

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

**Meeting of 18 December 2015  
Held between 13.30 – 16.10**

## Minutes - Confirmed

**Present:**

Jagtar Singh - Chair	Independent Committee Member
Graham Seaby	Independent Committee Member
Wayne Brads	Independent Committee Member
Andrew Godman	Independent Committee Member
Paul Smith	Independent Committee Member
Phil Wells	Joint Chief Finance Officer for the Police and Crime Commissioner for Bedfordshire and Bedfordshire Police (CFO)
Jennie Bayliss	Business and Compliance Manager (Minutes) (BCM)
Mike Colbourne	Acting Deputy Chief Constable (Acting DCC)
Liz Spurling	Staff Officer to ADCC Colbourne
Mark Jones	RSM
Neil Harris	Ernst & Young

<b>15/JAC/34</b>	<p><b>Apologies</b></p> <p>No apologies for absence were received.</p>
<b>15/JAC/35</b>	<p><b>Minutes of the meeting held on 23 September 2015</b></p> <p>The minutes of the meeting of the Joint Audit Committee (JAC) held on 23 September 2015 were confirmed, subject to the following changes:</p> <ul style="list-style-type: none"> <li>• Attendees: Mark Jones, Baker Tilly was not in attendance – remove.</li> <li>• 15/JAC/27 – change the word ‘instances’ to ‘matters’; change the word ‘our’ to ‘the committee’s’. Add an ‘s’ on the end of the third resolution to make ‘representations’.</li> <li>• 15/JAC/28 – the second sentence under Storage and Firearms – turn into an action and add to the action status log.</li> <li>• 15/JAC/29 – Action – amend to say “That the Bedfordshire proportion of savings be shown within future reports”.</li> <li>• 15/JAC/30 – change the word ‘clear’ to ‘clearer’.</li> <li>• 15/JAC/31 – indent and bullet point the second resolution.</li> <li>• 15/JAC/32 – remove the second paragraph. Remove the last two words of the</li> </ul>

	<p>fourth paragraph 'future actions'.</p> <p><b>IT WAS RESOLVED:</b></p> <ul style="list-style-type: none"> <li>The minutes of the meeting held on 23 September 2015 were confirmed.</li> </ul>
<b>15/JAC/36</b>	<p><b>Matters Arising – Status Log</b></p> <p>The Committee received a status report of activity taken to implement the actions arising from the meeting held on 23 September 2015.</p> <p>Members noted that:</p> <ul style="list-style-type: none"> <li>Action 4 - ongoing from previous meeting. Now complete.</li> <li>Action 8 – PDR process embedding well, with 1,500 out of 2,000 open. Members agreed the process is about quality not quantity and noted the predicted increase going forwards under the remit of ACC Collins. Members were assured that the system failure which resulted in the red recommendation was totally confined to the PDR process, and had been addressed.</li> <li>Action 9 – The CFO to chair a new tri-force Positive Action group. Future updates to the Committee under AOB.</li> <li>Action 10 – wording to be amended aligned to the wording in the minutes.</li> <li>The action changed within the minutes is added to the Status log (Action 10A).</li> <li>All other items either complete or on the agenda.</li> </ul> <p><b>IT WAS RESOLVED:</b></p> <ul style="list-style-type: none"> <li>That members noted the report.</li> </ul>
<b>15/JAC/37</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of personal or prejudicial interests from members.</p>
<b>15/JAC/38</b>	<p><b>External Audit Update</b></p> <p><b>a) External Audit Plan 2015-2016</b></p> <p>Neil Harris of Ernst &amp; Young, External Auditors, introduced himself to the Committee as the new external audit representative, replacing Mark Hodgson. He advised that he will be presenting the 2015/16 audit plan at the next committee which will identify the areas of significant risk and indicated focus will be on the financial position and will assess reaction to the recent financial announcements.</p> <p>The Chair thanked External Audit for the update and confirmed the Committee look forward to receiving the plan.</p> <p><b>b) 2014-2015 Annual Audit Letter</b></p> <p>The Committee received the final version of the Annual Audit Letter for the year ended 31 March 2015.</p> <p><b>IT WAS RESOLVED:</b></p>

