

**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER**  
**County Hall, West Bridgford, Nottingham, NG2 7QP**

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**MINUTES**  
**OF THE MEETING OF THE**  
**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER**  
**JOINT AUDIT & SCRUTINY PANEL**  
**HELD ON TUESDAY 24 SEPTEMBER 2013**  
**AT COUNTY HALL, WEST BRIDGFORD**  
**NOTTINGHAM**  
**COMMENCING AT 10.30 AM**

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**MEMBERSHIP**

(A - denotes absent)

Mr Stephen Charnock (Chair)  
Mr Leslie Ayoola  
A Mr John Brooks  
Dr Phil Hodgson  
Mr Peter McKay

**OFFICERS PRESENT**

Sara Allmond	Democratic Services Notts County Council
Adrian Benselin	KPMG (External Audit)
John Cornett	KPMG (External Audit)
Phil Gilbert	Performance & Policy Officer, Notts. Police
Margaret Monckton	ACO Resources, Notts. Police
Charlie Radford	Chief Finance Officer, OPCC
Angela Ward	RSM Tenon (Internal Audit)

**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from John Brooks

**2. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS**

None

### **3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 1<sup>st</sup> July 2013 were agreed as an accurate record and signed by the Chairman, with the amendment to Margaret Moncktons job title to ACO Resources.

### **4. EXTERNAL AUDIT – AUDIT HIGHLIGHT (ISA 260) REPORT**

John Cornett briefed the Panel on the report which summarised the key issues identified during the audit of the financial statements for the year ended 31 March 2013 and the External Auditors assessment of the Police and Crime Commissioner and Chief Constable's arrangements to secure value for money in its use of resources.

During discussions, the following point was raised:-

- It had been a difficult process to get everything together this year due to a lack of guidance and contradictory guidance. The hard work of the finance team to get the work done was commented on and congratulations offered to them for a job well done.

#### **RESOLVED 2013/024**

- 1) That the External Auditors Highlight report be noted and its findings be recommended to the Police and Crime Commissioner
- 2) That the letter of representative be recommended to the Police & Crime Commissioner for signing and sending to the external auditors.

### **5. STATEMENT OF ACCOUNTS AND ANNUAL GOVERNANCE STATEMENTS**

Charlie Radford introduced the report which included the audited statement of accounts and annual governance statements for 2012/13. Changes had been made as a result of the audit.

During discussions, the following points were raised:-

- Collaboration generally had a positive impact on the budget. Within the agency costs £6.1m was regional costs. The agency costs also related to covering vacant posts.
- There had been some slippage on capital programmes and work had been taking place to get the capital programme under control. A large telephony project of approximately £2m had been included in last years budget but would take longer than 1 year to deliver, so should have been phased. The estates strategy had also had some delays so had been re-phased.
- A19 was no longer as great a risk as previously thought due to the ruling in the Bedfordshire case. There was still risk as an Employment Tribunal and Judicial Review could come to different conclusions.

- Over three years there would be an increase of 150 Police Officers in addition to replacing those who left the Force during that period.

#### **RESOLVED 2013/025**

- 1) To recommend the accounts and annual governance statements to the Police & Crime Commissioner for approval
- 2) To recommend the accounts and annual governance statements to the Police & Crime Commissioner and Chief Constable for signing.

#### **6. INTERNAL AUDIT PROGRESS REPORT**

Angela Ward introduced the report which provided an update on progress against the Internal Audit Plan and the findings from audits completed. Angela also advised the Panel of the current situation with RSM Tenon. The service would continue as normal with just a name change.

During discussions, the following points were made:-

- The Culture audit had started a long time ago and things had changed too rapidly for the audit report to accurately reflect. RSM Tenon would carry out a follow up audit and staff surveys and other tools were also regularly used to monitor the situation. A lot of work was going on via the People Programme and an update on this programme would be provided at the next meeting.
- The Panel could request reports if they felt they needed further information to receive adequate assurance on an area of work.
- The new Commercial Unit was taking control of all contracts and any issues like those identified with the MEDACs contract should be picked up very quickly in future.

