

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

**Minutes are restricted**

**Meeting of 2<sup>nd</sup> December 2021 (Microsoft Teams)**

**Held between 13:00 – 15:00**

**Minutes**

**Present:**

Jagtar Singh – Chair (JS)	Independent Committee Member
Judit Seymour (IM JSM)	Independent Committee Member
Gita Raja (IM GR)	Independent Committee Member
Wayne Brads (IM WB)	Independent Committee Member
Phil Wells (CFO PW)	Chief Finance Officer – Bedfordshire Police
Kirsty Slater (BDO KS)	BDO – External Auditors
Rachel Brittain (BDO RB)	BDO – External Auditors
Mark Jones (RSM MJ)	RSM – Internal Auditors
Katie Beaumont (TM)	Transparency Manager
Gavin Chambers (CFO GC)	OPCC Chief Finance Officer
Tara Malciw (PA)	PA – Minute taker

	<b>Part One – Not Restricted</b>	
<b>21/JAC/43</b>	<b>Introduction</b>  The Chair welcomed all to the meeting.	<b>PCC/Members</b>
<b>21/JAC/44</b>	<b>Apologies</b>  The Chair acknowledged apologies from DCC Trevor Rodenhurst.	<b>PA</b>
<b>21/JAC/45</b>	<b>Minutes of the meeting held on 29.09.2021 (Restricted in part).</b>  IM WB asked in relation to page 4 of the previous minutes, whether the IM can ask for a review by the executive? CFO PW advised the IM are able to request an executive review, however the executive can refuse such a request if felt not required.	<b>Chair</b>

	<p>IM WB asked whether dates could be added to actions where reviews are actively requested to ensure the dates are being adhered to. CFO PW agreed this.</p> <p>The Chair advised the minutes of the previous meeting were approved with acknowledgement to the comments made by IM WB.</p>	
<b>21/JAC/46</b>	<p><b>Actions Log</b></p> <p>21/JAC/33: CFO PW advised this role has been advertised but no applications were received. It has been agreed that IM can provide an advertorial input to promote the role.  21/JAC/42: Complete.  21/JAC/16: Complete  21/JAC/21.1: Complete  21/JAC/21.2: Complete  21/JAC/21.3: Complete  21/JAC/23.1: Complete  21/JAC/23.2: Complete  21/JAC/23.3: Complete  21/JAC/23.4: Complete  21/JAC/24.1: Complete  21/JAC/24.2: Complete  21/JAC/26.1: Complete  21/JAC/13.1: Complete</p> <p><b>Action:</b> PA to include review dates on actions moving forward to ensure timeliness.</p> <p>IM WB suggested the use of Parish magazines to support action 21/JAC/33, TM advised this method of advertisement is being reviewed.</p> <p>IM JSM asked for the risk appetite to be recorded on the PCC Plan document. TM advised she will add this item to the plan.</p> <p><b>Action:</b> TM to add the PCCs risk appetite to the PCC Plan document.</p> <p>The Chair advised the action log evidence's the progress that the JAC has made, actions are considered, and it is recognised where further assurances are required.</p>	<b>Chair</b>
<b>21/JAC/47</b>	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	<b>Chair</b>
<b>21/JAC/48</b>	<p><b>Declarations of Interest (verbal)</b></p> <p>There were no declarations of interest.</p>	<b>Chair</b>
<b>Part One – Not Restricted</b>		
<b>21/JAC/49</b>	<p>a) <b>Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire</b></p>	<b>CEO</b>