	<ul style="list-style-type: none"> <li>• That members noted the update.</li> <li>• That the Committee received the final version of the Annual Audit Letter.</li> </ul>
15/JAC/39	<p><b>Internal Audit</b></p> <p><b>a) Progress against Internal Audit Plan 2015/16</b></p> <p>Mark Jones of RSM, Internal Auditors, presented the Internal Audit Progress Report.</p> <p>Report considered: Collaboration – Dogs Unit. The report shows an Amber/Green opinion, is currently in draft and awaiting management comment. Issues to be addressed include development of key performance indicators for the Unit, development of a monitoring and reporting structure for the unit action plan, and discrepancies in data as a result of manually maintained log sheets. The Committee asked if the KPI issue was due to KPIs not being in being or not being documented. Internal audit confirmed that no KPIs had been established. The Committee suggested that the development of KPIs should be considered as best practice during the development of any section 22 agreements. The CFO explained that the uniformed element of JPS is currently going through a restructure as a result of the 5% budget reductions imposed on it by the three Forces. As a result both the performance management report and Section 22 agreement for JPS are under review and will incorporate the relevant KPIs for all areas of JPS. The Committee asked for clarification in the terminology of action plan or business plan which was provided.</p> <p><b>Action:</b> Internal Audit to amend terminology from business plan to action plan throughout for consistency.</p> <p>Referring to the Looking Ahead timetable, the Committee sought assurance regarding the slippage and its impact on the 2015/16 opinion. Internal Audit confirmed the slippage was due to a request for the Savings Assurance audit to be brought forward and that all audits will fall within the 2015/16 opinion. On the audit of savings assurance the Internal Auditor advised that the level of assurance is likely to be green or green/amber with some recommendations. The Internal auditor also explained that this audit didn't mean that the Committee could take assurance from their work that savings would be delivered, just that the processes in place to provide the ability to deliver the savings were good.</p> <p><b>Action:</b> Request from the Committee for Internal Audit to provide continuity in the headline 'Actions Agreed' box across all data tables (L, M, H in same order).</p> <p>The Committee noted that the updating of the Internal Audit Plan will take place prior to the next meeting, and requested a Committee representative to be invited to the Internal Audit meeting and for this to be an agenda item at the Development Day in January.</p> <p><b>Action:</b> That consideration be given to a Committee Member attending the meeting of the OPCC, Force and Internal Audit that formulates the 2016/17 internal audit plan. This is to be discussed at the development day for the Committee in January and should be added to that agenda.</p> <p><b>IT WAS RESOLVED:</b></p>

- That members noted the report.
- That consideration is given to a Committee representative attending the Internal Audit Meeting with regards to the 2016/17 Internal Audit Plan.
- That Internal Audit Plan is included in the Development Day agenda.

**b) Progress on Internal Audit Recommendations**

The CFO presented the Progress on Recommendations report. Six internal audit recommendations have been completed since the last Joint Audit Committee on 23rd September 2015. Of the ten remaining internal audit recommendations, five are yet to reach the expected implementation date, and five have passed the original completion date.

Referring to Item 4, ref 1.10 Storage and Disposal of Firearms, Ammunition and Explosives. The Committee noted that whilst a revised process has been developed an actual destruction run has not yet taken place and therefore remains outstanding as until then it can't be tested. This will be completed by the next meeting.

Referring to Item 4, ref 1.1a Human Resources – PDR Review. Discussed under agenda item 15/JAC/36.

Referring to Item 4, ref 1.1, 1.2b/c and 1.4 Equality and Diversity. The minutes for the Equality & Diversity Board are reported upwards, with the Force ACC as lead. Currently 1800 staff have signed up to the online training with monitoring by the L&D team to achieve improved compliance. The Committee requested assurance that the Force is meeting its compliance duty and has published an Annual Report for Equality & Diversity. The Committee also asked for clarification as to when the Force last undertook benchmarking on this against the College of Policing toolkit.

