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JOINT INDEPENDENT AUDIT COMMITTEE
February 2024

SUBJECT	Internal Audit Reports Implementation Progress
REPORT BY	DCC Steve Cooper
CONTACT OFFICER	Amanda Froggatt, Corporate Development Manager amanda.froggatt@notts.police.uk
SUMMARY AND PURPOSE OF REPORT	
To consider the progress made with the implementation of the recommendations from internal audit reports.	
RECOMMENDATION	<i>That the progress update be noted.</i>

A. SUPPORTING INFORMATION

This report summarises the progress on the implementation of audit recommendations as of February 2024. An analysis of progress on recommendations is detailed in Appendix A. Audits that have been reported as complete to the previous committee are not included.

B. FINANCIAL CONSIDERATIONS

There are no direct financial implications arising from this report.

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

The provision of internal audit services is one of the means by which the Police and Crime Commissioner discharges their responsibilities to secure the maintenance of an efficient and effective police force under section 1 (6)(b) of the Police Reform and Social Responsibility 5 2 Act 2011, and the Chief Finance Officer meets her responsibilities under section 151 of the Local Government Act 1972, section 73 of the Local Government Act 1985 and section 112 of the Local Government Finance Act 1988 for ensuring the proper administration of the Commissioner’s financial affairs.

D. PERSONNEL, EQUAL OPPORTUNITIES AND DIVERSITY ISSUES

(including any impact or issues relating to Children and Young People)

None.

E. REVIEW ARRANGEMENTS

The Committee are advised of progress in relation to all Internal Audit Reports at each meeting.

F. RISK MANAGEMENT

Risks are detailed as appropriate within appendices to this report.

G. PUBLIC ACCESS TO INFORMATION

Information in this report along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation.

Appendix A – Internal Audit Recommendations

INTERNAL Audits 2020/24

Year	Audit	Number of Recommendations Outstanding	Date of Proposed Closure
Apr 2022	Health and Safety Follow Up 21-22 Satisfactory Assurance	1	To be monitored.
May 2022	Procurement May 2022 Satisfactory Assurance	2	To be monitored.
Oct 2022	Medium Term Financial Planning 22-23 Significant Assurance	1	To be closed
Nov 2022	Business Continuity and Emergency Planning Significant Assurance	1	To be monitored
Feb 2023	Environmental Sustainability - 22/23 Limited Assurance	6	Proposed closure April 2024
March 2023	Custody Arrangements 2022-23 Limited Assurance	2	To be monitored
March 2023	Cyber Security Governance Limited Assurance	2	To be monitored.
April 2023	Risk Management 2022-23 Significant Assurance	2	To be closed
April 2023	Seized Property Satisfactory Assurance	2	To be monitored
April 2023	Core Financials Limited Assurance	4	To be monitored

July 2023	Workforce Planning Substantial Assurance	2	To be monitored
July 2023	IT Asset Management Limited Assurance	6	To be monitored
July 2023	Custody Arrangements 23-24 Moderate Assurance	6	To be monitored
September 2023	Cash Handling Substantial Assurance	2	To be closed
October 2023	Estates Management	3	To be monitored

Date	Title	Recommendations	Total Number Outstanding	Total Number Closed	Update
Mar 2020	Balance Transfers 2020 - All Recommendations closed by Mazars				
Mar 2020	Health and Safety Follow-up 2020 - All Recommendations closed by Mazars				
Apr 2020	Programme Management 2020 - All Recommendations closed by Mazars				
Sep 2020	Victims' Code of Practice September 2020 - All Recommendations closed by Mazars				
Oct 2020	Estates Management October 2020 - All Recommendations closed by Mazars				
Dec 2020	Workforce Planning December 2020 – All Recommendations closed by Mazars				

