

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

**Minutes are restricted**

**Meeting of 23 September 2022**

**Held between 13:00 – 15:00**

**Minutes - draft**

**Present:**

Jagtar Singh – Chair (JS)	Chair, Independent Committee Member
Wayne Brads (IM WB)	Independent Committee Member
Judit Seymour (IM JSM)	Independent Committee Member
Gita Raja (IM GR)	Independent Committee Member
Laura Bell (IM LB)	Independent Committee Member
Rachel Brittain (BDO RB)	BDO External Auditors
Suzanne Rowlett (RSM SR)	RSM Internal Auditors
Phil Wells (CFO PW)	Chief Finance Officer – Bedfordshire Police
Dan Vajzovic (ACC DV)	Assistant Chief Constable – Bedfordshire Police
Matt Thompson (CHSUPT MT)	Chief Superintendent – Bedfordshire Police
Festus Akinbusoye (PCC FA)	Police and Crime Commissioner
Anna Villette (CEO AV)	Interim Chief Executive Officer - OPCC
Gavin Chambers (CFO GC)	Chief Finance Officer - OPCC
Katie Beaumont (HGT KB)	Head of Governance and Transparency - OPCC
Bethany Coles (CO BC)	Compliance Officer – OPCC (Minute Taker)

	<b>Part One – Not Restricted</b>	
<b>22/JAC/30</b>	<p><b>Introduction</b></p> <p>All introduced themselves to the meeting. The PCC thanked and passed his gratuity to JAC members. FA updated all on crime prevention and stated that the Force have resourced the community policing team who support response officers, special operations etc. This focus on visible active community policing and the investment</p>	<b>PCC/Members</b>

that has been almost ring fenced for the team is something FA is very proud of. We are also completing a prevention piece that is not directly related to uniformed officers. FA updated that this is a programme that supports schools with local authorities on dealing with young people who are persistently absent from schools. This has caught the attention of the Home Office, Ministry of Justice, and the Department for Education.

FA updated that he is very focused on ensuring value for money and this involves spending time with frontline police officers to see how the investment we are making is landing, where issues are arising, where we are more efficient, and this can be fed back to the Force. The Force have always been very willing to engage and listen, as well as explain in further detail.

FA highlighted the continued efforts to deal with the funding formula.

IM JS thanked FA for his summary and asked about the background as to how the Chief Constable is being held to account with EDI targets and the culture change project. FA stated that he holds the Chief Constable to account in the Delivery and Beating Crime Board which is where he holds the Chief Constable to account on delivering the Police and Crime Plan.

FA updated that there is a culture piece on the agenda in every meeting. FA has been challenging the Chief Constable to demonstrate how the culture piece is landing and what the outcomes are. This needs to be reflected through experience of staff within the Force. FA is satisfied that this is an ongoing piece of work and that it is quite new, but the level and type of activity he is seeing is impressive.

IM GR asked about value for money on frontline. Would it be possible to have feedback to JAC on this matter? The JAC Terms of Reference refer to value of money with the Force. FA stated that the way technology is being used has improved. Technology is now a lot more effective. There is also an incoming technology piece landing shortly within the Force Control Room which will make communication with the public a lot more efficient.

The level of collaboration from ERSOU with other law enforcement agencies means that funds are now going further, and impact is much more useful and meaningful. FA stated this gives him more confidence on the value for money.

Chair JS thanked the PCC for his time and stated it is valuable to all.

**Action:** Chair JS would like a meeting to be organised once a year with himself, the PCC, and CEO AV.

Chair JS discussed Cybercrime and stated regarding the funding formula that JAC members are happy to support with writing a letter to the Policing Minister. Chair JS stated retention rates are still not where they need to be.