**Action:** The Chair and CFO to review the position regarding the Equality & Diversity Annual Report.

**Action:** The CFO to confirm the date of the last benchmarking exercise against the College of Policing toolkit.

**IT WAS RESOLVED:**

- That members noted the report.

15/JAC/40	<p><b>Force Overview Report</b></p> <p>The Force Overview report was presented by the CFO. The Committee reviewed the performance summary, noting the updates. The Committee requested that the wording within 2.3 is amended to reflect that the Commissioner and Force are aiming to reduce the 'instances of' other priority crimes and not the 'recording' of these crimes.</p> <p>Referring to the New Policing Model Acting DCC Colbourne confirmed that the positive results seen from the launch of the interim model in June 2015 will ensure the roll out of the full model by April 2016. The Committee requested a briefing on the Full Policing Model at the next Development Day.</p>
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**Action:** To change the word 'recording' to 'instances of' within the line '2.3 Other priority crimes'.

**Action:** The Full Policing Model to be added to the agenda for the Development Day.

Referring to section 4, Tri-force collaboration programme, supported by a tabled paper "Collaboration Savings as at 14/10/15". The Committee noted:

- Public Contact: The savings are green due to the timescale of 2018/19; giving two full years until Bedfordshire have planned for the realisation of its element of savings.
- Criminal Justice: Now in two phases due to the delay and reliance on the rollout of Athena.
- Custody: Showing red due to the stretch target. However the short term savings are expected to be achieved with staff consultation for a single management structure taking place in 2016.
- HR: Small savings for Bedfordshire due to the fact that previous reductions in the Force's support services have taken place which has resulted in it already being lean compared to the other 2 Forces. ICT: WAN savings now agreed, target of £236k in 2016/17 budget.

Member Graham Seaby advised the meeting that he had recently attended a tri-force JAC meeting at which collaboration had been discussed, and gained the impression that the other parties in the collaboration placed less importance on the timing and urgency of realisation of savings being less reliant on collaborative savings. The CFO tabled the paper "Provisional Settlement – Briefing note" and confirmed that since the announcement of the grant for 16/17 being cut by circa 0.6% from the previously indicated 5% the need for collaboration savings has the potential to shift for all tri-force parties, but at this stage the six parties of PCC's and Chiefs remain committed to its delivery. The Committee reviewed the briefing note alongside the Collaboration Savings paper, and agreed that partnership and collaboration remains one of its biggest risks, and that following the government announcement, it should continue to be vigilant on the achievement of partnership and collaboration savings.

Referring to item 7.4, the CFO confirmed the final out-turn forecast is based on the MTFP. The CFO explained that whilst the financial position has improved since the report was produced in November 2015, which will alter the figures contained within the report, the Committee should be aware that the ability to achieve an underspend is reducing year on year and that the reserves will be at a low level by 2019/20. The Committee asked for clarification of what the level is for the reserves before escalation; the CFO confirmed 3% of unallocated reserves, signed off through the Reserves Policy and reviewed annually. The Chair thanked the CFO for his update.

**Action:** The Committee requested that the Collaboration Savings paper includes a RAG rated summary for each year.

**IT WAS RESOLVED:**

- That members noted the report.
- That Full Policing Model Update is included in the Development Day agenda.
- That the Committee continue to be vigilant on the achievement of

