

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

Minutes are restricted

Meeting of 29th September 2021 (Microsoft Teams)

Held between 10:30 – 12:30

Minutes

Present:

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| 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 |
| Clare Kelly (CEO) | Chief Executive – OPCC |
| Phil Wells (CFO PW) | Chief Finance Officer – Bedfordshire Police |
| Kirsty Slater (BDO KS) | BDO – External Auditors |
| Rachel Brittain (BDO RB) | 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 | |
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| 21/JAC/30 | Introduction The Chair welcomed all to the meeting. | PCC/Members |
| 21/JAC/31 | Apologies The Chair acknowledged apologies from Trevor Rodenhurst DCC. | PA |
| 21/JAC/32 | Minutes of the meeting held on 24.06.2021 (Restricted in part). The Chair advised the minutes of the previous meeting were approved subject to the following amendments; | Chair |

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| | <ul style="list-style-type: none"> • 21/JAC/22 – to be corrected to “the spending review will highlight whether police funding is allocated appropriately from a Bedfordshire Perspective. <p>The Chair asked whether the force would like a supporting letter to be sent to the Policing Minister? CFO advised a letter of support may be suitable once the funding formula has been reviewed.</p> <p>ACTION: CFO PW to inform the Joint Audit Committee via email of the impact of the Spending Review once the information has been received.</p> <ul style="list-style-type: none"> • Spelling errors and incorrect names to be detailed by CFO PW to Tara Malciw directly for correction. • Page 8 statement from IM WB to be extended to advise the timescale for the completion of the recommendations. <p>CFO PW responded to the timescales query from IM WB and stated there is no timeline confirmed, however this is tracked by the force in a timely manner, the PEEL assessment is ongoing so the document is constantly reviewed.</p> | |
| 21/JAC/33 | <p>Actions Log</p> <p>21/JAC/16: Closed 21/JAC/21 1: Closed 21/JAC/21 2: Closed 21/JAC/21 3: Closed 21/JAC/23 1: To form part of the development day 21/JAC/23 2: Closed 21/JAC/23 3: Closed 21/JAC/23 4: Closed 21/JAC/24 1: Closed 21/JAC/24 2: Closed 21/JAC26 1: Closed 21/JAC/13 1: Closed</p> <p>ACTION: Following 21/JAC/16 IM JSM and the Chair are to be informed of shortlisting dates and interview dates for the appointment of the IM, IM JSM and the Chair to sit on the shortlisting panel.</p> <p>IM JSM asked where the application for IM is being advertised. TM advised the advertisement has been shared via Social media and also through a Professional Members Forum utilised by Cambridgeshire Constabulary. The Chair asked for all IMs to share the advertisement once released externally on the forum and where possible IMs will encourage diversity of applicants.</p> <p>IM JSM asked whether the job description listed any essential criteria, CFO PW advised the job description is the same document as originally used to recruit IMs.</p> <p>IM WB asked whether there is an outcomes paper to follow the PCCs 100 Days Plan? IM JSM advised the Force SRR has</p> | Chair |