A&I Update Report - Appendix B
 March 2024

Jan 2021	Information Assurance Follow up January 2021 – All Recommendations closed by Mazars	
Feb 2021	Debt Management Feb 2021 - All Recommendations closed by Mazars	
Feb 2021	Core Financials Systems Assurance Feb 2021 - All Recommendations closed by Mazars	
Feb 2021	Seized Property February 2021 - All Recommendations closed by Mazars	
Apr 2021	Wellbeing April 2021 - All Recommendations closed by Mazars	
Apr 2021	Complaints Management April 2021 - All Recommendations closed by Mazars	
Sep 2021	Firearms Licensing September 2021 - All Recommendations closed by Mazars	
Mar 2022	Business Change - All Recommendations closed by Mazars	
Mar 2022	GDPR Follow Up 21-22 - All Recommendations closed by Mazars	
Mar 2022	Information Assurance Follow Up March 2022 - All Recommendations closed by Mazars	
Mar 2022	Risk Management 21-22 - All Recommendations closed by Mazars	
Nov 2022	Seized Property Nov 2022 - All Recommendations closed by Mazars	
Apr 2023	Transport 2022-23 – All Recommendations closed by Mazars	

Apr 2022	Health and Safety Follow Up 21-22 – Satisfactory Assurance			
<p>CC/74b2/20422</p>	<p>4.2 Mandatory Training Completion</p> <p>The Health and safety team should continue to monitor and prioritise the completion of mandatory training for staff.</p> <p>The importance of completing the training should be effectively communicated to ensure completion rates are increased.</p>	<p>1</p>	<p>1</p>	<p>The College released additional e-learning in Q3 2023/24. H&S are reviewing all available e-learning to determine which packages are appropriate for mandatory learning for each role within Nottinghamshire Police.</p> <p>The H&S team are also continuing to deliver mandatory inductions for new staff, recruit officers and transferees. DSE and risk assessment training for those that request the input are also included.</p> <p>Work on-going to be monitored</p>
May 2022 - draft (Sep 22?)	Procurement 21-22 – Satisfactory Assurance			
<p>MS/34b9/15922</p>	<p>4.1 Financial Regulations and Contract Procurement Rules</p> <p>The Force to review the Financial Regulations, including the Contract Standing Orders, to reflect any changes following the cessation of services from Mint and changes due to UK's exit from the EU.</p>	<p>2</p>	<p>0</p>	<p>The contract standing orders have been fully approved and training has been rolled out to the organisation.</p> <p>To be closed</p>
<p>MS/f49b/15922</p>	<p>4.2 Clear Expectations and Timings</p> <p>The Force to determine and publish clear expectations for requestors and the procurement team with respect to the lead times required for procurement activities, including the authorisation of STAs, to ensure that services can be delivered when required and following appropriate procurement activity.</p>			<p>The pipeline document has been created and regular meetings are being conducted with stakeholders in ensuring it is fit for purpose.</p> <p>Work on-going to be monitored</p>

Oct 2022	Medium Term Financial Planning 22-23 – Significant Assurance			
CD/0482/71022	<p>4.2 Budget Holder Training</p> <p>The Force should implement formal and regular budget holder training to support the effective management and monitoring of budgets. A training needs analysis should be completed to ensure that it is delivered to those most in need.</p>	1	1	<p>Six budget holder training sessions have taken place covering over 100 key stakeholders. Also, a wider suite of training products has been produced to cover all aspects of finance.</p> <p>To be closed</p>
Nov 2022	Business Continuity and Emergency Planning – Significant Assurance			
CC/5482/25423	<p>4.1 Training and Guidance</p> <p>The Force should implement a detailed technical guide for all members of staff on rotational schemes to supplement the training provided.</p>	1	0	<p>Following completion of the Business Continuity Testing cycle for 2023-2024, a guide will be produced and implemented, ensuring that staff on rotational schemes receive the appropriate training and support.</p> <p>Work on-going to be monitored</p>

July 2023	Environmental Sustainability 22/23 - Limited Assurance			
<p>CD/c4b3/31723</p>	<p>4.1 Environmental Management Strategy</p> <p>The Force should ensure that a new Environmental Management Strategy is developed.</p> <p>The Environmental Management Strategy should set out at minimum:</p> <ul style="list-style-type: none"> • Environmental Policy • Environmental Goals & Targets • Environmental Management System (EMS) • Stakeholder Engagement • Continuous Improvement • Environmental Responsibilities • Governance <p>The Force should ensure that an updated Carbon Reduction Plan is produced, with clear targets and deadlines for the reduction of emissions.</p>	6	0	<p>The new Strategy and roadmap to carbon zero have been received from the Consultants for formal approval by the Force and OPCC.</p> <p>Work on-going to be monitored</p>
<p>CD/04b8/31723</p>	<p>4.2 Governance Structure</p> <p>Governance mechanisms for environmental sustainability should be established, including, but not limited to the following:</p> <ul style="list-style-type: none"> • Strategic governance body eg. sub-committee or steering group • A sponsor in senior management to provide leadership • Operational delivery group • Clear definition of roles and responsibilities across all mechanisms 			<p>The Force Governance Structure includes a new Sustainability Board which will feed up to the Force Executive Board through DCC Cooper, who is the senior management sponsor. The Chief Finance Officer will chair this Board and membership includes representatives from across the organisation.</p> <p>Terms of Reference have been developed and the Board will be responsible for the delivery of the Environmental Strategy.</p> <p>The first meeting will take place March 2024.</p>

