

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

Minutes are restricted

Meeting of 24th June 2021 (Microsoft Teams)

Held between 13:00 – 15:00

Minutes

Present:

Jagtar Singh – Chair (JS)	Independent Committee Member
Festus Akinbusoye (PCC)	Police and Crime Commissioner
Judit Seymour (IM JSM)	Independent Committee Member
Gita Raja (IM GR)	Independent Committee Member
Wayne Brads (IM WB)	Independent Committee Member
Clare Kelly (CEO)	Chief Executive – OPCC
Phil Wells (CFO PW)	Chief Finance Officer – Bedfordshire Police
Kirsty Slater (BDO)	BDO – External Auditors
Suzanne Rowlett (RSM SR)	RSM – Internal Auditors
Shalini Gandhi (RSM SG)	RSM – Internal Auditors
Katie Beaumont (TM)	Transparency Manager
Gavin Chambers (CFO GC)	OPCC Chief Finance Officer
Tara Malciw (PA)	PA – Minute taker

	Part One – Not Restricted	
21/JAC/15	<p>Introduction</p> <p>Each participant introduced themselves to the meeting.</p> <p>The Chair stated that he and IM WB are founder members of the JAC with IM GR and IM JSM joining 3 years ago. The Chair said thank you for the opportunity to make a difference.</p> <p>CFO GC and RSM SG introduced themselves as new attendees to the meeting.</p> <p>The Chair invited the PCC to address the committee.</p>	PCC/Members

	<p>The PCC introduced himself as Festus Akinbusoye. The PCC states he has been in post roughly 5 weeks and has had many Executive and stakeholder meetings to understand the challenges faced by the force.</p> <p>The PCC stated he is initially concerned by the financial position of the force and the risks it poses as there is an unsustainable reliance on Special Grant funding. The PCC stated the force requires a more representative budget, this has been raised directly with the Policing Minister. There is an awareness that the funding formula adversely affects Bedfordshire Police, a solution is hopefully to be sought in the term of the current Minister.</p> <p>The PCC stated his Police and Crime Plan will be published early due to extensive pre-appointment work.</p> <p>The Chair congratulates the PCC on his appointment.</p> <p>The PCC suggested a 100 days review to reassess the PCC Plan now he is in post. The PCC advised initial risks have been raised with regards to the financial position, operational and diversity concerns.</p> <p>The Chair stated the committee are available to assist with force and OPCC proceedings. The Chair advised the living risk register and stability of the supportive OPCC gives great assurance to the group.</p> <p>IM WB agreed a 100-day review would be beneficial ahead of the next JAC meeting to give the JAC direction for discussion.</p> <p>IM JSM asked what changes are expected to be made to the Strategic Plan. The PCC stated the focus is a pro-police attitude with a pragmatic approach to proactive policing. The PCC advised the SLT have a Community Policing Plan in place, which is now to be deployed so the force can be held accountable against this plan.</p>	
21/JAC/16	<p>Apologies</p> <p>The Chair noted apologies from the DCC.</p> <p>ACTION: CEO to arrange for the PCC, ACO PW and The Chair to discuss the vacancy in the Joint Audit Committee.</p>	PA
21/JAC/17	<p>Minutes of the meeting held on 26th November 2020 (Restricted in part).</p> <p>The minutes of the previous meeting were approved subject to the following amendment;</p> <ul style="list-style-type: none"> • RSM SR advised Page 7 should read CFOs for BCH and no CE for BCH. 	Chair