#### **RESOLVED 2013/026**

That the Panel had received assurance from the audits being undertaken and planned.

#### **7. AUDIT & INSPECTION**

Margaret Monckton introduced the report which provided the Panel with an update on the status of audits and inspections taking place in Force as well as identifying any future audits and inspections expected.

#### **RESOLVED 2013/027**

That the Panel had received assurance that recommendations from past audits, inspections and reviews were being taken forward and implemented.

## **8. EXPLORING BME POLICING EXPERIENCES - UPDATE**

Phil Gilbert introduced the report which provided the Panel with an update on the 'Exploring BME Policing Experiences Project' which published its report in July 2013. The report contained 30 recommendations and the Police and Crime Commissioner accepted all of them. The Steering Group which had been formed to oversee the research would continue to meet and oversee the implementation stage, and would receive a report back from the Police and Crime Commissioner in three months time on progress to date.

A Working Group had been established, chaired by the Commissioner, which would monitoring the implementation of the recommendations.

During discussions the following points were raised:-

- There was concern regarding the methodology regarding comparing existing data
- There would need to be a change of culture within the force as well and work to help retention of BME officers once recruited.
- There was a project with Nottingham Trent University regarding students becoming Specials as part of a module for their course.

### **RESOLVED 2013/028**

To note the update on the project and receive further updates at future meetings on the progress of implementing the recommendations.

## **9. POLICE AND CRIME COMMISSIONER – UPDATE REPORT**

Phil Gilbert introduced the report which provided the Panel with an overview of current performance, key decisions made and the activities of the Commissioner since June 2013.

During discussions, the following points were clarified:-

- In relation to shop thefts any theft reported had to to be recorded and the number of thefts reported had increased significantly. The detection rate was approximately 60%. A Retail Crime Group had been set up and interventions were being put in place.
- The Base Budget Review had been completed and the final report would be available early in 2014.

### **RESOLVED 2013/029**

That the report be noted.

## **10. JOINT STRATEGIC RISK REGISTER REPORT (2013/14 QUARTER 2)**

Margaret Monckton introduced the report which provided the Joint Risk Register for 2013/14 quarter 2.

During discussions, the following point was clarified:-

- The grant figure would be reissued in December. There would be a consultation process, following which a firm settlement for 2014/15 and an indicative figure for 2015/16 would be provided .

### **RESOLVED 2013/030**

That the Panel had received assurance on the risks contained within the Joint Risk Register.

## **11. REGIONAL COLLABORATION UPDATE**

Charlie Radford introduced the report which provided a financial update on the collaborations the Force was involved in regionally. HMIC had been requested to do a report into collaboration by the Police and Crime Commissioners, which would be brought to the Panel once published.

### **RESOLVED 2013/031**

That the report be noted

## **12. FORCE GOVERNANCE STRUCTURE**

Margaret Monckton introduced the report which provided information on the new Force governance structure which had been in place since August 2013.

During discussions, the following point was clarified:-

- A review would be undertaken to make sure the new structure was working effectively.

### **RESOLVED 2013/032**

That the new Force meeting structure and revised terms of reference be noted.

## **13. ASSURANCE MAPPING**

Margaret Monckton introduced the report which presented assurance maps which the Panel could use as a method of determining gaps in scrutiny and assurance.

Panel Members felt the maps would be useful. It would be important to manage the documents closely to ensure they did not get too bulky.

**RESOLVED 2013/033**

That the assurance maps would be a useful to provide the Panel with a tool to indentify any gaps in scrutiny and assurance.

**14. WORK PLAN AND SCHEDULE OF MEETINGS**

The work plan and schedule of meetings was considered by the Panel.

**RESOLVED 2013/034**

That the work plan and schedule of meetings be noted.

The meeting closed at 12.35 pm

CHAIR