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| | <p>increased the risk assigned to medium-term financing for valid reasons, however the financial state of the force is not addressed in the PCC strategy. CEO advised this is addressed under item 7 of the PCC strategy, CEO advised she can prepare a separate input as requested for the financial commitment.</p> <p>CEO advised the 100-Days Plan is a summary of actions completed and the PCC Milestones Plan will address the detail behind the actions. CEO suggested this as a topic for the development event as there is a paper detailing the outcomes of the 100 Day Plan.</p> | |
| 21/JAC/34 | <p>Matters Arising</p> <p>There were no matters arising.</p> | Chair |
| 21/JAC/35 | <p>Declarations of Interest (verbal)</p> <p>IM JSM declared interest.</p> | Chair |
| Part One – Not Restricted | | |
| 21/JAC/36 | <p>a) Report – The narrative for the change of the SRR</p> <p>CEO advised the narrative report explains the changes made to the SRR. The Chair confirmed the report has been noted and approved.</p> <p>b) Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire</p> <p>CEO advised the PCC Plan has been launched, this has been aligned to the PCC SRR.</p> <p>IM GR advised regarding SR06, that recruitment remains a risk as attrition rates are high. IM GR asked what is being done to reduce the rate of attrition on officers and staff? CEO explained that this is a feature against which there is a standing item on the PCCs Beating Crime and Delivery Board, whereby every month the Chief Constable provides an update on performance. There have been some improvements in this area, but it was recognised that Bedfordshire Police have a considerable high number of student officers.</p> <p>IM WB asked what the risk appetite is from the PCC and the Chief Constable. CEO advised the PCCs risk appetite was published on the website when he arrived in post. IM WB asked for this to be reviewed. IM WB asked how often the risk appetite is reviewed? CEO advised the risk appetite is reviewed annually.</p> <p>ACTION: CEO to review the risk appetite of the PCC.</p> <p>IM JSM advised nationally the attrition rate for young officers is an issue. IM JSM advised the Ministry of Justice have amended their recruitment processes to include situational assessments as a method of reality testing applicants, IM JSM asked whether this is being considered across other forces? CEO advised every</p> | CEO |

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| | <p>opportunity is to be reviewed, however changes at the College of Policing have presented a risk to applicants as some stages are now negatively impacting certain candidates.</p> <p>The Chair advised the document and discussion provided suitable assurance with appropriate challenge demonstrated by the Joint Audit Committee members.</p> | |
| 21/JAC/37 | <p>External Audit</p> <p>a) Audit Update - Progress</p> <p>BDO KS advised the audit plan identified 4 risks. With regards to the management override of controls for which the response is to determine risk factors, the sample has been selected and reviewed, conclusions will be drawn soon.</p> <p>BDO KS advised that the expenditure cut off sample has been selected, this sample is being extended to include data from September 2021.</p> <p>BDO KS advised the final risk is regarding pension liability, enquiries are being made where relevant into the underlying assumptions.</p> <p>BDO KS advised that over all they have received responses to queries in good time and there are no delays at present also no errors have been reported. To date, amendments are only relevant to the narrative and presentation.</p> <p>BDO KS advised that as the Local Governmental Audit over ran in the previous year, this has impacted this audit as the interim audit and reality testing were not completed. BDO KS advised the final results will be presented to the Joint Audit Committee in December 2021.</p> <p>BDO KS advised the deadline for reporting on value for money is 3 months after signing off the accounts, the results should be published in December 2021.</p> <p>The Chair advised the board has received good assurance and the look forward to the written update.</p> | BDO |
| 21/JAC/38 | <p>Internal Audit</p> <p>a) Internal Audit Progress Report</p> <p>RSM SG advised the progress report was completed on the Equality and Diversity recruitment and retention and the Governance and Complaint, Dissatisfaction handling paper.</p> <p>RSM SG advised there are 4 audits in place across BCH and collaborated units, the Distribution of Assets and Remote working audits will be completed in coming weeks.</p> | RSM |

