

**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 23 SEPTEMBER 2014**  
**AT COUNTY HALL, WEST BRIDGFORD**  
**NOTTINGHAM**  
**COMMENCING AT 2.00 PM**

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**MEMBERSHIP**

(A - denotes absent)

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

**OFFICERS PRESENT**

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

**1. CHAIR**

In the absence of Stephen Charnock, the panel agreed that John Brooks take the chair for this meeting.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Stephen Charnock, Leslie Ayoola,

Peter McKay and Paddy Tipping.

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

None

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 17 June 2014, having been circulated to all Members, were taken as read and were confirmed, subject to the following amendment, and were signed by the Chair:

- Paddy Tipping was removed from the list of Officers present as apologies for absence had been received.

**5. MATTERS ARISING -**

Item 15 - Charlie Radford confirmed that the issues regarding performance data had been resolved.

**6. AGENDA ORDER**

The Panel agreed to discuss Agenda item 5 prior to Agenda item 4.

**7. EXTERNAL AUDIT OF THE ACCOUNTS 2013-14 (ISA 260)**

John Cornett introduced the report and summarised the key findings of the external auditors during the audit of accounts for 2013-14. He confirmed that he intended to issue an unqualified opinion in relation to the accounts, governance arrangements and value for money. This was a good achievement as a number of changes to the reporting format had been made.

During discussion the following points were raised:

- The Auditors had worked closely with management to reflect the new CIPFA accounting guidance. The hard work of the finance team was commented on and congratulations were offered for a job well done.
- The Finance team would work with KPMG to address the key issues and implement recommendations.

**RESOLVED 2014/28**

- 1) That the report of the External Auditor be noted and its findings be recommended to the Police and Crime Commissioner.

- 2) That the letter of representation be recommended to the Police and Crime Commissioner for signing and sending to the external auditors.

8. **STATEMENT OF ACCOUNTS AND ANNUAL GOVERNANCE STATEMENTS FOR 2013-14**

Charlie Radford introduced the report which included the audited statement of accounts and annual governance statements for 2013-14. The accounts were the final accounts which included changes identified by the auditors and which fairly represented the financial position of the group and its individual entities.

During discussion the following points were raised:

- A vacancy control process was in place to mitigate any impact on performance through budget reductions. The Force had signed up to paying the Living Wage and was encouraging contractors to do the same. Black and Minority Ethnic (BME) recruitment strategy was still a focus for the Force and was moving slowly in the right direction.
- The titles on each statement would be checked.
- Other local authority debtors had increased significantly and it was agreed to look into the reasons why.
- The Chief Constable would bring a report on the Proceeds of Crime Act and Police Property Act to a future meeting.
- Forces were being consulted on a proposal to bring forward the deadline for year-end accounts to May with audit opinions by July. The changes would be incremental to 2017-18. The new format used this year would help with meeting the new deadlines.
- The Business Continuity Plan should be checked to ensure it reflected that it was a joint document and the date that it was presented to Panel.

**RESOLVED 2014/29**

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

9. **STRATEGIC RISK REGISTER REPORT (2014/15 QUARTER 1)**

Margaret Moncton introduced the report which provided an update on the strategic risk across Nottinghamshire Police and the Nottinghamshire Office of the Police & Crime Commissioner (NOPCC).

During discussion the following points were raised:

- Standards had not changed but inspection against the standards had changed. More offences were now recorded than previously would have been. New standards would give like for like comparisons across all Forces. Data was still in line with NOPCC targets.
- Updates to the risk register were on a quarterly basis and sometimes this did not align with agenda dates so it was agreed to share information with Panel Members at point of completion via email and to add to agenda for the next meeting.
- The contract with Microsoft for Microsoft XP had been extended until April 2015 whilst the roll out of new technology continued to be implemented.
- PCC001 and PCC002 would be reworded to explain the low probability ratings.

#### **RESOLVED 2014/30**

- 1) That the current level of strategic risk be noted.
- 2) That the Panel had received assurance as to the effectiveness of corporate risk management within Nottinghamshire Police and the Nottinghamshire Office of the Police and Crime Commissioner.

#### **10. EAST MIDLANDS POLICE COLLABORATION UPDATE**

Margaret Moncton introduced the report which gave a high level overview of collaboration in the East Midlands.

During discussion the following points were raised:

- The regional OSD senior management team was in place and an outline business case for phase three implementation would be presented to the Programme Board at the end of September. The East Midlands region had been successful in a number of bids submitted for 2014-15 and preparations were underway for the next round of bids to be allocated for 2015-16.
- Changes to governance & decision making arrangements meant that only those involved in a project were at the meeting. Forces can join in projects at any point. Collaboration was seen as the way forward as funding cuts could be anticipated up to 2019/20.
- A LEAN specialist had been appointed to work with the business support project team as part of the collaboration between Nottinghamshire and Northamptonshire to transform infrastructure and service base.

## **RESOLVED 2014/31**

That the report be noted.

### **11. INTERNAL AUDIT PROGRESS REPORT**

Angela Ward introduced the report to update Panel Members on progress against the Annual Plan and the findings from audits completed to date.

During discussion the following points were raised:

- A review of Microsoft licences would be undertaken as part of the regional review and would use an allocation of days previously given to HR Training and Skills audit. The number of days required would be confirmed.
- The Business Continuity report was not yet finalised but a positive opinion was expected.
- The scope of the report regarding Information Management arrangements had changed and the arrangements had been tested as part of a pre HMIC inspection. The findings would be reported back to the Panel as concerns were expressed regarding the availability of the uninterrupted power supply.
- Confirmation that actions had been completed was requested for those items showing a completion date of 31 August 2014.

## **RESOLVED 2014/32**

That progress against the Internal Audit Annual plan be noted.

### **12. AUDIT AND INSPECTION REPORT**

Margaret Moncton introduced the report which provided the Panel with an update on the status of audits and inspections taking place in the Force and provided information on expected future audits and inspections.

During discussions the following points were raised:

- It had been decided to defer the staff survey due to lack of resources and on-going changes within the Force. A PULSE survey might be used to judge morale in the interim.
- A new leadership development programme (QUEST) was being rolled out.

### **13. PANEL WORK PLAN AND MEETING SCHEDULE**

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

**RESOLVED 2014/33**

- 1) That the work plan and schedule of meetings be noted.
- 2) That the scheduling of future reports be reviewed.
- 3) That the Panel consider appointing a vice chair.

The meeting closed at 3.55pm

CHAIR