

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

Meeting of 22 March 2019

Held between 13:30 – 15:30

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
Clare Kelly (CK)	Chief Executive, Office of the Police and Crime Commissioner for Bedfordshire (OPCC)
Garry Forsyth (GF)	Deputy Chief Constable, Bedfordshire Police
Edward Major (EM)	Strategic Co-Ordination and Planning Manager, Bedfordshire Police
Stuart Goodwin (SG)	Senior Goodwin, Bedfordshire Police
Aphrodite Lefevre (AL)	BDO – External Auditors
Anna Simmonds (AS)	RSM – Internal Auditors
Katie Beaumont (KB)	Minute taker

	Part One – Not Restricted	
19/JAC/01	<p>Apologies Apologies noted from:</p> <ul style="list-style-type: none"> - Wayne Brads, Independent Committee Member - Mark Jones, RSM 	ACTION
19/JAC/02	<p>Minutes and Status Report of the meeting held on 06 December 2018 (Restricted in part).</p> <p>JS asked the board to work through the previous minutes which was held on the 06 December 2019.</p> <p>Page 1 – Agreed as ok Page 2 – 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"> • End of year accounts 	CK/KB/PW

	<ul style="list-style-type: none"> • Annual audit Committee <p>Page 3 - Agreed as ok Page 4 - Agreed as ok Page 5 - Agreed as ok Page 6 - Agreed as ok Page 7 - Agreed as ok Page 8 - Agreed as ok</p> <p>JS stated that the quality of minutes was very good.</p> <p>JS asked KB to make changes to the Agenda surrounding times.</p>	
19/JAC/03	<p>Matters Arising/Action Log:</p> <p>18/JAC/23 - 18/JAC/21 – Complete – However Better4Beds has now been cancelled to a later date due to CC resigning. KB emailed all J.A.C members on the 25.04.2019.</p> <p>18/JAC/29 – Force Overview – Cyber Crime to be included in Force Overview Report – JS stated the panel need more than what is in the Force Overview report. JS stated concerns have been raised surrounding Cyber and wants Force reassurance and ensure Force aware of concerns.</p> <p>18/JAC/26 – Strategic Board minutes included in AOB – Complete</p> <p>18/JAC/27 – Criteria for measuring Victim Satisfaction – LC asked CK about the criteria and whether or not the question set will be changed. CK stated questions are the same to ensure data is comparable. CK stated the question set will be reviewed after a year, so in approximately a week and a half and CK will feedback at the next J.A.C meeting.</p> <p>18/JAC/33 – J.A.C Annual Report – JS stated this is with J.A.C members – Action closed.</p> <p>18/JAC/41 – Internal Audit – Criminal Justice (Collaborated) – report circulated members – Complete.</p> <p>18/JAC/41 – Internal Audit – Review of Policies and Procedures – verbal update to be given at this meeting. Complete</p> <p>18/JAC/41 – Internal Audit – Timeline to be added to in progress on recommendations – Complete although timeline has been added to the report itself rather than the table.</p> <p>18/JAC/ 41 – Internal Audit – All audit reports go to Continuous Improvement Board – Assurances needed by J.A.C regarding BCH Custody Audit – Complete included in Marchs papers.</p> <p>18/JAC/42 – PBB Presentation request – Complete will be delivered in this meeting.</p>	<p>DCC</p> <p>CK</p>