	The governance forum should be responsible for the delivery of the Strategy.			Proposed closure once meeting established
CD/54b5/31723	<p>4.3 Skills Gap</p> <p>The Force should address the environmental skills gap.</p> <p>For example, by reinstating the environmental officer position, or by procuring the services of an external consultant to help with environmental initiatives.</p>			<p>A Sustainability Officer post has been established and is in the process of being advertised.</p> <p>Proposed closure April 2024</p>
CD/a483/1823	<p>4.4 Environmental Reporting</p> <p>The Force should review whether it has capability to undertake emissions reporting for all departments.</p> <p>If it is found that the Force lacks capability, the Force should engage with a supplier or develop capability internally.</p> <p>The Force should consider undertaking SECR reporting and consider publishing it publicly as a matter of best practice and transparency.</p>			<p>Strategy and Sustainability post detailed above.</p> <p>Proposed closure April 2024</p>

<p>CD/a481/1823</p>	<p>4.5 Procurement Sustainability</p> <p>Once fully established, Procurement should ensure that:</p> <ul style="list-style-type: none"> • A sustainability assessment of the Force’s supply chain is undertaken to identify areas of improvement and set sustainability goals. • Environmental sustainability should be embedded within the supplier selection process e.g. scoring of tenders and KPIs. • Procedures should be implemented to obtain assurance regarding suppliers’ commitments over the life of the contract. 			<p>Procurement Strategy is in the process of being launched.</p> <p>Work on-going to be monitored</p>
<p>CD/5495/1823</p>	<p>4.6 Environmental Training/Education</p> <p>When the new/updated Environment Strategy is completed, the Force should consider implementing a mandatory training programme covering areas such as energy conservation, waste reduction, and information on the Force’s environmental policies and procedures.</p> <p>The Force should also consider implementing more specific training courses for staff with specific responsibilities eg. training related to sustainable supply chain practices for procurement staff.</p>			<p>Environmental Strategy and Post are being implemented. Training will take place once embedded.</p> <p>Proposed closure April 2024</p>

July 2022	Custody Arrangements 2022-23 – Limited Assurance			
<p>CC/c4b6/15323</p>	<p>4.4 Mansfield Forensic Testing Surface</p> <p>Whilst audit is aware that there is a plan in place to implement a forensic testing surface, review of this timeline should be prioritised. Management should ensure that the forensic suite progress is monitored to ensure there are no further delays to its implementation.</p>	<p>2</p>	<p>4</p>	<p>Awaiting completion of storage unit due to issues with positioning and formulation of Standard Operating Procedures.</p> <p>In relation to Coronation House work is ongoing to formalise the room design and separate changing area in line with the design of the Mansfield facility.</p> <p>Work on-going to be monitored</p>
<p>CC/c4a6/15323</p>	<p>4.6 Individual Detainee Needs</p> <p>Higher mattresses should be available at the Nottingham Custody Suites (NCS) and utilised when identified as necessary to meet detainee needs.</p>			<p>Meeting took place on the 5th February and the high bed specifications are all in order and to the approved standards. Work will be completed within the next 4-6 weeks.</p> <p>Work on-going to be monitored</p>