	<p>In regards to cybercrime, one of FA's first decisions as new PCC was for there to be another cyber triage van. Bedfordshire Police are the only Force in the country to now have four cyber triage vans.</p> <p>Chair JS advised that he has been invited onto the Stakeholder Panel for the recruitment of the new Chief Constable. One of his focuses will be on innovation and on equality and diversity achievement.</p> <p><b>Chief Superintendent Matt Thompson – Firearms Licensing Audit</b></p> <p>MT presented the results of the BCH Firearms Explosive Licencing Audit to all. The audit was completed using sample data from December 1<sup>st</sup> 2021 and 26<sup>th</sup> February 2022. Auditors looked at processes, case studies and examples of how the department work. Several meetings were held with deep dive into examples and providing of further data and testing. All work that has been completed post audit has been recorded on the Action Management System.</p>	
<b>22/JAC/31</b>	<p><b>Apologies</b></p> <p>Shalini Gandhi (RSM)</p>	
<b>22/JAC/32</b>	<p><b>Minutes of the meeting held on 01.07.2022 (Restricted in part).</b></p> <p>The minutes of the previous meeting were approved with no amendments. KB thanked BC for the standard of the minutes.</p>	<b>Chair</b>
<b>22/JAC/33</b>	<p><b>Actions Log</b></p> <p>Action Log updated.</p> <p><b>22/JAC/17</b> - PW updated on triangulating demand data. There are 2 independent tools – CREST and the Forces own analysis. This action is complete.</p> <p><b>22/JAC/20</b> – Complete.</p> <p><b>22/JAC/23</b> – Complete.</p> <p><b>22/JAC/27</b> – This action will be added to December's agenda.</p> <p><b>22/JAC/28</b> – This action will be added to December's agenda. Metrics can be circulated before the meeting.</p> <p>IM JS asked why there is a delay on culture change metrics? PW stated that an intern is currently completing this work and were pulled into several other pieces of work. It is being finalised prior to the next Force Executive Board in October.</p> <p><b>22/JAC/29</b> – Complete.</p>	<b>Chair</b>

22/JAC/34	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	Chair
22/JAC/35	<p><b>Declarations of Interest (verbal)</b></p> <p>All declaration of interests has been recorded.</p>	Chair
<b>Part One – Not Restricted</b>		
22/JAC/36	<p><b>Terms of Reference</b></p> <p>PW stated that CIPFA are completing a guidance document for Police Audit Committees. This will influence the Terms of Reference (TOR) which may lead to the TOR coming back to Development Day or a future meeting. The Chair agreed that this will come back after the document has been released. Independent members discussed the following points:</p> <ul style="list-style-type: none"> <li>• Committee Assurance Report being completed annually.</li> <li>• 'The Committee will' on page 2 – once this work has been completed, could we use SurveyMonkey.</li> </ul> <p><b>Action:</b> PW will look into the process of creating a SurveyMonkey for the Committee Assurance Report and how this will work for the committee.</p> <p>IM JS stated it was difficult to write the Annual Report without an effectiveness survey. IM JS stated she also had some further comments around the use of the word 'Chairman' and whether it could be updated with the word 'Chair' due to it being an outdated term.</p> <p><b>Action:</b> TOR to be updated to reflect IM JS comments amending the wording of 'Chairman' to 'Chair' due to it being an outdated term.</p> <p>In relation to the whistleblowing responsibilities. IM JS stated she has never seen anything in regards to whistleblowing within the committee. PW stated last time this was raised in JAC was just before JS started with JAC. Within the internal audit programme, CEO AV has requested for an additional audit to be completed on whistleblowing.</p> <p>IM WB raised methods of working and governance principles in relation to the TOR. Chair JS stated this will all be included within the Development Day and that all points will be picked up with the new guidance document.</p>	Chair
22/JAC/30	<p><b>PCC Update</b></p> <p>PCC update is included within the introduction 22/JAC/30.</p>	PCC FA
22/JAC/37	<p><b>External Audit</b></p> <p><b>a) Audit Update – Progress</b></p>	BDO

	Discussions took place regarding external audit progress.	
22/JAC/38	<p><b>Internal Audit</b></p> <p><b>a) Internal Audit Progress Report</b></p> <p>RSM SR went through the progress report. Discussions took place and the Chair thanked RSM for the report and update.</p>	RSM
22/JAC/39	<p><b>Force Overview</b></p> <p>The performance priority themes were shared with all by PW. PW stated in terms of the medium term financial plan, we are sensing that we are going to go through some form of mini austerity. A report will come to the next JAC.</p> <p>Chair JS asked what the balance is between precept and police grants? PW confirmed 60% grant 40% precept. Still in the lower quartile of the split.</p> <p>IM JS stated that when she looked at dashboard for this quarter, one thing that jumped out without the background colour is that solved crime rate data looks very negative and on a downward trajectory for quite a while. How can we be assured that the projects spoken about are going to have an impact on those solved rates and when will it happen? PW stated that we are unable to give a specific date however the focus on serious youth violence linking into robbery and drugs is a key driver from the Government. There is a requirement for us to link into the 10 year drug strategy which is being done. We are also looking at how the region assist in terms of ERSOU.</p> <p>At the moment the piece of work that we are doing is making sure that the resources we have available to us are being used in the most effective way i.e changing back to a patrol type function instead of response investigation team. That will allow the specialist response investigation teams to focus on investigation and that solved crime element. Whereby front line officers are focused more on the increase of crime recording. PW stated we will most likely see a blip for a month in October in terms of performance and will expect this to turn around within the New Year and arrows will be expected to stabilise.</p> <p><b>Action:</b> IM JS asked whether it would be possible for every half year or annually to see the trend data for resources being used in the most effective way i.e., changing back to a patrol type function instead of response investigation team?</p> <p><b>Action:</b> Papers to be shared with JAC members which are going to the Police and Crime Panel in October.</p> <p>Chair JS doesn't think that many people in the community know exactly what to do when they get an email requesting their data,</p>	CFO PW