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| | <p>RSM SG advised Appendix A refers to a firearms audit which was agreed following the Plymouth incident. RSM SG advised the national business case for ESN was also agreed, however it is too soon to complete this audit.</p> <p>RSM SG advised the payroll audit was delayed due to sickness in the team, however the previous audit was finalised in January 2021 and the force received a positive opinion.</p> <p>RSM SG advised the final reports are as read, all audits received reasonable assurance opinions. The Equality and Diversity paper received 1 medium priority action as there was a lack of clarity on the purpose of Diversity Support Groups. There is work under way to develop this in terms of strategies plans and KPIs.</p> <p>RSM SG advised in terms of the follow up audit, 8 actions were reviewed, 6 were implemented into progress and 1 was postponed due to the delay in PCC elections.</p> <p>RSM SG advised with regards to the 2021/2022 reports, the Force Governance Audit received a positive opinion, there were some medium priority actions around ensuring the ToRs are in place and a governance structure has been appropriately documented.</p> <p>RSM SG advised with regards to complaints there were 3 medium priority actions.</p> <p>IM GR asked what method is used to ensure staff receive communications as emails are not always read. CFO PW advised the Diversity Support Groups are running more effectively with oversight from Jennifer McIntyre-Smith from the People and Workforce Portfolio. IM WB advised on page 3 of the report, there are concerns over some meetings having not met for over a year and in some cases not having a chair. The Chair cross referenced this with page 7 as the groups listed do not correlate to one another. The Chair advised he would like to know each groups ambitions and outcomes as to whether each group understands their responsibility. The Chair stated that the cancellation on these meetings gives an impression that they are not important. CFO PW advised Jennifer McIntyre-Smith is running a review of the staff associations to ensure that are evidencing their effectiveness.</p> <p>The Chair advised the report has been read and approved with the above feedback and reassurance is provided to the JAC members.</p> <p>b) Progress on recommendations</p> <p>CFO PW advised there were 10 recommendations, 3 have been completed and 6 have not yet reached their end date, 1 recommendation is outside of its date.</p> <p>CFO PW advised the Estates Strategy is likely to be deferred to February 2022 and will be aligned to the Capital Programme.</p> | <p>CFO PW</p> |
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| | <p>CFO PW advised the Force Governance ToRs are being presented at the Force Executive Board in October 2021, CFO PW suggested this could feature as an item at the development day.</p> <p>The Chair advised the report is taken as read with good assurance provided on progress of recommendations.</p> <p>IM GR asked whether the Estates Strategy will include remote working?</p> <p>IM WB stated the emergency services news briefing was useful and raised questions that could progress to the development day. IM WB asked whether there is an escalation of risk regarding the PNC replacement by the Law Enforcement Data Service?</p> <p>IM JSM asked whether there will be an audit on digital capability and cyber risk, especially with workforce reliance on ICT? RSM SG advised ICT audits are in progress which take such risks into consideration.</p> <p>CFO PW advised there is a delay with the change to PNC nationally, forces are still able to use PNC so there is no risk presented.</p> <p>CFO PW advised the Estates Strategy will review the forces preparedness for the next 10 years taking into consideration digital advancements.</p> <p>CFO PW advised the force is running a cyber awareness course across BCH in October 2021. IM WB advised he will be attending this session as an observer to ensure it provides reasonable assurance.</p> <p>RSM SR advised the Estate audit is in place and this work will be reviewed as part of the planning process.</p> | |
| <p>21/JAC/39</p> | <p>Force Overview</p> <p>CFO PW advised there is a question regarding the improving solved rate when the crime rate is reducing, is the force only improving solved rates due to a reduced number of crimes. CFO PW advised there is good performance in Firearms and Intel which has recently been raised to the Policing Minister, funding has been provided to assist in these areas. CFO PW advised the rate of burglaries of dwellings has reduced, this was recognised by the Policing Minister.</p> <p>CFO PW advised there has been an increase in calls to service across all methods of reporting. An FQIP review on ongoing in the FCC to identify recommendations on how to respond to the increase in demand. There is a recognised increase in demand due to poor mental health, this is an internal and external risk. A strategic demand assessment will be presented later this year.</p> <p>CFO PW advised the “Be you” force culture programme and Bedfordshire Police EDI strategy have been launched, this will be</p> | <p>CFO PW</p> |

