and install key safes for the elderly. This, due to restrictions is now being undertaken by the Beds Fire Service ➤ The OPCC has taken on governance for Signpost from May 1st. In the meantime due to COVID 19 the following areas of activity provided by the Signpost hub have been paused, These are: <ul style="list-style-type: none"> • Victim Survey calls • Signpost quality survey calls • Posting of letters to those who have said they do not currently need support <p>However, mitigations have been put into place.</p> <p>The TM then presented the Strategic Risk Register of the OPCC and explained that Risk Register had been amended before Joint Audit Committee papers were distributed highlighting responses to Coronavirus.</p> <p>It was explained that a full review of the SRR has taken place and is presented in the same way as the Force SRR to ensure consistency across both SRR – following the risk audit – to which the OPCC received substantial assurance for.</p> <p>JS stated that the members have received assurance on the progress of managing the OPCC risk register and good to have the update from the CEO about changes in the OPCC. He was pleased with the assurance on specifically:</p> <ul style="list-style-type: none"> • Election and extension of current PCC. • PCC role • OPCC Strategy <p>And also congratulated the CEO on her good work with the communities.</p>	
20/JAC/08	<p>External Audit, BDO Report</p> <p>Rachel Brittain from BDO introduced herself as she will be the Forces External Auditor during a period of maternity in BDO and provided some of her background and assurance to the JAC.</p>	

	<p>BDO provided an overview to the External Audit Plan that had been circulated with the papers and highlighted the following:</p> <ul style="list-style-type: none"> • Audit Strategy • Risk Overview • Fees and Independence • Scope and Objectives <p>BDO explained that the impacts of COVID 19 would need to be continually assessed from now until the Audit was complete.</p> <p>GR asked whether COVID 19 would have an impact on the revaluations of Assets and Pensions. The CFO explained that he would be working closely with BDO, as this would be a national issue and it may be that a post balance sheet event is required.</p>	
<p>20/JAC/09</p>	<p>Internal Audit – RSM</p> <p>a) Progress against plan</p> <p>RSM presented their progress report for 2019/20 and in doing so explained the following:</p> <ul style="list-style-type: none"> • That 3 audits had been completed since the last meeting of the JAC, as listed below. All 3 audits had received a positive assurance: <ul style="list-style-type: none"> ○ Medium Term Financial Planning – Positive Partial Assurance; ○ Income and Debtors - Positive Assurance ○ Business Continuity – ICT Disaster Recovery – Positive Partial Assurance. • There had been no changes to the Audit Plan • The Payroll audit had been delayed due to the move over to a new system. <p>Members were pleased with the assurance provided by the internal auditors on these 3 areas of work and were content that the ICT disaster recovery plan was being properly tested in these turbulent times.</p> <p>b) Audit Strategy 20/21</p> <p>RSM explained that the Audit Strategy for 20/21 was aligned to the previous 3 year strategy and had been produced in conjunction with the Risk Register, Force and OPCC discussions. She also explained that due to the current climate whilst the plan was as set out before the Members already discussions were being had with the CFO with regards to amending some of the order in which the audits were undertaken.</p> <p>JS agreed with Members that, due to the volatility at this present time that any changes to the plan be delegated to the CFO to agree with RSM. The CFO agreed that he will revisit the Audit plan confirm with members when agreement has been finalised.</p>	

	<p>JSM asked whether the seven force procurement audit findings will be shared with the members and the CFO assured her that the report and findings would be shared with the JAC.</p> <p>The CEO, at this stage left the meeting to attend a COVID 19 Silver Group.</p> <p>c) Progress Against Recommendations</p> <p>The CFO explained that good progress had been made with the implementation of the auditors recommendations although there were 2 long term outstanding recommendations that he would liaise with RSM with regards to their relevancy now.</p> <p>JS explained that the Committee took assurance that the Force and OPCC were taking good positive action against internal audit recommendations.</p>	
20/JAC/10	<p>Accounting Policies</p> <p>The CFO presented the Accounting Policies for both the PCC and Chief Constable explaining that the policies were the same as last years and were here for noting.</p> <p>Members agreed to note the accounting policies.</p>	
20/JAC/11	<p>Force Overview Report</p> <p>The CFO introduced the report explaining that a lot of the discussion on the risk register, performance report and COVID 19 had covered the majority of items within this paper.</p> <p>GR asked that for future reports whether the performance data could be provided in a more tabular format rather than the current text based narrative. The CFO agreed to looking at this in line with the points raised on the Action Log.</p>	PW
20/JAC/12	<p>AOB</p> <p>a) Member Development Sessions</p> <p>The CFO explained that the intention had been to have two sessions, one in April and one in September, but due to COVID 19 this would need to be fitted into one session in October.</p> <p>JS stated he wished for PW to consider webinars etc if this is going to be done online in October if Covid 19 is still an issue.</p> <p>It was agreed that the following areas should feature as part of these development sessions:</p> <ul style="list-style-type: none"> • Forecast/Demand Strategy • Budgeting 	PW

	<ul style="list-style-type: none"> • PBB • Athena <p>But also to consider business continuity and to consider the top 2/3 risks from the strategic risk register.</p> <p>JS asked whether the PCC and CC could attend future committees to provide an overview of the progress against their plans. The CFO agreed to take this forward with the CEO</p>	
Date of next meeting	25 th June 2020 @ 10:00-12:00	