

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

Meeting of 06 December 2018

Held between 11:00 – 13:00

Minutes - draft

Present:

Jagtar Singh – Chair (JS)	Independent Committee Member
Laura Cochrane (LR)	Independent Committee Member
Gita Raja (GR)	Independent Committee Member
Judit Seymour (JSM)	Independent Committee Member
Phil Wells (CFO)	Joint Chief Finance Officer for the Police and Crime Commissioner for Bedfordshire and Bedfordshire Police
Clare Kelly (CK)	Chief Executive, Office of the Police and Crime Commissioner for Bedfordshire (OPCC)
Aphrodite Lefevre (AL)	BDO – External Auditors
Kirsty Slater (KS)	BDO – External Auditors
Anna Simmonds (AS)	RSM – Internal Auditors
Pauline Gibbons (PG)	Minute taker

Part One – Not Restricted		
18/JAC/34	<p>Apologies Apologies noted from:</p> <ul style="list-style-type: none"> - Wayne Brads, Independent Committee Member - Garry Forsyth, Deputy Chief Constable, Bedfordshire Police - Mark Jones, RSM 	ACTION
18/JAC/35	<p>External Audit The new auditors were introduced to the Committee. AL advised that over the next few months, BDO would be reviewing Ernst and Young’s (EY) files to gain an understanding of the work that they had previously carried out. BDO’s public sector team will be undertaking the audit and will be holding various meetings with staff and will be reviewing our documents in the public domain and taking guidance from the Code of Audit Practice.</p> <p>The audit completion report will be completed by the end of July 2019.</p>	

	<p>The Annual Audit Letter will be complete by the end of November 2019 and will summarise the work that BDO has undertaken over the year. Members commented that this could also be used to judge the effectiveness of the Joint Audit Committee.</p> <p>Whilst these may not create a risk for Bedfordshire There may be a few differences regarding the valuations of:</p> <ul style="list-style-type: none"> • <u>Property, plant and equipment</u>. EY had not previously flagged this as a significant risk whereas BDO will be doing so. • <u>Pensions</u>. Again, whilst not previously flagged as a significant risk by EY, BDO will be doing so. <p>BDO will not be removing or lowering any risks.</p> <p>BDO will attend JAC meetings and present the Audit Plan at the next meeting in March 2019.</p> <p>**AL and KS left the meeting at 11:15.</p>	
<p>18/JAC/36</p>	<p>Cyber Security Presentation Members received a presentation on Cyber Security.</p> <p>Assurances were given that:-</p> <ul style="list-style-type: none"> • The Force has Cyber security at the forefront of its planning. • Governance is in place and is audited appropriately. • There is contingency and emergency planning. <p>Members asked if they could receive annual updates.</p>	
<p>18/JAC/37</p>	<p>Matters Arising **CK joined the meeting at this stage.</p> <p>Items from the meeting on 24 July 2018:</p> <p>18/JAC/23 Matters Arising: (18/JAC/18) CFO to bring the Benefit Realisation report back to this committee later in the financial year after Athena has been sufficiently embedded.. Action: To be discussed under Athena agenda item on the agenda.</p> <p>18/JAC/23 Matters Arising: (18/JAC/21) Dates of the next Better4Beds forums to be sent to members. Action: Sessions planned for May 2019. Once definitive dates are known, these will be forwarded to members.</p> <p>18/JAC/24 Minutes from 25 May: CFO agreed to send a copy of the publication on the gender pay gap to members. Action: This has been sent to members and CFO will circulate any updates as and when they are appropriate.</p>	<p>PG</p>

	<p>18/JAC/26 SRR for the OPCC: CK to provide a snapshot of the Strategic Board meeting minutes at future JAC meetings. Action: To be included in AOB at future meetings.</p> <p>18/JAC/26 SRR for the OPCC: Members would like items removed from the report once they have been superseded. Action: Implemented.</p> <p>18/JAC/27 Signpost Update: The criteria used for measuring the Victim Satisfaction and Business Benefits is the same as that used for the previous supplier. CK felt that the criteria should have been altered and will bring this to the next meeting. The question set will also need to be re-written. Action: information to be available for next meeting in March.</p> <p>18/JAC/29 Force Overview: An update on Athena was requested from the DCC at the next JAC meeting in December. Action: This is an agenda item.</p> <p>18/JAC/29 Force Overview: The Chair mentioned that cybercrime is on the increase but that no figures were available for this. The Chair is to meet with the DCC to gain further assurance of the figures. Action: This is included in the Force Overview report.</p> <p>18/JAC/33 Annual Report: The CFO is to draft and circulate and will ask members to add their comments. This will be on the agenda for the next meeting in December. Action: CFO to draft for the March 2019 meeting.</p> <p>**AS joined the meeting at 11:30.</p>	<p>CK/PG</p> <p>CK</p> <p>DCC</p> <p>CFO</p>
<p>18/JAC/38</p>	<p>Minutes of the meeting held on 24 July 2018 The minutes of the meeting of the Joint Audit Committee (JAC) held on 24 July 2018 were confirmed without amendment.</p>	
<p>18/JAC/39</p>	<p>Declarations of Interest There were no declarations of personal or prejudicial interests from members.</p>	
<p>18/JAC/40</p>	<p>Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire SR01 – the Priority Based Budgeting (PBB) Review is included and a decision making meeting is scheduled for Jan 2019.</p> <p>SR02 – the main announcement on police funding is due 11/12 December.</p> <p>SR04 – this deals with the relationship between the PCC and the Chief Constable (CC). The CC attended the last Police and Crime</p>	