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| | <p>discussed further at the upcoming Senior leadership Day, CFO PW advised this could feature at the development day.</p> <p>CFO PW advised Op Costello has received funding and good results are being seen.</p> <p>CFO PW advised there are several projects running in force, only 1 is red which is FQIP, the red risk related to the delay on FCC reporting which has been address through a Chief Officer Group meeting and will be finalised at the next Force Executive Board. CFO PW advised there is a national business case on ESMCP and models to understand the financial implications.</p> <p>CFO PW advised there is a review in place to understand the 7 Force Collaboration and what the outcomes requested are, this will be reported on in January 2022.</p> <p>CFO PW advised the force are good at reacting but are not always proactive, work is in place to review the capability to be proactive.</p> <p>CFO PW advised the Financial risk is based on the information received regarding the settlement, however there is an increased risk to funding and therefore a risk to the capability of the force to provide a service with this budget. This will be confirmed in December once the settlement is agreed.</p> <p>IM JSM asked for a summary of workforce challenges as it is not clear from the summary. CFO PW advised the settlement will be confirmed in December.</p> <p>The Chair advised the demand assessments are ongoing, there is an increase of mental health issues, there is a potential for extra risk to be put on the police from other authority areas.</p> <p>CFO PW advised the PCC is keen on gaining support from volunteers, however there is no clarity on what this means, the force already utilises volunteers, there is a question as to whether these people are placed in the right department.</p> <p>IM WB asked how the Futures Planning scenarios were completed, did these scenarios have internal and external engagement? CFO PW advised the force reviewed scenarios over the last 10 years and have engaged with partners to understand each scenario, the force also accounted for the rate of change. IM WB used the example of driverless cars and the impact this will have on driver training, CFO PW advised societal changes have been considered. CFO PW advised the SRR includes data from partners and their view on society which has been introduced into each scenario.</p> <p>CFO PW advised the force are reviewing the use of volunteers in Community Policing to bolster their visibility, the force is also reviewing volunteers to assist with specialist police staff roles such as cyber-crime.</p> | |
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| | The Chair accepted the report and noted it with the caveats commented above. | |
| | Part Two – Restricted | |
| 21/JAC/40 | HMICFRS Update | CFO PW |
| 21/JAC/41 | Strategic Risk Register of Bedfordshire Police | DCC |
| 21/JAC/42 | <p>AOB Development Day – 26th November 2021 (1000-1600 – TBC)</p> <p>CFO PW listed the following topics for the development day.</p> <ul style="list-style-type: none"> • An update on the PCC Plan - 30-45 minutes • CFO PW to provide an update on procurement and the 7 Force role and effectiveness regarding value for money. • Culture Plan update • Debrief on the Cyber event run by the Force in October 2021 • Futures Planning <p>The Chair added;</p> <ul style="list-style-type: none"> • A 1-1 with the PCC and the Chief Constable • A conversation on JAC effectiveness <p>IM JSM advised the following should be added;</p> <ul style="list-style-type: none"> • Update on large projects such as Athena • Force collaboration and how it is implemented. • Workforce planning <p>CFO PW will formulate the development day agenda with TM and CEO.</p> <p>Collaboration we can celebrate successes and challenges.</p> <p>Agreed IM Vacancy The Chair advised there is a vacancy for an independent member as discussed previously in the meeting.</p> <p>Effectiveness of the meeting The Chair asked for comments of the effectiveness of this meeting?</p> <p>IM WB advised the responses provided by the Auditors, CFO PW and CEO were assuring. IM GR agreed. IM JSM advised she had an interest in some areas of discussion that were beyond the ToRs of this meeting, is there a need to review the ToRs to include these discussions particularly on culture and wellbeing.</p> <p>The Chair thanked TM for the timeliness of the meeting papers, there is an effective and efficient admin process in place.</p> <p>RSM SG advised there was good challenge on strategic risks that impact the force.</p> | |

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| | <p>CEO advised that a sub meeting could be useful to address the areas that are not covered by this meetings ToRs, CEO advised the OPCC are open to this meeting if it will be useful.</p> <p>CEO advised a further away day is to be arranged for December 2021/ January 2022, this will be agreed by CEO and CFO PW in line with IM commitments.</p> <p>ACTION: CEO and CFO PW to prepare a date for an away day for the joint Audit Committee members, in December 2021 or January 2022.</p> | |
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