

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

Minutes are restricted

Meeting of 23 December 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
Phil Wells (CFO PW)	Chief Finance Officer – Bedfordshire Police
Dan Vajzovic (ACC DV)	Assistant Chief Constable – Bedfordshire Police
Mark Jones (RSM MJ)	RSM Internal Auditor
Wayne Humberstone (DOP WH)	Director of OPCC Operations
Katie Beaumont (HGT KB)	Head of Governance and Transparency - OPCC
Anesu Magundani (CO AM)	Compliance Officer – OPCC (Minute Taker)

Part One – Not Restricted		
22/JAC/30	Introduction JS opened the meeting by asking committee members to introduce themselves.	PCC/Members
22/JAC/31	Apologies BDO x2 Ann Villette (CEO AV)	
22/JAC/32	Minutes of the meeting held on 01.07.2022 (Restricted in part). The minutes of the previous meeting were approved with no amendments.	Chair

22/JAC/33	<p>Actions Log</p> <p>Action Log updated.</p> <ul style="list-style-type: none"> • JS to meet with the CEO – Completed. • Terms of reference to be updated, the revised one will be circulated in the new year – Completed. • Survey monkey is still open so it can be finalised at the appropriate time. • The overview of the annual trend is still open so it can be finalised in the JAC committee meeting in May 2023. • KB will verify whether she forwarded the Police and Crime Panel papers, if not, this needs to be closed as it will be out of date. • Cyber piece - no update as AV could not attend the meeting. This is to be left open until AV can confirm status. 	Chair
22/JAC/34	<p>Matters Arising</p> <p>There were no matters arising.</p>	Chair
22/JAC/35	<p>Declarations of Interest (verbal)</p> <p>All declaration of interests has been recorded.</p>	Chair
Part One – Not Restricted		
22/JAC/36	<p>Terms of Reference</p> <p>Moved to March 2023 Meeting</p>	Chair
22/JAC/30	<p>PCC Update</p> <p>PCC welcomed JAC members and gave an overview on recent activity.</p>	PCC FA
22/JAC/37	<p>External Audit</p> <p>a) Audit Update – Progress BDO not present due to Annual leave and sickness.</p> <p>PW gave the committee an update for the 2021 audit. This has not yet been finalised however on 21.12.2022 BDO sent the questions which they require answers to.</p> <p>LB asked for a timetable from BDO e.g., when they are conducting their work and who is conducting it. LB proceeded to say that there is no actual time frame to show that BDO</p>	BDO

	<p>have this work in hand, and it has been 6 months without any progress reported.</p> <p>LB asked for the above to be noted for a note and action.</p> <p>Actions:</p> <ul style="list-style-type: none"> • BDO to provide a clear project plan to the committee and report back to them on a regular basis. • BDO to provide a timetable for the work that needs to be completed. 	
22/JAC/38	<p>Internal Audit</p> <p>a) Internal Audit Progress Report</p> <p>RSM MJ went through the progress report. Discussions took place and the Chair thanked RSM for the report and update.</p> <p>MJ outlined that from the beds plan, two audits have been finalised. The audits planned for Q3 are underway and all the work for the Bedford plan is to be completed by February 2023.</p> <p>MJ proceeded to inform the committee that for the BCH plan, two reports have been issued since the last meeting. Also, regarding the progress plan, there are many changes to the plan and proposed deferment on the audit of emergency services.</p> <p>JSM asked MJ about the two Cambridgeshire reports. JSM was concerned that the committee does not understand what is going on with these audits, and therefore asked that updates to future committees included these updates.</p> <p>JSM questioned the number of deferred audits which are higher than normal, how this will affect the annual audit plan, and why these specific audits were chosen.</p> <p>MJ said concerning the changes to the plan, this is a national project which has been pushed back and therefore not the best time to undertake an audit but will be kept under review.</p> <p>The BCH governance was in relation to the reviews therefore it has been pushed back into 2023/24 as there has been an agreement that those processes will be done from January and each section 22 will be reviewed.</p> <p>ICT audits are still to be done but due to a change in ICT director the scopes of these audits are being re-looked at.</p> <p>Regarding the budget management, there has been an effective use of resources and managing the budget. Positive comments have been received.</p>	RSM

