

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

**Meeting of 6th January 2017
Held between 13.30 – 16:30**

Minutes - Draft

Present:

Jagtar Singh – Chair (Chair)	Independent Committee Member
Gita Raja (GR)	Independent Committee Member
Wayne Brads (WB)	Independent Committee Member
Judit Seymour (JS)	Independent Committee Member
Laura Cochrane (LC)	Independent Committee Member
Phil Wells (PW)	Joint Chief Finance Officer for the Police and Crime Commissioner for Bedfordshire and Bedfordshire Police (CFO)
Mike Colbourne (T/DCC)	T/Deputy Chief Constable
Mark Cooper (MC)	Chief Executive for the Office of the Police and Crime Commissioner
Neil Harris (NH)	Ernst & Young
Suzanne Lane (SL)	RSM
Joe Meader	Project Officer (minutes)

17/JAC/01	Apologies	ACTION
	There were no apologies for absence noted.	
Part Two - Not Restricted		
17/JAC/02	<p>Minutes and Status Report from the meeting held on the 23rd September 2016</p> <p>The minutes of the meeting held on the 23rd September 2016 were reviewed for accuracy and no amendments were requested.</p>	
17/JAC/03	<p>Matters Arising - Status Log</p> <p>PW - 16/JAC/20 – Paper circulated, meeting for external oversight to be arranged.</p> <p>LC – Minute referencing unclear. PW to look into new system.</p> <p>JAC34 – Internal audit progress to be brought to next development day.</p>	<p>PW</p> <p>PW</p>

	JAC22 – Incorrect, Risk Register given to MC not PW (to be noted as correction in Status Log)	PG
17/JAC/04	Declarations of Interests Declaration of interests forms to be created and circulated for members prior to next meeting.	PG/JM
17/JAC/05	Force Overview and Collaboration Report PW – Regarding performance, change and collaboration. The force seek an increase to level of reporting for historically under-reported crimes (Rape, DA etc.) because people traditionally haven't had the confidence to report. Also high impact/priority crimes (Burglary etc.) PW - Domestic Abuse reports have reduced. MC highlighted that Emerald Team might see reporting increase once more. Emerald Team is the coming together of all the previous Domestic Abuse units throughout Bedfordshire. JS questioned the period the data is over. PW explained that it's done by financial year so the final quarter isn't available for this year and not shown for previous year to provide a like for like comparison. Chair questioned why burglary rates have increased this year after a decrease last year. PW explained that due to the fact performance is based on a rolling average and 2015/16 was a particularly good year it doesn't reflect as positive as last year. December/January figures suggest numbers are closer to the norm. Chair – 2.7 of report – Asked what force is top of the table and what initiatives are they using to bring about success. PW said that Durham and Lancashire are visiting and being visited by Bedfordshire to get better understanding of best practice. WB said comparison of figures with national averages would be useful. PW suggested that Statistical Neighbours will be a better comparison for demographics etc. and reaffirms that set league table positions will not be committed to by either PCC or CC beyond year on year improvements. MC highlighted danger of target setting can mean loss of sight of larger goals and context. Chair – Understanding needed of resource for Cyber Crime as it is the highest growing area of crime. Also needs improved understanding of where it belongs on the risk register. PW states that it is difficult to specify as whilst we know it is a big issue there is little in able to determine exactly how big. Cyber presentation to be created for development day. Change programme – PW stated that mobile data is to get officers out of station more. App has been created to allow officers to access systems from mobiles as of April.	PW

