

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

MINUTES
OF THE MEETING OF THE
NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER
JOINT AUDIT & SCRUTINY PANEL
HELD ON MONDAY 15 DECEMBER 2014
AT COUNTY HALL, WEST BRIDGFORD
NOTTINGHAM
COMMENCING AT 5.00 PM

MEMBERSHIP

(A - denotes absent)

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

OFFICERS PRESENT

Chris Eyre	Chief Constable, Notts. Police
Margaret Monckton	ACO Resources, Notts. Police
Charlotte Radford	Chief Finance Officer, OPCC
John Cornett	KPMG (External Audit)
Adrian Benselin	KPMG (External Audit)
Patrick Green	Baker Tilly
Sara Allmond	Democratic Services, Notts County Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Paddy Tipping, Chris Cutland, DCC Sue Fish, Angela Ward and Michael Windmill-Jones.

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

None

3. **MINUTES OF THE PREVIOUS MEETING**

The minutes from the meeting held on 23 September 2014 were deferred to the next meeting as there was no one available at the meeting who had been present at the previous meeting to enable the accuracy of the minutes to be agreed.

4. **PROFESSIONAL STANDARDS REPORTING PROCEDURE ('WHISTLEBLOWING')**

Chris Eyre introduced the report which provided an overview of the procedure and outlined how the policy and procedures worked effectively to manage and deal with reported breaches of Professional Standards.

During discussions the following points were raised:

- Whistleblowing was a completely anonymous procedure and there was support in place to provide support if required. It was important that staff felt able to report any concerns.
- Evidence had been provided to HMIC which demonstrated unprofessional behaviour was challenged appropriately within the Force.
- Staff were reminded on a regular basis about their responsibilities and obligations in relation to integrity in line with PROUD values and the Code of Ethics.
- 40 referrals had been made to the Counter Corruption Unit during the period April – September 2014. Not all of these resulted in investigations as the referrals were reviewed alongside other intelligence.

RESOLVED 2014/34

That the Panel had received assurance regarding the processes of the Professional Standards reporting procedure (Whistleblowing).

5. **ANTI- FRAUD & CORRUPTION POLICY – REVIEW OF COMPLIANCE (APRIL – NOV)**

Margaret Monckton introduced the report which informed the Panel of the level of compliance against the East Midlands Strategic Commercial Unit (EMSCU) Fraud and Corruption Policy for the period April – November 2014.

During discussion the following points were raised:

- Procurement is a heavily controlled process with clear targets to drive out efficiency.
- Procurement is susceptible to fraud and everyone involved in the process is vetted including their finances.
- The Panel felt it would be a useful area to be included on the internal audit plan for next year to enable any areas of concern to be tested. An internal audit had taken place two years ago and another review subsequently.

RESOLVED 2014/35

That it be noted that:

- 1) That EMSCU's Commercial Director had received no reports of any fraudulent activity following any audit of procurement activity undertaken by the Force.
- 2) That EMSCU's Head of Procurement Services (to which the Policy directs any individual wishing to report any suspicion of fraudulent activity) had advised that there had been no reports of any fraudulent activity in relation to procurement activity undertaken within Nottinghamshire Police.
- 3) That EMSCU's Head of Supplier Services had written to Suppliers to re-iterate the Force position in relation to Gifts, Gratuities and Hospitality. The relevant Force procedure stated that Police Officers and Staff should not accept the offer of any gift, gratuity, favour or hospitality as to do so might compromise their impartiality or give rise to a perception of such compromise.
- 4) That EMSCU's Commercial Awareness training programme which was launched in December last year was being delivered on an on-going basis, included content on the prevention of fraud and corruption in the procurement process.

6. IPCC INVESTIGATIONS

Chris Eyre introduced the report which informed the Panel in respect of complaint and conduct matters referred by Nottinghamshire Police to the IPCC during the period 1 April – 30 September 2014 and of the relevant recommendation and actions.

During discussion the following points were raised:

- 44 referrals were made to the IPCC. 40 were referred back to the Force Professional Standards Department (PSD) for local investigation,

two were determined suitable for Independent investigation and two were determined suitable for supervised investigations.

- The Force had invested in PSD to ensure appropriate resources for the internal investigations to be carried out.
- Referrals are discussed in Standards and Conduct meetings and the Chair was invited to attend a future meeting.

RESOLVED 2014/36

That the Panel had received assurance from the processes in place relating to IPCC investigations.

7. FORCE IMPROVEMENT ACTIVITY

Chris Eyre introduced the report which informed the Panel in respect of Force improvement activity and the implementation of learning from the IPCC 'lessons learned' bulletins during the period April – September 2014

During discussions the following point was raised:

- The Force monitored the implementation of learning to ensure that it became embedded.

RESOLVED 2014/37

That the Panel had received assurance that the lessons learned were being implemented.

8. EXTERNAL AUDIT ANNUAL AUDIT LETTER

John Cornett introduced the External Audit annual audit letter which was the final stage in the Statement of Accounts 2013-14 process.

During discussions the following points were raised:

- There had been few changes since the Governance Report presented to the September meeting. As anticipated, External Audit had given an unqualified opinion and value for money opinion
- The A19 appeal would feature in the 2014-15 audit as well as would the current financial pressures.

RESOLVED 2014/38

To recommend the letter to the Police and Crime Commissioner and Chief Constable for approval.

9. MANAGING INFORMATION REPORTS

Margaret Monckton introduced the report which focused on the efficiency activities currently being undertaken by the East Midlands Strategic Commercial Unit (EMSCU). Credit was given to the Procurement Team for the work delivered through rigorous management of the contracts and ensuring compliance.

RESOLVED 2014/39

To note the report.

10. INTERNAL AUDIT PROGRESS REPORT

Patrick Green introduced the report which provided an update on progress against the Internal Audit Annual Plan and the findings from audits completed to date.

During discussions the following points were raised:

- The Business Continuity plan was tested as the Force regularly had power outages.
- The roll out of Windows 7 would be complete by the end of March 2015. The Force were investigating cloud based storage options and were working with other Force to establish a consistent approach should this method be used.

RESOLVED 2014/040

That the Panel had received assurance from the work undertaken through the internal audit plan.

11. AUDIT AND INSPECTION

Chris Eyre introduced the report which provided an update on the status of audit and inspections taking place or due to take place in the Force.

Future reports would include further information on the priority levels on each action to enable the Panel to assess more accurately how the Force were managing the actions.

RESOLVED 2014/041

That the report be noted.

12. PANEL WORK PLAN AND MEETING SCHEDULE

The work programme was agreed.

The Panel thanked Margaret Monckton, John Cornett and Adrian Benselin for all their input and wished them well for the future.

The meeting closed at 6.37pm

CHAIR