July 2023	Cyber Security Governance – Limited Assurance			
CD/b497/19723	<p>4.1 Cyber Security Training</p> <p>The Force should implement a cyber security training course to be taken annually, with supporting periodic awareness. The course should cover common security risks such as malware, phishing, security of equipment, social engineering etc.</p>	2	2	<p>Cyber Action Plan complete with target dates assigned to all actions. Area will be monitored for national training with a view to introducing it for consistency.</p> <p>Work on-going to be monitored</p>
CD/14b5/19723	<p>4.3 Compliance Status work in process</p> <p>As already underway the Force should continue to liaise with PDS to gain its SyAP and related Airwave accreditations.</p>			<p>The SyAP is a living document and the controls are monitored by PDS to assess our cyber maturity as a force.</p> <p>Work on-going to be monitored</p>
Apr 2023	Risk Management 2022-23 – Significant Assurance			
CC/94a2/24423	<p>4.1 Risk Register Reporting</p> <p>The Force and OPCC should ensure that risk registers reporting to governance bodies includes target scores for risks, to ensure appropriate scrutiny of planned future controls.</p>	2	0	<p>Target Scores are embedded within the quarterly risk reviews, as well as the monthly high-risk reviews. Since this recommendation, meetings have taken place with all areas to cover Target Scores. When new risks are added, Target Scores are within the same section as Inherent Risk Score, and Residual Risk Score. This ensures it is completed when entering the risk onto the JCAD system.</p> <p>To be closed</p>

CC/f4b3/24223	<p>4.2 Completeness of Risks and Target Scores</p> <p>The Force and OPCC should ensure that risk register reviews include confirming that all necessary fields have been completed for all risks and that appropriate current controls are in place to support the residual risk score.</p>			<p>Following this recommendation, the Risk and Business Continuity Officer has worked through JCAD ensuring the necessary fields are completed for each risk. Within risk reviews, controls are aligned with the residual risk score. and in the instance where a control is not effective in reducing the residual risk score but is effective in alleviating some pressure to the risk, the residual risk score remains the same.</p> <p>To be closed</p>
July 2023	Seized Property - Satisfactory Assurance			
CD/a490/1823	<p>4.1 NICHE / Property Management Training</p> <p>The Force should develop specific training for the use of NICHE for seized property and provide this to all new officers and transfers.</p> <p>Additionally, a refresher course should also be developed to utilise the new training portal being developed.</p> <p>This training should include information regarding data quality within NICHE, common errors, the impact of errors and how to report data quality issues.</p>	2	0	<p>Niche observations have not yet been completed and attended. Both dates mentioned have been attended but do not cover Niche input and alignment issues. This is a separate part of the training element.</p> <p>The current process enables officers to complete the property input digitally and then physically place the item into the subsequent location. This is the main error when audits are completed, and discrepancies are identified. The A&E domains are accurate due to the reconciliation process.</p>

				<p>It is likely that Niche input training will not specifically identify the issue and other training aspects are contributing to errors within OMS locations. This will no doubt lead to further investigation into tutoring and supervisory training methods.</p> <p>Work on-going to be monitored</p>
<p>CD/349f/1823</p>	<p>4.2 Timely updates to Property Locations in Niche</p> <p>The Force should reinforce to officers the importance of updating NICHE in a timely manner to provide a full audit trail of exhibit movements. This should ensure that officers move items on NICHE after they are physically moved, to ensure that the most up-to-date location is stored on NICHE at any time.</p> <p>Where necessary, this should continue to include the contact of offending officers with the policy and any additional training required.</p> <p>The Force should investigate the ability to place physical dividers between racking locations on rolling shelving at Southern Main Store to ensure that items are kept in their recorded positions while using rolling shelving.</p>			<p>Two training inputs were observed delivered by Richard Jones and Vicky Buttery on specific areas of packaging, legislation, submissions on seized and found property elements. Both inputs were up to date and delivered at a satisfactory level and students asked relevant questions.</p> <p>1½ hours of input is not sufficient to explore all aspects of exhibit business but certainly gives a very basic introduction.</p> <p>Work on-going to be monitored</p>