21/JAC/18	<p>Action Log:</p> <p>Actions from 04/03/2021 21/JAC/03: Closed 21/JAC/07: Closed 21/JAC/07 action 2: Closed 21/JAC/07 action 3: Closed 21/JAC/10: Closed 21/JAC/10 action 2: Closed 21/JAC/10 action 3: Closed 21/JAC/13: Carry forward</p> <p>Actions predating 04/03/2021 20/JAC/23: CFO PW advised police staff are being vaccinated in line with national process. CFO to provide assurance on the number of employees vaccinated. Carry forward. 20/JAC/20: Closed 20/JAC/21: Closed as the internal audit report showed positive assurance.</p>	Chair
21/JAC/19	<p>Matters Arising</p> <p>The Chair advised the JAC will continue to monitor rising mental health demand.</p>	Chair
21/JAC/20	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	Chair
Part One – Not Restricted		
21/JAC/21	<p>Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire</p> <p>CEO advised the PCCs Risk Register has been restructured in line with the new PCCs plan. Full discussion took place surrounding the Risk Register and updates made.</p> <p>IM JSM thanked CEO and TM for the amendments made. IM JSM asked for assurance that the risks on the previous SRR were closed, mitigated or carried forward. CEO agreed to discuss this is IM JSM offline.</p> <p>The Chair advised the pre-meeting provided assurance that the previous SRR was completed and a new SRR has been developed based on the new PCC. The Chair advised the next JAC meeting will receive a narrated SRR with links to the PCC Plan.</p> <p>CFO GC advised SR1 is overseen by himself and CFO PW, the spending review is due soon, this will highlight whether resources are aligned correctly.</p> <p>IM GR agreed she would like to see the mapping from the previous SRR to the new document.</p>	CEO

21/JAC/22	<p>External Audit</p> <p>a) 19/20 Annual Audit Letter</p> <p>BDO KS advised there are no significant developments from the previous audit plan, a provisional timetable has been released but final dates have not yet been confirmed.</p> <p>b) 20/21 Audit Plan</p> <p>BDO KS advised the final accounts are due on 30th September 2021, this has been brought forward from November 2021. BDO KS stated a concern that the auditors cannot guarantee they will meet this date. BDO KS advised the audit is due to begin on 19th July 2021. BDO KS advised there are no negative implications of missing the deadline in September 2021, if the accounts are going to be late an explanation needs to be provided. BDO KS advised the audit is expected to conclude in October 2021.</p> <p>The Chair advised the verbal update is approved and the concerns raised were noted.</p>	<p>RSM</p> <p>CFO</p>
21/JAC/23	<p>Internal Audit</p> <p>a) Annual internal Audit Report</p> <p>RSM SR advised key information is detailed on page 2.</p> <p>IM JSM advised the procurement audit was led by Cambridgeshire Constabulary. IM JSM advised she attended the Cambridgeshire Constabulary JAC and they discussed confusion over the general governance of Joint Audits.</p> <p>CFO PW advised the BCH Procurement Department and the organisational support area from Cambridgeshire Constabulary provided the governance for Joint Audits across BCH, however this has since move to a 7-Force model with Essex leading. CFO PW suggested to invite the JA Lead from Essex to a meeting to provide an overview.</p> <p>ACTION: TM to invite Procurement Lead from 7-Force Joint Audit governance to the JAC meeting in September 2021.</p> <p>b) Internal Audit Progress Report</p> <p>RSM SR the procurement for 2021 has been finalised, two further reports are to be released regarding retention and the follow up. These will be provided to the next meeting. RSM SR advised the retention report provides reasonable assurance and the follow up report explains reasonable progress.</p> <p>IM JSM asked for sight of the two client briefings detailed in the report.</p>	<p>CFO</p>

