

**MINUTES OF THE MEETING OF THE NOTTINGHAMSHIRE POLICE AND
CRIME COMMISSIONER JOINT AUDIT AND SCRUTINY PANEL HELD ON
THURSDAY 29TH JULY 2021 COMMENCING AT 2.00 PM VIA MS TEAMS**

MEMBERSHIP

(A – denotes absent)

Mr Stephen Charnock (Chair)

Mr Leslie Ayoola **A**

Dr Phil Hodgson **A**

Mr Peter McKay

Alan Franks

ALSO PRESENT

| | |
|-----------------|---|
| Rachel Barber | Deputy Chief Constable, Nottinghamshire Police |
| Helen Henshaw | EY |
| Gary Hooks | Nottinghamshire Police |
| Mark Lunn | Mazars |
| Gary Morris | EY |
| Mark Kimberley | Head of Finance, Nottinghamshire Police |
| Noel McMenamin | Democratic Services, Nottinghamshire County Council |
| Charlie Radford | Chief Finance Officer, NOPCC |

1) APOLOGIES FOR ABSENCE

Dr Phil Hodgson, Leslie Ayoola, Commissioner Henry, Chief Constable Guildford.

2) DECLARATIONS OF INTEREST BY PANEL MEMBERS AND ATTENDEES

None.

3) MINUTES OF THE MEETING HELD ON 25 MAY 2021

The minutes of the last meeting held on 25 May 2021, having been circulated to all members, were taken as read and were confirmed and signed by the Chair.

4) PROGRESS AGAINST ACTION TRACKER

The following progress was reported:

Action 039: Victims Code of Practice Update – considered at this meeting, then completed and closed.

Action 043: Request for Programme Board Schematic – Circulated with July 2021 agenda pack - completed and closed.

Action 047: Review of MFSS – Presentation of Lessons Learnt at November 2021 meeting. Panel to provide questions/comments to inform review.

Action 048: Comments on draft Annual Governance Statements for 2020-21: no comments received from Panel members. Change in categorisation of 'Wellbeing' from Limited to Satisfactory noted. Completed and closed.

Action 049: Panel member visit to custody suite and joint HQ – noted that custody suite would be available from end of 2021 and joint HQ from end March 2022.

5) VICTIM CODE AUDIT UPDATE

The Panel considered a report and received a presentation from DCS Gary Hooks, published with the agenda, updating it on the results and response to the audit on Victim Code compliance undertaken in September 2020 by Mazars LLP.

Three significant recommendations - limited crime range and sample size of satisfaction surveys, non-completion of Ncalt training module and non-provision of Victim Information Packs – had been identified, and the report and presentation detailed the responses and mitigations put in place to address these, as well as three housekeeping recommendations, detailed in the report and presentation.

The Panel acknowledged and welcomed the significant work that had gone into addressing the issues raised in the September 2020 audit. Arising from discussion, a request was made to examine traffic on the Force website to determine whether it was being used as a source of information by victims of as-yet unreported crimes.

RESOLVED 2021/033

That the report and presentation be noted.

6) FINAL ACCOUNTS – VERBAL UPDATES ON ACCOUNTS FOR EACH OF 2019-2020, 2020-2021 AND 2021-2022

The Panel received verbal updates and perspectives on progress and next steps in respect of Final Accounts for each of 2019-2020, 2020-2021 and 2021-2022 from Helen Henshaw and Gary Morris, EY, and from Charlie Radford and Mark Kimberley. The key points arising were that:

- All parties were working much more closely and regularly together, processes had improved and permanent additional resource was now in place;

- All parties were committed to having the Final Accounts for 2019-2020 ready for the Panel's consideration at an additional meeting scheduled for the end of September 2021, but this still represented a very significant challenge, and a definitive assurance requested by a Panel member that this schedule would definitely be met could not be given at this time;
- work on the accounts for 2020-21 and 2021-22 was proceeding in tandem, but there were limits to the resource available to drive forward the Accounts for all 3 years;
- Charlie Radford highlighted the additional scheduling pressures arising from the replacement of the MFSS system going live in April 2022, and the fact that the current team supporting MFSS was losing staff. She asked that audit focus be kept on those areas that made a material difference to the Final Accounts;
- Helen Henshaw advised that she was taking up a new role and would soon no longer be involved with this work.

RESOLVED 2021/034

To note the verbal updates, noting also the Panel's frustration and concern that it was not yet in a position to consider the Final Accounts for 2019-2020.

7) AUDIT AND INSPECTION UPDATE

The Panel considered the report, providing an update on the progress against the recommendations arising from audits and inspections which had taken place during Quarter 1 of 2021-2022. The report also provided a schedule of upcoming audits and inspections.

The Panel commended the revised formatting of the report, which provided improved presentation and focus on key areas, and recorded its thanks to Amanda Froggatt, Corporate Development Manager.