Apr 2023	Core Financials 22-23 - Limited Assurance			
<p>CD/e4a8/5523</p>	<p>4.2 Debt management</p> <p>As the Force are now aware of their debt position, they should begin to chase historic debt and take relevant debt management actions (to be outlined within their policy) accordingly).</p> <p>Further, the Force should complete and ratify their 'Management of Accounts Payable and Receivables' Policy, to ensure a consistent approach is taken regarding outstanding debt.</p>	<p>4</p>	<p>6</p>	<p>The debt policy has been reviewed and necessary amendments made. Final sign-off is anticipated next month.</p> <p>The finance team continues to monitor and recover debts with £2.8m outstanding as at the end of January 2024.</p> <p>A dashboard has also been produced to help analyse debt with a view to writing-off some of the aged debt before year end.</p> <p>Work on-going to be monitored</p>
<p>CD/14ad/9523</p>	<p>4.4 New Debtor Forms, raising of debtor invoices and authorisation.</p> <p>The Force should ensure that all forms are adequately authorised by a secondary member of staff to ensure sufficient segregation of duties.</p> <p>Invoices should be raised in a timely manner to minimise the risk of not being paid potentially causing financial instability.</p>			<p>Credit notes are now authorised by the Financial Controller.</p> <p>To be closed</p>

<p>CD/94b0/9523</p>	<p>4.5 Expenses</p> <p>The Force should ensure appropriate level of spot checks are established to provide assurance over the self-approval expenses.</p> <p>The Force should update their expenses policy to include coverage of car parking tolls. This will ensure a consistent approach to processing expenses is taken.</p> <p>Similarly, the Force should update their 'Professional Subscriptions Manager Guide' to correctly refer to the systems now utilised.</p>			<p>Work is underway to develop expense analysis reports from the MHR system to support the spot checks that are undertaken by payroll.</p> <p>Finance are also investigating the possibility of making amendments to the system so that all expense claims will require line manager approval. This will be achieved through amending templates.</p> <p>Work on-going to be monitored</p>
<p>CD/6492/9523</p>	<p>4.10 Clear Double -signature regarding banking deposit transactions</p> <p>The Force should ensure that all paying-in vouchers are clearly double signed, this is to ensure appropriate review of all receipted monies.</p>			<p>There is a secondary review of paying-in vouchers to ensure appropriate review, and all are double signed.</p> <p>To be closed</p>
<p>July 2023</p>	<p>Workforce Planning – Substantial Assurance</p>			
<p>BL/d4be/1823</p>	<p>4.1 Role Profile Completion</p> <p>The Force should set a new deadline and communicate to managers for when information should be sent over to allow the completion of role profiles.</p>	<p>2</p>	<p>0</p>	<p>Work continues to update role profiles. The initial deadline was extended to end of December 2023 in order to meet the business needs.</p> <p>The information will be refreshed every year (in July/August) to ensure everything is captured correctly and is as up to date as possible.</p> <p>Work on-going to be monitored</p>

BL/4484/1823	<p>4.2 Strategic Workforce Planning Meeting</p> <p>The Force should update and approve the Terms of Reference for the SWFP</p>			<p>New terms of reference have been written and agreed by all members who attended the Strategic Workforce Planning meeting.</p> <p>To be closed</p>
July 2023	IT Asset Management 22/23 – Limited Assurance			
CC/84b3/211123	<p>4.1 Additions to the Asset Register</p> <p>The Force should maintain a record of all IT assets that are not available for use, which should be subject to regular, frequent checks. This will enable the Force to locate and trace all of their IT additions to an accurate location, regardless of if they are available for use, thus minimising the risk for fraudulent activity to take place.</p>	6	0	<p>All IS assets are scanned upon delivery, ensuring full traceability from receipt to allocation. This enables precise tracking of IT assets to their designated locations or users.</p> <p>To be closed</p>
CC/3492/211123	<p>4.2 IT Asset Management Policy</p> <p>The Force should include guidance regarding asset register 'User Access' within their Policy. Details should include which member of staff to contact to request access, the process in requesting access and the authorisation required.</p> <p>The Force should complete and publish their IT Asset Management Policy, allowing all staff members to have access, informing them of their roles and responsibilities with respect to IT asset management.</p>			<p>Guidance has been integrated on asset register 'User Access' within its Policy. This includes details on contacting the designated staff member for access requests, the process for making requests, and the necessary authorisation required. This ensures clarity in managing access to asset registers.</p> <p>The IT Asset Management Policy is published internally to IS. This ensures clarity regarding roles and responsibilities in IT asset management.</p> <p>To be closed</p>