	<p>Panel to support the PCC. Matt Prior from HMICFRS was also in attendance.</p> <p>SR05 – A partnership event is to be held every year. This year, the PCC’s grant funding process was 5 weeks earlier.</p> <p>SR06 – The PCC’s focus is on offenders and she wants an Offender Hub set up by the end of April 2019 otherwise we will not achieve this priority in the Police and Crime Plan.</p> <p>The PCC is currently in the middle of her roadshow. Some of these have changed from full, open public meetings to a booking system to allow one to one meetings with the PCC. The feedback has been positive in that people feel that they are receiving more quality time with the PCC.</p> <p>SR07 – Signpost has been operating over 6 months and a review is due. We would ideally like to see more partners working from the Hub and want partners to be referring cases into the Hub. We need to ensure that we receive value for money. The Hub is currently half way through a restructure. No results will be available until the next meeting in March 2019.</p> <p>SR08 – no major update. We are still conducting Business Review Meetings (BRM) at OPCC team level.</p> <p>Members mentioned the ability to realise savings from bluelight partnerships and collaboration where we can take the lead. CK said that the DCC chairs the board. Nothing agreed at meetings that we don’t have control of.</p> <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • That members noted the updates. 	
18/JAC/41	<p>Internal Audit</p> <p>a) Progress against plan 2017/18:</p> <p>Three reports have been issued for Bedfordshire. Two gave reasonable assurance and one priority action.</p> <p>Criminal Justice (collaborated) has been carried forward from last year’s plan. Members asked for this report to be distributed</p> <p><u>Estates:</u> The CFO explained that work on the 2013-2018 strategy was being completed and that another 5 years strategy would need to be developed and this would be reliant on decisions around permanent custody and Fire/Police HQ. A strategy will therefore be developed in the first half of 2019/20 and in the meantime all estates changes are reported to the Force Continuous Improvement Board.</p> <p>**Need review of policies and procedures that are out of date that are high risk – for March meeting.</p>	<p>CFO</p> <p>CFO</p>

	<p>Members asked about whether there was an agreed position on dealing with BCH audits. CFO explained that RSM had done some advisory work on this and that a protocol had been agreed by BCH.</p> <p>The CFO explained that all audit reports in Force go to both the Continuous Improvement Board as a whole and also to the individual boards, to which the audit relates to ensure that progress on recommendations is being made. At the March JAC meeting, members asked for assurances on how the Force are dealing with the BCH custody audit, which has been led by Hertfordshire. CFO to ensure that this was included on the update report for the March Committee</p> <p>b) Progress on recommendations: Two medium recommendations added since last time. One has been completed – Comm Strategy – approved by the Force.</p> <p>Four are outstanding – stating alternative timelines. Two where the date has not been reached but are underway. Members would like timeline on recommendations as part of table in (2) to include both the original implementation date as well as the revised date for completion.</p> <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • That members noted the updates. 	<p>CFO</p> <p>CFO</p>
<p>18/JAC/42</p>	<p>Force Overview Priority Based Budgeting (PBB) is currently being undertaken within the Force and has been used by other forces as well. PBB will be looking at 20 out of 40 areas of policing. Looking for efficiencies without affecting service level.</p> <p>Savings from the PBB process will be reinvested into areas of priority. CFO commented that the process had been enlightening and gave the opportunity to view the Force in a different light.</p> <p>Members asked for a 15-20 Minute presentation on PBB at March meeting.</p> <p>EBIT is a project to implement a more comprehensive and efficient crime screening process, reducing the number of crimes referred for investigation. This will enable the Force to concentrate on areas where a result can be obtained without reducing service levels. EBIT is used by Cambridgeshire and Kent.</p> <p>Under the Policing Education Qualifications Framework (PEQF), new recruits now need to embark on a 3 year programme. CFO said a risk assessment has been done. We need to engage with higher education institutions to provide the training. The technical element of the training will fall to each force to fulfil.</p>	<p>CFO</p>

	<p>Members asked if there is anything that the JAC members can do that would assist; from traditional training to the new approach but the CFO said there was nothing at this stage.</p> <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • That members note and consider the data and information provided in the report. 	
18/JAC/43	<p>Athena Update</p> <p>Bedfordshire, Cambridgeshire and Hertfordshire appear to have had fewer issues with the implementation of Athena than other forces.</p> <p>Some of the issues are due to officers still using old processes on the new system and education and training is required.</p> <p>A case is being built regarding the problems encountered with the new system.</p> <p>CONNECT is being developed for use by the Met and will be developed for Bedfordshire at the same time.</p> <p>Members stated that the government is keen to go digital and we need to consider that grants are being made available for this. The CFO advised that the development fund that policing has a pull on and bid will be done nationally and fed out.</p> <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> • That members noted the update. 	
Part Two - Restricted		
Date of next meeting	Friday 22 March 2019, 13:30 to 15:30. (12:30 pre-meet for members only.)	