

**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 THURSDAY 12 DECEMBER 2013
AT COUNTY HALL, WEST BRIDGFORD
NOTTINGHAM
COMMENCING AT 10.00 AM**

MEMBERSHIP

(A - denotes absent)

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

OFFICERS PRESENT

Jackie Alexander	Head of PSD, Notts. Police
Sara Allmond	Democratic Services Notts County Council
Adrian Benselin	KPMG (External Audit)
Chris Eyre	Chief Constable, Notts. Police
Margaret Monckton	ACO Resources, Notts. Police
Paddy Tipping	Police and Crime Commissioner
Charlie Radford	Chief Finance Officer, OPCC
Angela Ward	Baker Tilly (Internal Audit)

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Phil Hodgson

2. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

None

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 24th September 2013 were agreed as an accurate record and signed by the Chairman.

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 since October 2013.

The Panel were advised that a slight overspend was anticipated at the end of the year and tighter management reflected the tighter budget. The budget included the provision for an extra 90 police officers and 60 PCSOs

The future outlook was for reduced spending over the next three years, although the actual figures were not yet known. The budget for 2014/15 was currently being prepared and required further work before it would be brought to the Panel.

The reduction in budgets required different thinking and regional collaboration would become more important to enable the budget for local policing to be protected. Discussions were ongoing in the region and it was hoped that at least some forces would agree that further collaboration was the way forward.

During discussions, the following points were raised:-

- Some of the large targets were not on track. The target to reduce crime by 10% was no longer achievable. A reduction in crime was still anticipated by the end of the year but it would not be a 10% reduction. Crime was going up in the whole country so Nottinghamshire was not unique. The targets would be reviewed for 2014/15 to ensure they were realistic, whilst still challenging.
- The validity of the crime figures was questioned as in some crime types the numbers of crimes were small so a small increase in crimes could have a huge impact on the figures. There was also an issue regarding what different forces classed as crime and recorded, meaning that comparisons between forces could be difficult.
- The Home Secretary had said that the only target was to reduce crime, but this meant that the protection of the vulnerable could be adversely affected, so the Force was also keeping this as a priority.
- In relation to the recruitment of officers and PCSOs from BME backgrounds, 7.6% of applicants to the Police Officer posts were from BME backgrounds and nearly 10% were for PCSOs. The cadets scheme had an intake of 18% from BME backgrounds, which would hopefully translate into officers in future years. The National College of Policing was doing some work in this area and Nottinghamshire were making more progress in this area than most other Forces. Some more detailed figures

would be provided at a future meeting. The national part of the recruitment process was presently a barrier to BME applicants being shortlisted and this was being investigated by the College.

RESOLVED 2013/035

To note the report

5. IPCC INVESTIGATIONS

Jackie Alexander introduced the report which set out the number of cases referred to the Independent Police Complaints Commission (IPCC) and how the Force took the learning from these cases forward.

During discussions, the following points were raised:-

- If the IPCC chose not to investigate a matter themselves they would refer it back quite quickly as they had a dedicated assessment team.
- The IPCC budget was being reduced, meaning more cases were being investigated locally. There had been a big increase in referrals in the last 12 months nationally. The Force had a good relationship with the IPCC and were trusted to carry out a thorough investigation internally. The Force was required to feed back to the IPCC on the outcome of these investigations.
- The Police Regulations meant that if a case was being investigated as a criminal case as well as a misconduct case then the criminal case must be concluded first, which could delay the misconduct proceedings for a long period of time.
- The Force had developed a training DVD and it was being used by Forces across the country. A contract had been developed which made the standards expected of officers and staff absolutely clear.
- Data comparing with other Forces was not yet available following changes to legislation. Information would be brought to a future meeting when available.

RESOLVED 2013/036

That the Panel had received assurance on the process for referrals of investigations to the Independent Police Complaints Commission and lessons learned from these and other cases around the country.

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.

During discussions, the following points were made:-

- The signed memorandum of understanding would be brought to the next meeting
- The question of six monthly reporting by internal auditors was raised, which would be investigated.