<p>CC/9487/211123</p>	<p>4.3 Annual Audit Completion</p> <p>The Force should develop and utilise a standardised template to ensure all requested details are received from staff members during the annual audit.</p> <p>The Force should also devise an escalation process, clearly illustrating the consequences for nil responses, to ensure the Force are able to sufficiently complete their records. This escalation process should be included within the IT Asset Management Policy.</p>			<p>An Excel spreadsheet has been introduced requiring essential details like collar number, pay code, and role within the force to streamline our asset management process.</p> <p>Our IT asset management policy includes a defined escalation process within the police ranks. This ensures swift resolution of any discrepancies through the chain of command, maintaining efficiency and accountability.</p> <p>To be closed</p>
<p>CC/9483/211123</p>	<p>4.4 Confirmation of Location of Deployed Assets</p> <p>The Force should carry out a regular reconciliation between where assets are located and who they are assigned to. Any discrepancies highlighted can therefore be investigated in a timely manner.</p>			<p>A regular reconciliation process has been implemented to ensure alignment between asset location and assignment. This includes a non-usage audit and a leavers process. Any discrepancies will be promptly investigated to maintain accuracy and accountability.</p> <p>Work on-going to be monitored</p>

<p>CC/64a5/211123</p>	<p>4.5 Completion of Fields within Asset Registers</p> <p>When IT assets are deployed and allocated to staff members, the IS Team should ensure all identification fields (forename, surname and collar number) are accurately recorded within their respective IT asset registers, providing a clear trace to whom the IT asset is located with.</p>			<p>A stringent process has been initiated where the IS team records identification details—forename, surname, and collar number—in designated IT asset registers during deployment and allocation to staff members. This ensures precise tracking of assets to their assigned holders. To enforce accuracy, a designated spreadsheet mandates completion of all relevant fields before the data is uploaded to our asset recording database.</p> <p>To be closed</p>
<p>CC/74ab/211123</p>	<p>4.6 Disposals of IT Assets Observations</p> <p>The Force should ensure strict compliance with the process of disposals as outlined within their Policy, to minimise the risk that assets are incorrectly disposed of.</p> <p>The Force should ensure all fields are completed within disposal reporting and should also explore the possibility to include additional fields such as adding WasteCare certificates, to provide a clear audit trail of disposals.</p>			<p>Steps have been taken to ensure completion of all fields within disposal reporting and the process has been further enhanced by exploring the inclusion of additional fields, such as WasteCare certificates. This measure strengthens the audit trail of disposals, ensuring transparency and accountability.</p> <p>To be closed</p>

July 23	Custody Arrangements 23-24 – Moderate Assurance			
CD/d487/1823	<p>4.1 Annual Fire Drill</p> <p>The Force should ensure that practical fire drills are conducted within the Nottingham and Mansfield custody suites on at least an annual basis in line with HMIC’s AFI. Outcomes and lessons learned of each drill should be formally recorded and actioned.</p>	6	0	<p>Each month the PACE Inspector conducts a team briefing and walk through of Fire procedures and protocols. The Fire procedures are action card based and allow for a walk through of various scenarios.</p> <p>This is also accompanied by monthly fire drills, during which a full walk through of the plan UPTO the point that detainees would be evacuated. At this point a walk/talk through of this element is conducted, to enable understanding of exactly what is required.</p> <p>To be closed</p>
CD/d481/4823	<p>4.2 Release Protocol for Detainees</p> <p>The Force should reiterate to Sergeants conducting the release protocol for detainees, the need to ensure that in all cases a release leaflet and a circumstances of release letter is issued to the detainee.</p>			<p>Communication has been sent to all sergeants regarding the risk, expectations and relevant requirements within APP and this has also been included in the latest training inputs.</p> <p>It is also included in the Custody SOP, which is an ever-evolving document. The SOP is saved on the Custody Teams channel and is available to all Custody staff. This states that ALL detainees MUST have a pre-release risk assessment completed. Examples of expectations have been provided to all sergeants.</p>