	<p>18/JAC/44 – Accessing KPIS externally regarding HMICFRS – GF to explain during today’s meeting – Complete.</p> <p>18/JAC/46 – AOB - TOR required for the following minutes – Equality and Inclusion/Force Ethics/ Culture Board – Complete.</p> <p>JSM stated she recognises that the following is not in the J.A.C Committees area however JSM has opinions on the TOR. The Equality Inclusion Board TOR is very detailed. Culture board is set at a very high level. JSM stated the optics around culture need to be more detailed. CK and GF have previously discussed this as the CC is the lead on culture. Discussions at Strategic Board have resulted in looking at perhaps holding subgroup surrounding culture. GF chairs Equality Board, JS stated that the TOR is a standard template. JSM stated she would like to sit on the culture bored and ethics board and for the dates to be shared with her. GF agreed and for dates to be shared.</p> <p>A wider discussion was had with the panel, that J.A.C members would like to attend other meetings and their attendance should be considered. CK explained she would review meetings and send dates through to J.A.C members.</p> <p>Discussions were had surrounding ‘Deep Dives’ to be taken with specific areas with the J.A.C Members.</p> <p>JS explained that he attends an annual meeting with the CC and PCC which he believes to be beneficial to his role as chair.</p> <p>Discussions were had surrounding Better4Beds which has the essence of culture – all Better4Beds have been cancelled following CC resignation. Dates to be rebooked once new Chief is in place.</p>	<p>PW/CK</p> <p>CK</p>
<p>19/JAC/04</p>	<p>Declarations of Interest There were no declarations of personal or prejudicial interests from members.</p>	
	<p>Agreed that Agenda Items would be moved today due to individuals unable to stay for the full meeting.</p>	
<p>Restricted - Force Strategic Risk Register</p>		
<p>19/JAC/05</p>		
<p>19/JAC/06</p>	<p>PBB</p>	
<p>19/JAC/07</p>	<p>Item 6 – Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire.</p> <p>CK presented the OPCC SRR and explained there have been impact changes which are highlighted on the SRR document.</p>	

	<p>PCC-SR1 – Likelihood has been moved down by one due to success of the special grant application and achieving the precept rise.</p> <p>GR stated she understood however this grant is not a recurrent grant. CK stated there is mitigation as it is a strong monetary gain for the Force for immediate issue.</p> <p>PCC-SR2 – Likelihood has been moved down by 1.</p> <p>PCC-SR3 – No change. CK explained that it survey season again. CK explained the survey draft can be shared with J.A.C members before being published.</p> <p>PCC-SR4 – No change.</p> <p>PCC-SR5 – Likelihood has decreased as Direction work and partners are going well.</p> <p>PCC-SR6 – Likelihood could go down but hasn't changed yet – impact has been moved as going through the commissioning process.</p> <p>PCC-SR7 – OPCC staff review has been delayed due to staff sickness and has been prolonged.</p> <p>PCC-SR8 – No change however CK explained that KB is now a DP practitioner after passing her exam. (BCS Practitioner Certificate in Data Protection)</p> <p>CK explained that all updates have been highlighted in red in the document for the panel.</p> <p>CK explained that PCC-SR3 highlights that there is concern surrounding the current vacancy in the Public Information Director Role.</p> <p>CK explained that PCC-SR5 is not duplication of services and layers have been added. CK reviewed other OPCC/Commissioners process. Young people were added to the panel to vary experience of panel members and CK was much happier with the process.</p> <p>CK explained that grants have been issued in their totality and have been split for each element of the grant. Allowing shared monitoring – allowing a different approach.</p> <p>10 December 2019 – Partnership event to be modelled on same structure as 2018. Model is partner focussed.</p> <p>CK asked the panel if they believe that PCC-SR6 should be revised as the Victims Code is driven by the EU directive. J.A.C members agreed to keep monitoring as even if BREXIT does</p>	<p>CK</p>
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	<p>happen soon as the victims code is legislative this should continue until another document supersedes.</p> <p>JS stated that the document was very comprehensive and thorough live document. It is evident the SRR is being used to drive the business.</p> <p>CK left the J.A.C Meeting.</p>	
19/JAC/08	<p>Item 9 continued - Demand Update - (Agenda Item Moved)</p> <p>EM continued with his presentation on Strategic Demand Assessment.</p> <p>EM explained that he conducted this assessment to assess performance and how the Force are going to manage moving forward. EM explained that questions to function leads identified shortfall.</p> <p>EM went through all charts and graphs and identified that Level 1 is Gap low and level 5 is critical. Level 3 is stable.</p> <p>JS stated that this model is very good and this needs to be considered to perhaps be shared with the NHS – offer it out as it is very good. EM stated it gives a subjective view.</p> <p>GF stated linking this with PBB gives the force a comprehensive view. Highlighting things such as:</p> <ul style="list-style-type: none"> • Increasing the Community Hub • Cyber Hub needing equipment <p>GF stated that the Force is working with cress for future demand 'Project future demand'. Can change the data to objective if data is added.</p> <p>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. GF stated that efficiencies are being made everywhere such as the cyber hub.</p> <p>EM stated that the document will be continually reviewed.</p> <p>GF stated there is a concerns surrounding staff leaving cyber due to salaries being offered elsewhere for private companies.</p> <p>GF stated that the presentation was not included in the J.A.C packs – this needs to be shared with J.A.C members.</p>	<p>J.A.C members</p> <p>GF/EM</p>
19/JAC/09	<p>Item 7 – External Audit</p> <p>JS asked all if they had read the audit report from BDO. All agreed.</p> <p>JS welcomed comments.</p>	