	<p>when they get a phone call etc and these people are still uncertain on what actions to take.</p> <p><b>Action:</b> CEO AV will take Chair JS's point away of whether the OPCC's Commissioning work could consider how we work with the community and volunteers on cybercrime due to a lot of the community not knowing what to do or what actions to take when receiving a fraudulent call/email or contact.</p>	
<b>Part Two – Restricted</b>		
<b>22/JAC/40</b>	<p><b>HMICFRS Update</b></p> <p>PW will bring the spreadsheet/tracker to Development Day on HMICFRS.</p>	<b>CFO PW</b>
<b>22/JAC/41</b>	<p><b>a) Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire</b></p> <p>Discussions took place regarding the OPCC Strategic Risk Register.</p>	<b>OPCC</b>
<b>22/JAC/42</b>	<p><b>Strategic Risk Register of Bedfordshire Police</b></p> <p>PW updated around the Strategic Risk Register for Bedfordshire Police and that at the Force Executive Board on Tuesday, we as a Force agreed that SR18 around Covid-19 demand and changes making it unable to deliver effective services can be closed as we do not believe it is a strategic risk at this moment in time.</p> <p>SRR 2.5 shows a reduction in the SR20 risk which was related to disclosure legislation. This has been dealt with through a file quality team and it is likely that by the end of the year we will have an automated process of information that automatically redacts information.</p> <p>PW updated that there are notable changes in terms of some of the risks.</p> <p>SR4 – PCC has asked the Force to report back on our Race Action Plan at the next Delivery and Beating Crime Board. To provide assurance, we had the Deputy Chief Constable National Race Action Lead who visited the Force last month, his response was very positive, and it is suggested we be an ice breaker Force for the Race Action Plan, to show other Forces nationally on how to deliver the plan. Following that, we have set out Governance which covers all of the 4 pillars.</p> <p>Health and Safety – we have increased the number of people and are confident with this, although still a strategic risk.</p> <p>SR17 – Officer Recruitment and Attrition. The PCC asks the Force about this at every Delivery and Beating Crime Board. The Force provided an update on the Student Hub yesterday and we are completing some work to develop this.</p>	<b>CFO PW</b>

	<p>PW updated that the Chief Constable does not leave until January 2023 however the Deputy Chief Constable is stepping up. There is a risk that this could take a downward turn on workforce morale, continuity etc.</p> <p>IM JS asked about succession planning and that she is not sure where this has been captured in the risk register. In regards to SR17 – would it be possible to have a HR update or to be addressed in the Development Day? IM JS focus is more on SR17 to find out what the retention rates are and what we are doing to circumvent the issue. This can be delivered at the Development Day.</p>	
<p><b>22/JAC/43</b></p>	<p><b>AOB</b></p> <p>Chair JS asked all what went well today, key points of value and for any Development Day issues. Chair JS stated that the premeeting helped focus, the attendance from the PCC and the time that he spent was reassuring, also the fact that we have a flexible agenda for operational needs of officers.</p> <p>CEO AV stated that a key point of value from the meeting is that it is not just a tick box exercise. There is challenge from JAC members and officers are held to account. The experience that colleagues bring means we have a really robust system in place which gives AV confidence.</p> <p>IM GR stated that we have been able to challenge certain aspects of the agenda and have been able to clarify issues and concerns. If we have not got the reassurance, we can request more information.</p> <p>IM JS stated that everyone was so flexible that she was dropping off and coming back into the meeting. The maturity of the meeting is great in ways that we are able to bring up things and not be put in a box and that PW will always get back to members with an answer.</p> <p><b>Next meeting:</b></p> <p><b>23.12.2022 – 13:00 – 15:00hrs</b></p>	