	<p>Body Worn Videos – All officers have personal issue body worn video with the armed response side subject to a national device which is being rolled out shortly.</p> <p>Estates programme/Criminal Justice Centre- Key issue is an aged estate and selling of other properties but working with Fire to get more rural locations for public viability.</p> <p>Chair – Mobile Data – Risk of people losing major data. Body worn cameras – Must be switched on, if not if there is a major incident people will know we will have them and question why they were not used. Estates Programme – Force should be wary of short term gains for long term loss by selling off.</p> <p>Athena discussed in the pre-meeting, more details for induction day (PW).</p> <p>Emergency Services Mobile Communications Programme – National project to replace Police and emergency service radios. The committee should ensure it is being done properly.</p> <p>LC – Underspend – Asked whether underspend lead to reduction in amount given next year? PW confirmed that underspend is fine to be held in reserves.</p> <p>Chair – 6.1 – Stated that government has given allowance to increase precept to local bodies. Will Bedfordshire be likely to increase? PW thinks all PCCs will increase their share of the precept by the 1.99% allowed.</p>	
17/JAC/06	<p>Mid Term Financial Plan (Copy of report tabled at PCCs Strategic Board)</p> <p>PW – provided an update on the 17/18 budget. Bedfordshire Police are in a better position than had been estimated. Will always have a bit of a gap as budget is frozen but costs go up. May want to focus on Para. 14 which states that 2019-2021 Bedfordshire Police have a gap that will need further, as of yet, unidentified savings. It has been agreed that council tax precept will increase to the maximum pending Police and Crime Panel approval.</p> <p>Chair – Asked to look into apprenticeship levy. PW states we already are and will look into further still.</p>	PW
17/JAC/07	<p>NH – Audit Overview</p> <p>Main responsibilities of Ernst & Young is to check accounts of PCC and Police Force. Also to ensure they are both providing value for money on the following basis: Managing finances, adequacy of risk management and contract management. Last year showed it to be good but doesn't show the difficulty in resourcing the audit on the external auditors part. NH wanted to ensure committee that reports will be provided on time for this year. Planning has already begun and timetable will be given at next committee meeting.</p>	NH

	<p>Liaison with internal auditors will be in place to minimise unnecessary duplication. Audits will be delivered by end of September for 16/17, aiming for faster closure than in previous years, with accounts signed off by the end of July. NH has no concern for Bedfordshire's faster closures.</p> <p>In 2017/18 Bedfordshire are using new financial system so halfway through this year the JAC should seek assurance that it is working as required. This will help both internal and external audits.</p> <p>WB – What's the difference between significant risk and significant weakness? NH – Significant risk is just the audit risk regarding giving the wrong conclusions. Weakness is regarding the overall process.</p>	PW
17/JAC/08	<p>Internal Audit</p> <p>SL – Plans are approved in March in two sections, first just Bedfordshire and the second the joint areas (collaboration).</p> <p>p.4 of the report has the key information. Bedfordshire only is regarding Victim Satisfaction, and there are overall positive opinions.</p> <p>Victim Satisfaction for Bedfordshire only – Three medium and two low recommendations.</p> <p>p.6 shows changes. None just for Bedfordshire, but for joint areas it highlights delays to Athena.</p> <p>Chair – If members want each report, they can be circulated but history has shown that internal audits executive summary has proved satisfactory for this meeting.</p> <p>BCH Information Management – Field work taken in Summer 2016 looking at governance and benefits (Cams Lead) – 5 medium recommendations.</p> <p>Armed Policing and Roads Policing (Beds) – 3 Low recommendations.</p> <p>BCH Savings (Herts lead) – Just one low recommendation. SL highlights that this is only on reporting of savings and not on actual savings.</p>	
17/JAC/09	<p>Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire –</p> <p>MC highlights he started on 5 December, and has already updated committee slightly. For context OPCC is small team to hold into account the whole force. About to enter new financial year with new grants commissioning process, keen to ensure all rules and regulations are followed. MC is doing the same for the way we deal with correspondence and stakeholders.</p> <p>MC wants to up skill the team in order to be able to mitigate risk. Approach of the PCC is to take a supportive role for the force but</p>	

	<p>challenge when needed to. PCC doesn't want to be over critical as she believes it won't achieve best results.</p> <p>Financial Risk – Conversations continue internally and externally to try and lobby for more money.</p> <p>Efficiency savings – MC ensuring that focus remains on efficiency and value for Money</p> <p>PCC being genuine commissioner for all – PCC has done three public engagement meetings in six weeks</p> <p>PCC holding CC to account – MC ensuring that the PCC continues to hold regular conversations with the Chief Constable and that the formal strategic board allows for the holding to account sessions.</p> <p>Working jointly with CC and PCC – As above. MC thinks it is very effective.</p> <p>Partnership working – MC believes it is crucial as all statutory groups in Bedfordshire have small budgets and we can achieve more by working together. Holding one day event with other local commissioners to minimise duplication.</p> <p>PCC effectively commissioning – Using Police Transformation Fund to maximum potential and Violence Against Women and Girls Fund joint bid with other local agencies in a proactive manner.</p> <p>JS – Much calmer than force risk register but why is the financial resource risk different than on the force risk register. MC sees the OPCC budget as separate and is comfortable that finances allows us to maintain staff, grant commissioning and training etc.</p>	
	Restricted	
17/JAC/10		
17/JAC/11	n	
17/JAC/12	<p>AOB –</p> <p>Appointment of external auditors for 18/19. PW will be required to ensure it's in place.</p>	PW
Date of next meeting	Friday 31 March 2017	