

**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 THURSDAY 18 FEBRUARY 2014**  
**AT COUNTY HALL, WEST BRIDGFORD**  
**NOTTINGHAM**  
**COMMENCING AT 2.00 PM**

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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)
Kevin Dennis	Chief Executive, OPCC
Chris Eyre	Chief Constable, Notts. Police
James Molloy	Interim Chief Finance Officer, OPCC
Margaret Monckton	ACO Resources, Notts. Police
Lisa Pearson	Office Manager, OPCC
Paddy Tipping	Police and Crime Commissioner
Angela Ward	Baker Tilly (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 12<sup>th</sup> December 2013 were agreed as an accurate record and signed by the Chairman, with the following change to page five, third paragraph to now read:-

“The whole estate would be looked at to improve the working environment for employees and also some new cars were being provided. It was anticipated that the size of the estate would be reduced and the remaining estate would be improved.”

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

Paddy Tipping introduced his report which provided an overview of current performance, key decisions made and his activities.

The Panel were advised that the target had been to reduce crime by 10% during 2013/14, but this target would not be met. It was anticipated that crime would be down but only marginally. All Forces were facing tough times so Nottinghamshire was not in a unique position. There were some concerns regarding the accuracy of crime recording across the forces and there was a large piece of work being undertaken to investigate the issue.

Police and Crime Commissioners would be taking on the responsibility for services for victims from April 2015. A transition period was being planned meaning the Commissioner would take on the work from October 2014.

Regional collaboration work was ongoing and there was firm agreement to work with two other forces on ICT, with an additional force still considering its options.

In relation to crime prevention successful bids had been put for money from the innovation fund. Discussion were taking place with partners on how to work together to deliver the projects.

During discussions, the following points were raised:-

- There was far too much effort required to get the accounting and reporting right rather than investigating the incident. In future the focus would be on the victim and their experience, targeting the offender and delivering the right service.
- The Crime Investigation Bureau was an independent service to validate the data and it cost £600,000 per year which was felt by some to be too high but not by all. It was questioned whether it was something internal audit could look into.

- The results of the data were used to target resources as effectively as possible. However, this needed to be at the right level for the public to feel comfortable with and receive assurance on not wholly driven by the data.
- The force spent a large amount of time and effort in supporting vulnerable people but this was not counted within the performance figures.
- In relation to shop theft DCC Sue Fish was working with the British Retail Consortium to develop reporting standards across the stores. The Co-op were trialling these in Nottinghamshire and if it worked in the trial other stores had agreed to implement them.
- Central Police Station would be moving but not until 2015 at the earliest. One option being considered was to relocate on the present site in conjunction with partners.
- A piece of work had been undertaken relating to the fact that there were a disproportion number of young black males as first time entrants into the youth justice system. There were a number of recommendations which were being implemented. As this was a historical problem it would take time to work through.
- In relation to the A19 decision the Force had not yet decided whether or not to appeal the decision.

#### **RESOLVED 2014/001**

It was resolved that internal audit would be commissioned to undertake a review into crime recording to seek assurance on the accuracy and reliability of the data to maintain public confidence.

To note the report

#### **5. FINANCIAL REPORTS FOR 2014-15**

Paddy Tipping introduced the report and advised the Panel that there would be a 1.96% rise in Council Tax for 2014-15. The Force would continue to recruit PCs and PCSOs. Savings of £12.5 million needed to be made and firm savings had been identified to cover approximately half of this amount so far. Further reductions would be needed year on year to 2020 so the force were pre-planning by developing a new target operating model.

There would be further closures of police stations required and firm proposals were hoped to be received by 31<sup>st</sup> March 2014. It was anticipated that there would be a smaller number of large police stations with community points and shared services. Most contact with the force was now made vial telephone so the need for contact points was being investigated.

During discussions, the following point was clarified:-

- The reserves were set at a minimum of 2%, with the general reserves being more than that. There were also earmarked reserves for the Medium Term Financial Plan which is for invest to save schemes. The reserves were currently healthy and were being constantly monitored. Any costs for A19 could be covered from the reserves if required without taking the reserves to below the 2% threshold.

#### **RESOLVED 2014/002**

That the Panel had received assurance on the financial information provided within the reports.

### **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.

#### **RESOLVED 2014/003**

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.