RESOLVED 2013/037

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 points and actions were raised:-

- The information provided in the document would be improved to help the Panel have a clearer understanding of the process and receive assurance that all actions had been completed satisfactorily.
- Internal Audit looked at the documents has part of their follow up assessment and would raise any issues if they were not satisfied that actions had been completed fully

RESOLVED 2013/038

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

8. VERBAL UPDATE ON PEOPLE PROGRAMME

Margaret Monckton advised the Panel that the People Programme was currently being developed and a report would be brought to a future meeting. The main work on the Programme would be complete by the end of January and the aim of the programme was to ensure the Force got the best out of its people and that the wellbeing and morale of employees was as good as it could be.

When recruiting, the Force were now ensuring that the people recruited had the right attitude and behaviours and a new talent management and succession planning programmes were being developed. There was also a programme of activity planned to develop line managers.

A staff survey would be carried out before the end of March. A People Board had been set up with people from across the organisation which was chaired

by Capital one who had been voted the best organisation for staff morale in the country. They chaired the Board so it remained independent of the Chief Officer Team.

The staff survey results from 2012/13 were being used as the base line. In that survey 22.7% of staff felt valued, which was in line with other forces in the country. The aim was to get this figure much higher

The whole estate would be looked at to improve the working environment for employees and also new cars were being provided which meant that employees could take pride in where they worked.

The use of mobile devices was being developed including an iPad pilot, with the intention to reduce the amount of paper used by the Force.

RESOLVED 2013/039

To note the update and to receive a report on the People Programme at a future meeting.

9. SUMMARY STATEMENT OF ACCOUNTS

Charlie Radford introduced the report which provided a Summary Statement of Accounts for the financial year 2012-13 for publication on the internet. This document was much clearer than the full statement of accounts and enabled the public to see how the budget had been spent for 2012-13.

During discussions, the following point was clarified:-

- Comparable data for staffing would be included and income and expenditure comparable figures.

RESOLVED 2013/040

That the format of the Summary of Accounts be agreed, with the additional information listed above being included.

10. EXTERNAL AUDIT ANNUAL AUDIT LETTER

Adrian Benselin presented the report which provided the Panel with the Annual Audit Letter which was the final stage in the Statement of Accounts 2012-13 process.

RESOLVED 2013/041

That the Panel accepted the Annual Audit Letter and referred it to the Police and Crime Commissioner and Chief Constable for approval.

11. BASE BUDGET REVIEW

Paddy Tipping introduced the report which provided the executive summary for the review carried out by Deloittes into the force revenue budget.

During discussions, the following points were clarified:-

- £2.4m savings needed to be made from the estate. There had been delays and slippages in this area as closures were always highly controversial and had to be managed properly. The intention was to match the estate to the target operating model so that the estate worked effectively with how the Force delivered services. It was anticipated that this would result in some large police stations being closed and smaller local bases being created instead. The future vision for the estate was very different to the current offering and it would take time to change.
- There had been slippage in the IT capital programme as this was tied into a regional collaboration which was now coming to fruition, although not as positively as hoped.
- HR were very expensive but they were doing a lot of work as part of the change programme, so were currently needed. There was a plan to drive down the costs in this area. The long term plan was to bring Corporate Services down to 10% of the budget.
- Each planned change in relation to the estate would have a business case prepared which would only be approved if it was in line with the strategy, didn't have any negative impact on local policing and generated savings.
- It was planned that in future years the budget would be better aligned with the priorities set out in the Police and Crime Plan and each department head would have their own budget ensuring ownership.
- An update report would be provided at a future meeting.

RESOLVED 2013/042

That the Panel had received assurance from the Base Budget Review and would receive future reports to receive assurance that the opportunities identified in the report were being implemented.

12. ALCOHOL STRATEGY AND ACTION PLAN UPDATE

Paddy Tipping introduced the report which provided an overview on progress made on the Alcohol Strategy and Action Plan.

Local Councils with responsibility for licensing were all asked whether they would be interested in implementing a Night Time Levy, however only Nottingham City Council expressed an interest.

The report set out proposals for a more joined up and focussed approach to ensure closer working with partners. The Strategy and Action Plan was currently out for comment with partners. Overall the response had been positive so far.

During discussions, the following point was clarified:-

- Discussion were currently taking place regarding prevention work with 13 to 18 year olds as many schools were self governed so work needed to be undertaken on how to engage with schools.

RESOLVED 2013/043

That the Alcohol Strategy Plan and Action Plan be noted.

13. WORK PLAN AND SCHEDULE OF MEETINGS

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

RESOLVED 2013/044

That the work plan and schedule of meetings be noted.

The meeting closed at 12.15 pm

CHAIR