				<p>This information is also captured within Inspector DIP sampling and is part of the auditing process. The audit results are also presented at Senior Leadership meetings. The next SLT is scheduled for 22nd February 2024.</p> <p>New staff also have additional inputs around the expectations of pre-release risk assessment.</p> <p>To be closed</p>
CD/2489/4823	<p>4.3 Mansfield Forensic Testing Surface</p> <p>The Force should ensure there are no further delays to the implementation of the forensic testing surface, as currently Mansfield custody suite are unable to facilitate such practices presently.</p>			<p>Awaiting completion of storage unit due to issues with positioning and formulation of Standard Operating Procedures.</p> <p>In relation to Coronation House work is ongoing to formalise the room design and separate changing area in line with the design of the Mansfield facility.</p> <p>Work on-going to be monitored</p>
CD/4491/4823	<p>4.4 Standard Operating Procedures</p> <p>The Force should ensure that SOPs are completed and ratified promptly, allowing all staff to access them freely.</p>			<p>The SOP is published within the Teams channel and accessible by all staff. It has been subject of review in February 2024 and requires additional information. Anticipated completion date - June 2024.</p> <p>The Custody Policy is currently under review and will be finalised March 2024.</p> <p>Work on-going to be monitored</p>

CD/f4b8/4823	<p>4.5 Consistency of Dip Sampling The Force should ensure that dip sampling is completed by each team in a consistent monthly manner. Results of dip sampling should be recorded promptly, allowing for issues to be identified and actioned upon in a timely manner.</p>			<p>Objective set for all inspectors to ensure 100% compliance with DIP.</p> <p>Compliance is checked monthly.</p> <p>Q3 audit discussed at the Senior Leadership Team meeting in February and any issues with performance/dip testing discussed and appropriate measures implemented.</p> <p>Work on-going to be monitored</p>
CD/84b5/4823	<p>4.6 Individual Detainee Needs The Force should ensure that higher mattresses should be available at the Nottingham Custody Suites and utilised when identified as necessary to meet detainee needs.</p>			<p>Meeting took place on the 5th February and the high bed specifications are all in order and to the approved standards. Work will be completed within the next 4-6 weeks.</p> <p>Work on-going to be monitored</p>
September 2023	Cash Handling 23/24 – Substantial Assurance			
CC/148e/171023	<p>4.1 Recording of Segregation of Duties regarding Reconciliations and Paying-In-Slips</p> <p>The Force should ensure that all reconciliations completed clearly illustrate the two members of staff completing the reconciliation. Similarly, the Force should ensure that all paying-in slips are clearly double signed to evidence appropriate review of all receipted monies.</p>	2	2	<p>Staff have been re-briefed explaining the importance of ensuring that all documents contain double signatures and spot checks undertaken.</p> <p>To be closed</p>

CC/04ad/171023	<p>4.2 Imprest and Petty Cash Policy</p> <p>The Force should update its Imprest and Petty Cash Policy to include accurate reference to other supporting policies and procedures. Furthermore, the updated Policy should include a cover page to clearly indicate who the responsible owner is and the date the policy is due for review to ensure it is accurate and consistent with current operations.</p>			<p>The policy has been reviewed and updated to ensure references are consistent and sections added to show the owner and next review date, etc</p> <p>To be closed</p>
October 2023	Estates Management – Substantial Assurance			
CC/2488/271023	<p>4.1 Stock Condition Surveys Timetable</p> <p>The Force should produce a timetable detailing when stock condition surveys are to be undertaken for all properties. This timetable should be monitored and updated as stock condition surveys are completed.</p>	3	0	<p>A draft timetable for stock condition surveys has been produced but due to the requirement for some additional work, not initially included in the tender specification, it has been necessary to undertake a further procurement exercise to confirm the best price for the totality of work to be undertaken. This has caused a delay in the commencement of the condition surveys. The timetable will be updated once the tender exercise has been completed.</p> <p>Work on-going to be monitored</p>
CC/44b5/271023	<p>4.2 Joint Working Arrangements</p> <p>The Force should escalate the issue with Bassetlaw District Council in order to formalise the arrangement.</p>			<p>The Force’s Solicitor is in discussion with Bassetlaw District Council to seek completion of formal lease arrangements as soon as possible.</p> <p>Work on-going to be monitored</p>

CC/2495/271023	4.3 Reactive Maintenance KPIs The Force should implement and report on KPIs such as: <ul style="list-style-type: none">• Time to resolve service requests and incidents.• Compliance of contractors with SLAs in regard to timely resolution of service requests and incidents.			Additional KPIs are in place and reported to Corporate Performance Review Meeting. To be closed
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