During discussions the following point was clarified:-

- Whilst HMIC would provide an agenda for any inspection, this often changed during the inspection, depending on what they were finding. There was dialogue with HMIC regarding the inspections and there were often pilot inspections first which the Force were often keen to be involved with.

#### **RESOLVED 2014/004**

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

### **8. RISK ASSURANCE AND AUDIT PLAN 2014/15 REPORT (2013/14 q4)**

Margaret Monckton introduced the report which provided an updated picture of risk assurance, progress in managing risk and proposals for the internal audit plan for 2014/15.

During discussions the following points were raised:-

- Flags were needed for if risks were materialising
- A shelf life for the assurance was also needed so it was clear when it needed to be revisited.
- A large scale cyber incident was unlikely to be Nottinghamshire specific. Work was being undertaken regarding this risk. The controls in place were already good and any cyber attack would likely need a national response.

**RESOLVED 2014/005**

1. That the Panel had received assurance that the potential risks to the achievement of the PCC's and Force's objectives were being managed and progress had been made in managing specific threats and opportunities.
2. That the proposed internal audit plan for 2014/15 be approved.

**9. BUSINESS CONTINUITY MANAGEMENT REPORT**

Margaret Monckton introduced the report regarding business continuity management. The Chief Officer Team had a desktop exercise planned for later in the year regarding this.

**RESOLVED 2014/006**

That the Panel received assurances regarding the business continuity plans the Force had in place.

**10. FREEDOM OF INFORMATION MONITORING, REVIEW AND ASSURANCE**

Lisa Pearson presented the report which provided the Panel with assurance that the Office of the Police and Crime Commissioner was complying with the Freedom of Information Act.

**RESOLVED 2014/007**

That the Panel received assurances regarding how the freedom of information requests process was managed by the Office of the Police and Crime Commissioner.

**11. FORCE REPORT ON INFORMATION MANAGEMENT FREEDOM OF INFORMATION AND DATA PROTECTION UPDATE**

Margaret Monckton introduced the report which provided the Panel with assurance that Nottinghamshire Police were complying with the Freedom of Information Act and Data Protection legislation.

## **RESOLVED 2014/008**

That the Panel note the monitoring statistics for 2012 and 2013 in relation to Freedom of Information and Data Protection Subject Access Requests and received assurance regarding how the process was managed by the Force.

### **12. ANTI-FRAUD AND CORRUPTION POLICY – REVIEW OF COMPLIANCE (APRIL – SEPTEMBER)**

Margaret Monckton introduced the report regarding compliance with the anti-fraud and corruption policy.

## **RESOLVED 2014/009**

1. That the Panel noted 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 the Panel noted 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 the Panel noted that EMSCU's Commercial Awareness training programme launched in December 2013 which was to be delivered on an ongoing basis, included content on the prevention of fraud and corruption in the procurement process.

### **13. A) VERBAL UPDATE ON THE AUDIT AND SCRUTINY PANEL WORKSHOP**

The Chair informed the Panel ...that a date had been set for the workshop of 25<sup>th</sup> March 2014. A questionnaire had been circulated and members were asked to complete this before the workshop.

## **RESOLVED 2014/010**

To note the verbal updated.

### **B) EXTERNAL AUDIT PROGRESS REPORT**

John Cornett introduced the report with provided the Panel with an update on progress on the work of external audit as part of the 2013/14 Audit Plan. The Plan could not be brought to the meeting as guidance was still be waited for. There was a suggestion from CIPFA that last years accounts were inappropriate so the format needed to be changed. Once the guidance was received workshops would be held with all clients at no additional cost.

A19 and how to reflect the potential costs and transactions in 2013/14 was a risk as it depended on how far through the process this was at the end of the financial year. This would impact on the value for money conclusion as this depends on the decision of whether or not to appeal. The value for money focus had changed and would need to be a positive statement that there were measures in place. This meant some work would be required.

**RESOLVED 2014/011**

That the Panel had received assurances from the work undertaken by the external auditors

**14. REVIEW OF THE JOINT AUDIT AND SCRUTINY PANEL TERMS OF REFERENCE**

The Chair asked for a volunteer from the Panel to be part of the review into the Committee Terms of Reference

**RESOLVED 2014/012**

That Peter McKay would be part of the review into the Committee Terms of Reference.

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

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

**RESOLVED 2014/013**

That the work plan and schedule of meetings be noted.

The meeting closed at 4.05 pm

CHAIR