	<p>ACTION: RSM SR to provide IM JSM with the client briefings as detailed in the progress report.</p> <p>IM JSM advised there is a typing error on page 11, the sentence should state either could or could not, and not both options.</p> <p>ACTION: RSM SR to amend the typing error on page 11. To clarify whether the sentence should read could or could not.</p> <p>IM JSM advised she is unsure on the context of the middle column for 1.8 relating to the 2021/2022 report. IM JSM advised the original procurement report identified issues with Bedfordshire Police and Cambridgeshire Constabulary as testing could not be completed, RSM SR confirmed clarification has now been given.</p> <p>c) Progress on recommendations</p> <p>RSM SR advised this report provides an update on the recommendations. The Chair advised this is a comprehensive report and offers assurance.</p>	
21/JAC/24	<p>Annual Accounts Commissioner and Chief Constable</p> <p>a) Annual accounts</p> <p>CFO PW advised the auditors cannot confirm completion of the audit before the 30th September 2021 deadline, the reason for the expected delay has been accepted and the force will accept that there are no sanctions for the delay. CFO PW advised the audit dates may require some amendments to the JAC meeting dates, to be confirmed with BDO KS.</p> <p>ACTION: BDO KS, the Chair and CFO PW to align the auditing dates alongside JAC meeting dates.</p> <p>b) Annual Governance Statements</p> <p>CFO PW agreed the format of accounts remains the same as the previous year, an underspend is currently being reported, however there is a reliance on pension funding. There is work ongoing regarding the McCloud pension remedy. CFO PW advised he is now the National Lead for Police Pensions and he is content that the accounts for Bedfordshire Police are robust and a true reflection.</p> <p>IM JSM asked what the definition of value for money is. There is a need to tie in with the Control Strategy and Delivery plan to understand this.</p> <p>IM JSM asked for training on the new governance structure.</p> <p>CFO PW advised the definition of value for money is to demonstrate efficiency and economy, the HMIC evaluate effectiveness through the PEEL assessment.</p>	

	<p>CFO PW advised the meeting structure was changed in line with the Chief Constables request. CFO PW advised all meetings from across the force SMT have been merged to form the Force Executive Board which is run as a full day monthly meeting, this ensures a common understanding.</p> <p>The Chair offered thanks to CFO PW and Hannah Broadbank for the report and suggested that Hannah should present at a future meeting.</p> <p>ACTION: TM to invite Hannah Broadbank to present on the accounts once a year.</p>	
21/JAC/25	<p>Force Overview</p> <p>CFO PW advised the tracker will evolve, the overview is linked to feedback given on performance, strategy and the Strategic Police and Crime plan.</p> <p>CFO PW advised the solved rates are improving with concerns remaining in CSE solved rates. CFO PW advised that whilst some crimes are recorded and monitored, they are not reflected on the Force's control strategy such as theft from a vehicle. CFO reminded members that the definition for residential burglary had been changed and therefore the Force record performance both against the old and new definition.</p> <p>The Chair advised the paper and verbal update offer assurance and understanding. The Chair asked for a front-page detailing indicators of performance analysis.</p> <p>IM JSM asked for a key to be added to the charts for ease of use.</p> <p>IM WB asked whether a reduction in recorded crimes and an increase in solved rate equates to an improved performance level. CFO PW advised in terms of nationally measured performance, yes, however there are different timelines for various crimes. IM WB suggested the use of an executive summary to advise of this.</p> <p>IM WB asked whether the HMIC will focus on the detective issue? CFO PW advised the force can evidence work to improve detective resilience.</p>	
Part Two – Restricted		
21/JAC/26	HMICFRS Update	CFO
21/JAC/27	Strategic Risk Register of Bedfordshire Police	DCC
21/JAC/29	<p>AOB</p> <p>All attendees agreed the meeting was useful and the papers were beneficial.</p>	CEO

	<p>IM role review IM JSM advised the IM role is to be reviewed. CFO PW advised the role will be reviewed once a direction has been given for the JAC by the PCC.</p> <p>Meeting dates</p> <ul style="list-style-type: none">• 04/03/2021 at 10:00hrs – 12:00hrs• 24/06/2021 at 13:00hrs – 15:00hrs (to be confirmed which date will be meeting or training day by PW)• 28/07/2021 at 12:30hrs – 15:30hrs (to be confirmed which date will be meeting or training day by PW)• 29/09/2021 at 10:30hrs – 12:30hrs• 02/12/2021 at 13:00hrs – 15:00hrs	
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