	<p>TM advised minor adjustments have been made to the Strategic Risk Register following a partial review by Anna Villette. TM advised a full review will be completed during the OPCC Workshop in January 2022.</p> <p>TM advised Anna Villette is completing a full review of the OPCC, changes are anticipated following this review. TM asked whether JAC members could attend the OPCC Workshops in 2022 to provide advice on risk management.</p> <p>The Chair advised he was assured that the Strategic Risk Register is managed as a live document.</p> <p>CFO GC advised the financial position remains fluid, a 3-year settlement is expected which will be confirmed in December 2021.</p> <p>IM WB and IM JSM advised they can support the OPCC Workshops in January 2022.</p> <p><b>Action:</b> TM to invite an agreed number of JAC representatives to the OPCC Workshops in January 2022.</p> <p>The Chair asked for a summary session with the CE and CFO PW once the OPCC Workshop has taken place, so he is sighted on any outcomes. The Chair advised he will not attend the Workshop to remain independent from the discussions.</p>	
<p><b>21/JAC/50</b></p>	<p><b>External Audit</b></p> <p><b>a) Audit Update – Progress</b></p> <p>BDO RB advised the implications of Covid-19 meant planning or interim early work did not take place as deadlines were delayed, the entire audit was condensed into one visit.</p> <p>BDO RB advised progress has been made and conclusions have been achieved on several risk areas, the number of adjustments required are limited to pensions adjustments. BDO RB advised the audit will be finalised in coming weeks, with an opinion to be issued before Christmas. A separate report will be issued for the Use of Resources. The Commentary of the Auditors Annual Report will be issued within 3 months of the opinion.</p> <p>BDO KS presented the current 2021 audit completion report, BDO KS advised all areas will be updated once the audit is complete.</p> <p>BDO KS advised the Executive Summary stated there is no need to alter the audit opinion, the force was true and fair with regards to financial statements and there are no significant weaknesses in relation to value for money.</p> <p>BDO KS advised materiality is detailed on page 5, the basis on which BDO determine materiality has not changed since the audit plan was presented.</p>	<p><b>BDO</b></p>

	<p>BDO KS advised there were no changes made to the audit risks, however errors were identified in relation to the pension liability.</p> <p>BDO KS advised all journals have been received and there is currently no indication of management override, this is however subject to review by BDO KS and BDO RB.</p> <p>BDO KS advised the valuation of assets risk has been reviewed there have been insignificant value changes in most assets.</p> <p>BDO KS advised the valuation of pension liability was reviewed, there were 2 unadjusted errors which relate to local government pension schemes. BDO are content that the errors are not easily within management's ability to control. The pension fund auditor reported that the material variance is in error so that would be immaterial, the IS19 report will be reviewed as a result. Additionally, a PCC and CC adjusted error was noted on page 26.</p> <p>BDO KS advised that overall, the risks fall within a reasonable range and details of assumptions and consideration are detailed in the risk write up.</p> <p>BDO KS advised page 19, confirms that BDO have reviewed the management assessment of going concern, some financial challenges were noted, however it was agreed there is no material uncertainty over the going concern status of the entities.</p> <p>BDO KS advised there were errors identified in the remuneration and exit package disclosures as BDO don't utilise our large materiality and triviality levels to audit these areas.</p> <p>BDO KS advised, there are classification issues with the CC and PCC balance sheets, the error was the moving of balance sheet items between accounts so there was no impact on the bottom line.</p> <p>BDO KS advised the misclassification error related to the previously non-specific grant now becoming specific, a request has been made to reverse this classification.</p> <p>BDO recommended the deactivation of leavers from the main financial system, the sample was taken from BCH not Bedfordshire specifically therefore the same recommendation was issued across all three forces. BDO KS advised a process is now in place to prevent this.</p> <p>BDO KS advised outstanding matters are detailed on page 43, BDO are still awaiting responses to some queries on income. BDO have asked for a line management review of debtors to compare to the PCC and CC statements.</p> <p>BDO KS advised 14 of the 15 PPE samples have been received and they are concluding on the last samples, BDO will then complete subsequent event work and agree adjustments to be made in the final set of financial statements.</p>	
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	<p>IM WB stated there were 11 samples of people who were not deactivated from system, what percentage of the population of leavers does this equate to? BDO KS advised the sample is representative and reassurance was given that once people leave, they will not be able to access systems as they would require hardware to access it. Of the 11, only 2 people were able to access systems however they did not attempt to do so. IM WB suggested this poses an opportunity for fraud. BDO KS advised the sample saw no implications from 2 people not being deactivated.</p> <p>IM WB asked for fraud attempts to be reported to the JAC, CFO PW advised these issues would be raised by him.</p> <p>BDO KS advised the appendices detail how assurances were given. IM JSM asked whether a further level of assurance can be given by auditing the auditors? BDO RB advised the auditors are audited by several regulators, an FRC Report is released annual with the findings for those auditing over £500,000 million so these audits would not be covered, however the QAD and local audit reports will offer reassurance. BDO RB advised there are internal assurance procedures where files are selected for review annually and concerns will be addressed.</p> <p>The Chair asked whether the assurance outcomes can be shared to the JAC? BDO RB advised she will share the FRC report and the local audit reports, and she will enquire as to whether the internal audits can be shared externally in a redacted form.</p> <p><b>Action:</b> BDO RB to share the FRC and local audit reports with the JAC attendees and to circulate the outcome of the internal BDO audits to the JAC attendees if permitted.</p> <p>CFO PW advised he will contact the PCC and CC accordingly regarding the points addressed in the report.</p>	
21/JAC/51	<p><b>Internal Audit</b></p> <p><b>a) Internal Audit Progress Report</b></p> <p>RSM MJ advised the report was taken as read.</p> <p>RSM MJ advised the BCH Plan report is in its final stages and will be discussed at the next JAC meeting.</p> <p>RSM MJ advised changes have been made to the BCH plan since last meeting, however, there have been no changes to Bedfordshire specific plan or the Bedfordshire element of the BCH plan. The BCH changes made referred to the introduction of a Firearms Audit in Quarter 4 in place of the Network Audit. There are agreed delays for the Payroll Audit and the ICT Risk Assessment Audit will be replaced by a Data Resilience Audit in Quarter 4.</p> <p><b>b) Progress on recommendations</b></p>	RSM