	partnership and collaboration savings.
<b>15/JAC/41</b>	<p><b>Medium Term Financial Plan</b></p> <p>The CFO presented the 2016/17 to 20/9/20 MTFP paper, supported by a tabled paper “High Level Savings Plan”.</p> <p>The Committee noted the report was prepared prior to the Spending Review announcement. Referring to the High Level Savings Plan, the CFO confirmed the two areas of concern as Estates and Collaboration for which further work is being undertaken. The Committee spent a significant period of time reviewing and discussing the papers and the impact of the Spending Review on the MTFP, requesting for the MTFP to continue to be tabled at this Committee.. The CFO concluded by confirming that as a result of the Spending Review the Force was unlikely to have a budgetary gap in 2019/20 which was forecasted previously, although it will continue to need to deliver against its savings plan.</p> <p>The Chair thanked the CFO for the thorough update. He asked if the Force is in a good position to be able to access any available funds that may be put on offer. The CFO confirmed he would bring a paper to the Committee on the Police Innovation Funds to provide assurance on this.</p> <p><b>Action:</b> The CFO to bring a paper to the Committee on the Police Innovation Funds.</p> <p>The Committee raised question to the level of risk on the High Level Savings Plan for collaboration savings, noting that the reliance increases annually and makes up the majority of the plan in 2019/20, requesting that alternatives could be considered in preparation for slippage. The CFO re-iterated the challenges with the delivery of tri-force and in some cases regional collaboration savings but provided some assurance that in the early years of the medium term plan that business cases had been approved and implementation had commenced, however the challenge now was the next phase of collaboration and delivering those changes in time for the latter part of the Medium Term Financial Plan. The CFO also confirmed that the Force were looking at alternative ways of delivering savings to offset any slippage that may occur on collaboration.</p> <p>The Committee had a general discussion regarding the changing landscape following the announcement of the Spending Review, noting the need to focus on the funding formula to ensure that Bedfordshire received its fair share of the national funding pot. The Committee were pleased to note that the Force is continuously looking at new ways to manage service demand through partnership working.</p> <p><b>IT WAS RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That members noted the report.</li> <li>• That the MTFP continues to be reported to this Committee</li> <li>• That the Committee be sighted on alternative avenues of savings that could be used if the collaboration savings were not realised on time. This would be provided through the regular updates of the Medium Term Financial Plan.</li> </ul>
<b>15/JAC/42</b>	<b>Strategic Risk Register of the Police and Crime Commissioner for</b>

	<p><b>Bedfordshire</b></p> <p>The Business &amp; Compliance Manager presented the Strategic Risk Register (SRR) for the OPCC Bedfordshire, confirming the regularity of scrutiny undertaken within the OPCC. Since the last meeting of the Committee in September 2015, two significant events have occurred which have negatively impacted on the risk levels: the resignation of the Chief of Staff in November, and the official roll out of the 2016 Election planning.</p> <p>The Committee noted the continued improvement of the SRR following the work undertaken in August. The risk related to the forthcoming election was discussed, in association with the change in monitoring officer which has recently taken place, and the Committee asked that, with this in mind, the controls be reviewed and the risk level amended to reflect the levels of controls now in place. The Chair thanked the BCM for the report.</p> <p><b>Action:</b> The BCM to review and update SR9.</p> <p><b>IT WAS RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That members noted the report.</li> </ul>
15/JAC/43	<p><b>HMIC Update - RESTRICTED</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
15/JAC/44	<p><b>Strategic Risk Register of Bedfordshire Police - RESTRICTED</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
15/JAC/45	<p><b>AOB</b></p> <p><b>Development Day Agenda:</b></p> <ul style="list-style-type: none"> <li>• Force Policing Model update</li> <li>• 2016/17 Budget</li> <li>• Internal Audit Plan</li> <li>• Terms of Reference</li> <li>• PCC elections</li> </ul> <p><b>Action:</b> Confirm the date of the Development Day.</p> <p><b>Agendas for future meetings</b></p> <p>The Committee asked that the order of the agenda is reviewed for each meeting to allow for fuller discussion on some agenda items, as needed.</p> <p><b>Action:</b> Rotate agenda according to reports, where possible.</p>
<b>Dates of next meetings</b>	<p>To be confirmed – Development Day</p> <p>Friday 18 March – Joint Audit Committee, at 1:30pm (pre-meet for members at 1pm)</p>