	<p>JSM stated that there is a spelling error on the front page of the audit report it should read Bedfordshire not Bedfirdshire.</p> <p>JSM asked how materiality will be assessed and cost? JSM stated benchmarks have to be followed as dictated by the auditing standard. AL stated we cannot audit everything, BDO focus on a risk approach to give overall assurance of the Force. BDO use sampling techniques – so some may not be identified - Maybe worth completing a risk appetite statement.</p> <p>GR asked that the issues raised are listed – errors which add up to materiality as J.A.C have sight of this.</p> <p>JS asked AL what she would ask for, what would she bring to the attention of J.A.C. AL asked all to turn to page 8 which is the Audit Risk Overview. JS asked all that if all were comfortable that the right risks have been identified. AL explained she thinks all risks have been however this will be monitored throughout.</p> <p>JS asked AL if she was aware of the NHS guidance and if there is any risk to the police. JS asked for AL to check this.</p> <p>JSM stated she had reviewed the valuations of property and pensions. She asked AL how she was going to do this as they are not accountants. AL stated there are internal experts to assist the auditors. GR asked whether or not the reports are sense checked? AL stated all reports are and experts will inform of specific tests needed.</p> <p>GR asked what is the basis – moderate equivalent? SG stated it is completed on a basis of what it costs us and depreciate over 5 years, building consultants are in to value it – maybe a table top exercise for value other site will be visited.</p> <p>JS recommended the report – JS asked for AL to change spelling error.</p>	<p>AL</p> <p>AL</p>
<p>19/JAC/10</p>	<p>Item 8a – Internal – Progress against Plan</p> <p>AS presented the internal audit progress report.</p> <p>Discussions were had surrounding the 1 negative report – HR low level of compliance – a lot of testing has taken place. There are two other positive reports.</p> <p>JSM asked whether or not anything had been identified lack of following processes which lead to staff sickness/ lateness and returning to work. AS said this wasn't included within the audit.</p> <p>GF stated that he believes that this result is because of the delays in the new system being imbedded. SG stated that the local issues are not being picked up by the HR centre.</p>	