	<p>RSM MJ advised a Risk management Audit has been completed for Bedfordshire. RSM concluded that there is a good process in place, the Strategic Risk Register is consistent and allows controlled documenting. RSM MJ advised the scoring on the Strategic Risk Register is good and the JAC have regular oversight of the processes.</p> <p>RSM MJ advised there was an issue recorded with the Risk, Action, Issues and Decisions (RAID) logs used by the force which replace minutes for several meetings. It was found that the RAID logs did not provide reasonable assurance for the force as the recording was inconsistent, an action was agreed to address this issue.</p> <p>RSM MJ advised the BCH report related to remote working, an opinion has not been given as this is a Herts led report, however 2 priority actions were agreed with management as ICT information security policies were not well socialised and there is a need for mandatory training on these aspects. There is also a need to review current information security training, particularly the remote based data backup controls.</p> <p>IM JSM asked what penetration testing takes place in force regarding phishing? CFO PW advised he will clarify this for the next meeting however he confirmed that mandatory training is provided to the force, and it placed on each person's screen blocking the use of their device until they read and accept the training information.</p> <p><b>Action:</b> CFO PW to identify the process for penetration testing the force against phishing.</p> <p>RSM MJ advised the final report is led by Cambs which is a procurement report, the auditors reviewed the extent to which actions have been implemented and poor progress was reported, therefore several further actions have been assigned.</p> <p>RSM MJ advised one concern is that quotes are not being obtained for purchases over £50,000. CFO PW advised the force now uses a process where a PO is not issued until the appropriate quotes are evidenced.</p> <p>The Chair advised some purchases will have a single provider; these will be covered by an STA. CFO PW advised a follow up audit will take place to ensure these measures provide assurance.</p> <p>The Chair stated a concern over the forces abstraction from core duties to support mental health incidents. CFO PW advised the force work with a mental health triage team who assist with these incidents to reduce risk.</p> <p>IM WB advised the survey outcomes stated 36% of the force did not feel they had adequate ICT training. CFO PW advised the force is increasing its understanding of systems, such as M365, work is ongoing to understand where people require support to offer this whether they are working in the estate or at home.</p>	<p><b>CFO PW</b></p>
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<p><b>21/JAC/52</b></p>	<p><b>Force Overview</b></p> <p>CFO PW advised the force is seeing some performance pressures in some areas due to an increase in the level of recorded crimes, this is managed through Performance Board and the PCC holds the Chief to account with regards to the Control Strategy.</p> <p>CFO PW advised the force understands the demand it experiences, the areas of concern are calls to service, mental health, serious sexual offences, and domestic abuse. CFO PW advised an FQIP process is being run to manage the concern in the FCC. The FQIP process will identify areas that require improvement.</p> <p>CFO PW advised the 7 Force Change Programme is in a good place; a review is ongoing to understand the future requirements however there is a likely dis-investment in to the 7 Force Collaboration.</p> <p>CFO PW advised item 10.2 will be amended before it is published as it details the previous underspend.</p> <p>IM JSM advised there is a lag between the crime rate and the solved rate, CFO PW agreed and therefore a rolling average is obtained.</p> <p>IM JSM asked how the Be You implementation is being measured? CFO PW advised the initial research methods will held again in 2022 to understand the changes in responses from the initial research completed. CFO PW advised the Be You success can also be measured in other areas such as attrition, PSD investigations and cultural improvements.</p> <p>CFO PW advised the force is running the Above Difference Programme to improve cultural intelligence.</p> <p>IM JSM asked how many projects there are in the Force Quality Improvement Plan, CFO PW advised there are 4, Crime, Victim, and Witness care, PPU and RMU.</p> <p>The Chair asked whether data will be reviewed to understand statistically significant changes? CFO PW offered assurance that where there are concerns, a Gold Group is implemented to address this and where relevant external partners are contracted.</p>	<p><b>CFO PW</b></p>