	<p>The overall report was positive and the actions were of a low level.</p> <p>It was outlined that the governance audit for the OPCC and the force in Bedfordshire had 1 low priority action and a lot of positive statements around the process.</p> <p>It was reported that the collaborative audit for ERSOU relating to budgeting and financial controls was a positive audit and given two low priority actions.</p> <p>JS asked why the performance board does not complete minutes. JS proceeded to say Health and safety is a key area therefore it is important that they provide minutes.</p> <p>PW explained that the meetings are ranked gold, silver, and bronze. The gold ranking is the highest rank, and this is used for those meetings which all the information requires minuting and recording. The silver rank is usually used for the Business Change Continuity Board e.g., decisions, risks, and issues as they capture the key issues, therefore, formal minutes are not taken.</p> <p>JS outlined that a raid log mimics the minutes e.g., audio. JS proceeded to ask if a footnote can be used to clarify why minutes are not provided. MJ said this will be revised to clarify.</p> <p>MJ informed the committee that the BCH audit is a follow up of a follow up. The 2021 follow up was done to check 3 high actions and 4 medium actions. Moreover, each force had a high priority action.</p> <p>Actions:</p> <ul style="list-style-type: none"> • PW to come back to the committee with an action plan and a proposal of how to go forward. • PW to feedback the emergency services league table briefings. <p>JSM asked if there will there be spare capacity in the plan because of the defers. MJ confirmed this.</p>	
22/JAC/39	<p>Force Overview</p> <p>DV explained that we are struggling with the retention of officers and staff. We are also looking at reasons why our staff is leaving.</p> <p>JS asked if the committee could see which cohort is leaving and if there a disproportion in those leaving.</p> <p>DV explained that there is a lot of data available that can support whether progression and disciplinary are proportionate.</p>	CFO PW

	<p>DV outlined that Bedfordshire has done a lot of work to recruit a diverse and inclusive workforce, however the force has a disproportionate number of young officers.</p> <p>DV explained that the reason officers are leaving is predominantly career progression. There are culture issues which we are considering but this is not main reason.</p> <p>DV gave a real-life example of two officers of different ethnic backgrounds who left the force due to reasons not related to race, but career progression.</p> <p>Action: DV to come back with data showing why officers are leaving.</p> <p>Action: One page report to detail this</p> <p>WB asked when the committee will we have the analysis and when it will be completed, and when the actions be reviewed to understand why people are leaving. Dan answered this to explain that he does not think it can ever be completed.</p> <p>DV explained that at the end of financial year 2022/23 we would've met the PUP lift target.</p> <p>DV went onto cover other organisational pressures. The high levels of stress related absence (psychological absence) are an area of concern. DV stated that the workforce shouldn't be suffering from stress especially work-related stress. We are losing 500-800 working days per month due to this area of sickness. We are delivering but we are not 100% in the way we are delivering.</p> <p>The number of officer assaults is going up therefore more control measures need to be implemented.</p> <p>JSM said that theme 4 (workforce issues) has been discussed many times. Apart from general statistics on the Bedfordshire Police website, the committee has never seen the statistics to a good detail. JSM asked DV if HR able to track and report on this? Dan answered yes, we have some of this data. One issue discussed this month is a campaign to improve data quality. In some HR records people have the option to say 'prefer not to say' which skews our records. Bedfordshire has relatively poor records on those declaring disability.</p> <p>Action: DV said he will discuss with PW to determine the right way to provide an update regarding equality. Dan suggested in the 2nd ¼ we will get to the end of the financial year and report back.</p>	
	Part Two – Restricted	
22/JAC/40	HMICFRS Update Discussions took place surrounding HMICFRS	CFO PW

22/JAC/41	<p>a) Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire</p> <p>Discussions took place surrounding the OPCC SRR.</p>	OPCC
22/JAC/42	<p>Strategic Risk Register of Bedfordshire Police</p> <p>Discussions took place surrounding the Force SRR.</p>	CFO PW
22/JAC/43	<p>AOB</p> <p>Next meeting:</p> <p>24.03.2022 – 13:00 – 15:00hrs</p>	