	<p>GF explained that a piece of work is being completed on the analysis of protected characteristics, work force behaviour and this is being discussed at the Equality Committee.</p> <p>AS asked all to be aware of page 5 and changes to the Audit Plan and BCH audits. Discussions were surrounding Procurement, Stores and training audits.</p> <p>JS asked AS if she had any concerns. AS confirmed she had no concerns – HR system will hopefully change the results to HR audit as this is the only concerns.</p> <p>JS asked whether or not there are any outstanding actions – AS stated she will bring outstanding actions to the next meeting.</p> <p>LC stated she has been reading through progress of accounts and she has noticed that they are not being reviewed on a regular basis. AS stated everything has been completed – nothing has been identified or any specifics identified.</p>	AS
19/JAC/11	<p>Item 8b – Internal Audit Plan 2019/20</p> <p>AS stated that RSM met with PW and CK to review and agree the Audit Plan for the next year.</p> <p>AS asked all to be aware of page 5 – Key audits for each quarter. AS asked if there were any questions surrounding the report – none raised. All accepted and agreed.</p> <p>JS asked whether or not the auditors have had any resistance from anyone over the last 12 months, AS responded with no resistance against the audits have been received.</p>	
19/JAC/12	<p>Item 8c – Progress on recommendations</p> <p>It was explained that out of the nine outstanding actions, three have been completed since the Committee last met.</p> <p>Six dates have been extended. SG read the report to the committee.</p> <p>Highlighted that BCH Custody internal audits of Custody and Criminal Justice - 5.1 At the last Committee meeting on 7th December 2018 Committee members asked for sight of recommendations from the internal audits of the collaborated Bedfordshire, Cambridgeshire and Hertfordshire Custody and Criminal Justice units. Progression of these recommendations is reported and managed through Hertfordshire Constabulary, as the lead force for operational support collaboration – Low graded recommendations.</p> <p>JSM stated that it is not clear when the action is overdue in regards to audits – it must be clearer. SG stated that the initial due date and the revised due date is available. JSM asked for SG to</p>	SG/PW

	<p>speak to Phil Wells to look at overdue actions and to change, so is clearer.</p>	
19/JAC/13	<p>Item 10 - Force Overview</p> <p>GF presented the Force Overview report and he explained that the strategy is being revised.</p> <p>Discussions were had regarding the increase in rape of 83.3% on the same period a year previously. GF stated that percentages can be deceptive. JS asked whether the report could be presented and explained in numbers and not percentages. GF agreed. JS asked for greater description.</p> <p>GF explained that the rape definition has changed, JS asked for description to be given to the J.A.C members at the next meeting on, Rape, Domestic Abuse and the Performance Summary, to understand the narrative and to understand what the Force is doing. As the current description worries the J.A.C members if they had just read it on paper, however as GF explained it, JS stated there is no longer any worry. So a greater explanation is needed in the paper.</p> <p>Discussions were had surrounding Domestic Abuse percentages, there is a positive increase of 26.8% which is in line with the national picture.</p> <p>Discussions were had regarding Gangs and Serious Youth Violence and Op Boson. GR asked GF whether or not any prevention work is happening in the schools. GF explained that the Force has a dedicated team for schools which includes community officers. GF also explained that the PCC commissioned a performance to be acted out in schools by Alter Ego.</p> <p>GF explained that the ACC Sebire is the National Lead and age is a concern, discussions were had regarding the recent stabbings involving 7 people.</p> <p>Discussions were had regarding Hate Crime and there has been an increase in reporting which is positive. GF explained that there may be an increase in Hate Crime reporting following BREXIT however this will be monitored by the Force.</p> <p><u>Change Programme</u></p> <p>Discussions were had surrounding organisational learning. GF is the lead for organisational learning and he is aware of concerns and working through them.</p> <p>GF explained that Athena will continue to be an issue, however this is being monitored and concerns being worked through.</p> <p>Revenue Budget Update</p>	<p>GF</p> <p>GF</p>

	<p>GF explained the 4.571m grant which was awarded in October 2018. GF explained that the Force will be making a bid for a special grant also.</p> <p>JSM asked whether or not the 13.8m which is estimated that the Force will need to find – is it realistic?</p> <p>GF explained we can deliver what we need to in savings however there will be impacts. Saving targets can be made however this may lead to risk of services failing.</p> <p>SG explained that we are comfortable financially until 20/21.</p>	
19/JAC/14	<p>Item 11 - Joint audit Committee Annual Report.</p> <p>JS stated that there have been some issues receiving emails.</p> <p>JS asked PW to revise the annual report and it needs to read as if the committee is writing it not PW.</p>	PW
Restricted - HMICFRS		
19/JAC/15		
19/JAC/16		
Date of next meeting	Friday 24 May 2019, 13:30 to 15:30. (12:30 pre-meet for members only.)	