	<b>Part Two – Restricted</b>	
21/JAC/53	<b>HMICFRS Update</b>	<b>CFO PW</b>
21/JAC/54	<b>Strategic Risk Register of Bedfordshire Police</b>	<b>CFO PW</b>
21/JAC/55	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Cyber Exercise – Recommendations</b></li> </ul> <p>This item was not discussed during the meeting as had been covered at the members development day.</p> <ul style="list-style-type: none"> <li>• <b>Dates of 2022 meetings</b></li> </ul> <p>The Chair advised the dates for 2022 JAC meetings were agreed subject to June 2022's meeting being moved to a date either side of the current date.</p> <p>The Chair advised development days will be considered in months 4 or 5 and months 10 or 11. These days will cover training needs, agreed topics of discussion and presentations from the CC, DCC and the PCC to give assurance on the reports produced. CFO PW will manage the development days.</p> <p>BDO RB asked whether the 24<sup>th</sup> March 2022 date can be brought forward to fall in line with the dates planned for the auditor's annual report? CFO PW advised this will be agreed offline.</p> <ul style="list-style-type: none"> <li>• <b>Public sector auditor appointments</b></li> </ul> <p>CFO GC asked for authority to opt into the next external audits contract from 2023/2024 until 2027/2028. CFO GC advised the force will benefit from increasing buying power, the removal of procurement activity, resource implications as well as supporting with fee setting, contract delivery and the management of fee variations. CFO PW advised Cambs, and Herts have already approved the renewal.</p> <p><b>Decision:</b> There was a unanimous decision to endorse the renewal of the contract with PSAA for the period between 2023/2024 to 2027/2028.</p> <p><b>Meeting dates</b></p> <ul style="list-style-type: none"> <li>• <b>24.03.2021 – 13:00 – 15:00hrs</b></li> <li>• <b>23.06.2021 – 13:00 – 15:00hrs</b></li> <li>• <b>22.09.2021 – 13:00 – 15:00hrs</b></li> <li>• <b>22.12.2021 – 13:00 – 15:00hrs</b></li> </ul>	