Arising from discussion, the Panel requested further information on the outcomes/findings of the 24-hour snapshot exercise on policing and mental health highlighted within the report.

RESOLVED 2021/035

To note the report.

8) INTERNAL AUDIT PROGRESS REPORT

The Panel considered the report, providing an update on progress against the Internal Audit Annual Plan for 2021-22 and the findings from audits completed to date.

Mark Lunn of Mazars LLP advised that 4 final reports had been conducted, with one report on risk management still in draft. Mr Lunn also advised that a collaboration audit plan had been drafted and circulated for comment at regional level, and was to be considered by Regional Chief Finance Officers for approval at end July 2021.

Discussion focussed on the Seized Property internal audit which had received a No Assurance rating. DCC Barber, while fully accepting of the rating, expressed disappointment about the quality of information presented to auditors initially, and confirmed that significant work had been undertaken to address the shortcomings identified.

It was confirmed that a further audit was scheduled to be conducted in Quarter 4 of 2021-22, and that the Panel would receive a presentation on Archives and Exhibits at its November 2021 meeting.

RESOLVED 2021/036

To note the progress report.

9) NOTTINGHAMSHIRE POLICE INFORMATION MANAGEMENT – FREEDOM OF INFORMATION AND DATA PROTECTION REQUESTS UPDATE FOR JANUARY TO MAY 2021

The Panel considered the report, which provided data on the legislative compliance for Information Requests under the Freedom of Information (FoI) Act and Data Protection Act legislation for January to May 2021.

During discussion, the Panel welcomed the significant improvement in performance, noting that the Team was at full complement and that staff morale had greatly improved. It was confirmed that the volume of FoI requests would be monitored in case of slippage in performance should demand increase as lockdown measures eased.

It was also noted that a proposed extension to the current Freedom of Information legislation to include Social Housing and Children's Safeguarding Boards could potentially have implications for the service if passed as currently drafted.

RESOLVED 2021/037

To note the report.

10) PERFORMANCE AND INSIGHT UPDATE REPORT TO JUNE 2021

The Panel considered the report for information, the purpose of which was to inform the Police and Crime Commissioner of key performance headlines for Nottinghamshire Police in the 12 months to June 2021.

Several points were raised and noted during discussion:

- the overall crime reduction was the biggest nationally outside the City of London and was commended by the Panel. The very positive outcomes of the Force's work on Integrated Offender Management was also commended;
- It was acknowledged that there was a balance to be struck between seeing an increase in child safeguarding incidents, which was a positive in respect of incidents being reported, against there being a tipping point that were increases to continue it would be a matter of concern;
- It was confirmed that lots of work with partners was ongoing in respect of protecting vulnerable residents from online crime and fraud.

RESOLVED 2021/038

To note the report.

11) POLICE AND CRIME COMMISSIONER'S UPDATE REPORT – 90-DAY PLAN

In Commissioner Henry's absence, the Panel considered and noted the report without substantive comment.

RESOLVED 2021/039

To note the report.

12) OPCC PUBLICATION SCHEME MONITORING, REVIEW AND ASSURANCE

The Panel considered the report, providing information on the OPCC's compliance with the Freedom of Information Act 2000 and the Elected Local Policing Bodies (Specified Information) Order 2011.

During a brief discussion, it was explained that the OPCC had been awarded the CoPaCC Transparency Award in 2021, having missed out on the award in 2020.

RESOLVED 2021/040

To note the report.

13) FORCE PUBLICATION SCHEME MONITORING, REVIEW AND ASSURANCE

The Panel considered the report, which provided an update on the Force position on Publication Scheme requirements in relation to the relevant legislative requirements.

During discussion, it was reported that more information was being made available locally, and that it was intended to move to a Single Online Home in 2022. It was also reported that responses were becoming more proportionate and concise as learning was embedded. Arising from discussion, the Panel

requested a presentation on Digital Public Contact – to include Single Online Home - at its first meeting in 2022.

RESOLVED 2021/041

To note the report

14) WORK PROGRAMME

The Panel noted that the Work Programme would be revised in due course to reflect the priorities in Commissioner Henry's emerging Police and Crime Plan. The Chair also undertook to have further discussions outside the meeting in relation to scheduling business related to the Final Accounts.

RESOLVED 2021/042

To approve the work programme for the remainder of 2021.

15) SUMMARY OF ACTIONS

RESOLVED 2021/043

To agree that the following actions and amendments be added to the Action Tracker:

Arising from Action Tracker – Action 047 – To receive an MFSS 'Lessons Learnt' presentation in November 2021;

Arising from Victim Code Update – information on 'hits' on the Victim Code part of the Force's website to understand whether used as a source of information for unreported victims.

Arising from Audit and Inspection Update – Information on the outcomes/findings of the 24-hour snapshot exercise on policing and mental health.

Arising from Force Publication Scheme – presentation on Digital Public Contact – to include Single Online Home – to first meeting of 2022.

The meeting ended at 3.55pm