

**MINUTES OF THE MEETING OF THE NOTTINGHAMSHIRE POLICE AND CRIME  
COMMISSIONER JOINT AUDIT AND SCRUTINY PANEL HELD ON WEDNESDAY  
7<sup>TH</sup> NOVEMBER 2018 AT FORCE HEADQUARTERS, SHERWOOD LODGE,  
ARNOLD, NOTTINGHAMSHIRE COMMENCING AT 10AM**

**MEMBERSHIP**

(A – denotes absent)

Mr Stephen Charnock (Chair)

Mr Leslie Ayoola **A**

Dr Phil Hodgson

Mr Peter McKay

Vacancy

**OFFICERS PRESENT**

Sara Allmond	Democratic Services, Notts County Council
Rachel Barber	Deputy Chief Constable, Notts Police
Kevin Dennis	Chief Executive
Paul Harris	Inspector, Notts Police
Mark Kimberley	Head of Finance, Notts Police
Noel McMenamin	Democratic Services, Notts County Council
Charlie Radford	Chief Finance Officer, OPCC
Leona Scurr	Detective Superintendent, Notts Police
Rich Stapleford	Inspector, Notts Police
Brian Welch	Mazars

**1) APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Councillor Leslie Ayoola;

Andrew Cardoza, KPMG;

Craig Guilford, Chief Constable Notts Police;

Paddy Tipping, Police and Crime Commissioner.

**2) DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

Dr Phil Hodgson declared an interest in item 6 'Audit and Inspection Update' as he was the Head of Law and Social Services, University of Derby who had the contract for apprenticeship training.

**3) MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 24 July 2018, having been circulated to all members, were taken as read and were confirmed and signed by the Chair.

**4) PROGRESS AGAINST ACTION TRACKER**

Action 012: The Chair and DCC Barber had not yet met lead officers on risks but would arrange to do so.

Action 016: The PA Consulting report on shared services would be shared with Panel members shortly.

**5) CHAIR'S TOPIC: SCHOOLS AND EARLY INTERVENTION OFFICERS (SEIO) – PRESENTATION**

Inspector Rich Stapleford introduced a report and provided a presentation on the aims, governance and benefits of the Schools and Early Intervention Officer (SEIO) programme.

During discussion, the following points were raised:

- The Youth Parliament had been involved in the recruiting process, and there was an expectation that team members, the majority of whom were already involved in youth/community engagement, would commit to the programme for its full 5 years;
- Anecdotal evidence suggested that the programme had been positively received and was effective in changing negative attitudes and behaviours towards the Police over time;
- Officers on the programme were very sensitive to duplicating or replacing existing youth engagement work in schools, and made sure SEIO activity complemented existing provision where this was in place.

**RESOLVED: 2018/028**

To note the update and endorse the work of the Schools and Early Intervention Officer Programme.

**6) AUDIT AND INSPECTION UPDATE**

Dr Phil Hodgson declared an interest in this item as he was the Head of Law and Social Services, University of Derby, the organisation with the contract for apprenticeship training.

Deputy Chief Constable Rachel Barber introduced the report which provided an update progress against recommendations arising from the audits and inspections which had taken place during quarter 2 of 2018/19, a schedule of

planned audits and inspections, and further information on Nottinghamshire Police's Approach to tackling Domestic Abuse.

Inspector Paul Harris provided a presentation on Nottinghamshire Police's Integrated Offender Management (IOM) programme.

During discussion, the following points were raised:

- All Forces ran IOM projects, addressing different priorities in line with local need. The 'top 50' offenders on the Nottingham programme identified using a state-of-the-art Priority Perpetrator Identification Tool had been monitored since 2016, and had had their cases reviewed after one year;
- There was strong evidence that the programme had led to a reduction in the severity of crime committed by these offenders;
- Offenders were not formally made aware that they were on the programme, but were aware from an early stage of significantly increased contact and surveillance, including within prison, which disrupted their opportunity to offend;
- It was confirmed that the programme had positive buy-in from partner organisations, with robust finance governance arrangements in place.

#### **RESOLVED 2018/29**

- 1) To note the status of audits and inspections carried out over quarter 2, 2018/19;
- 2) To request further detail on 'Stolen Freedom: the policing response to modern slavery and human trafficking' at its February 2019 meeting.

#### **7) INTERNAL AUDIT PROGRESS REPORT**

Brian Welch introduced the report which provided members with an update on progress against the Internal Audit Plan 2018-19 and the findings from audits completed to date. Mr Welch tabled a revised 'Appendix covering Follow-up of Audit Recommendations July 2018' for consideration by the Panel

During discussions the following points were raised:

- Audit reports on the follow-up to the Implementation of the Duty Management System, the Force management of Multi-Force Shared Service (MFSS) arrangements and Corporate Governance will come to the February 2019 Panel meeting;
- There was consensus that, while more scrutiny work could be done through internal audit, the reality was that the Panel required assurance over a wide range of issues. The current level of rigour applied was therefore considered appropriate.

**RESOLVED: 2018/030**

To note the progress report.

**8) ANNUAL AUDIT LETTER 2017-18**

**RESOLVED: 2018/031**

To accept the Annual Audit letter, summarising the key findings in relation to the external audit of the Statement of Accounts for 2017/18.

**9) CRIME DATA INTEGRITY INSPECTION ASSURANCE REPORT**

Deputy Chief Constable Rachel Barber introduced the report which provided an overview of the findings of the recent HMICFRS Crime Data Integrity Inspection and the work being undertaken by the Force to address areas of concern.

During discussions the following points were raised:

- The overall judgement that Nottinghamshire Police ‘Requires Improvement’ was disappointing. Performance was strong in recording high level violence, but less so in respect of lower-level domestic violence;
- A compliance team was now in place and both generic and targeted refresher training was being rolled out;
- This was the first cohort dealing with increasingly complex rules around recording of domestic violence.

**RESOLVED: 2018/032**

To note the report.

**10) STRATEGIC RISK MANAGEMENT REPORT FOR FORCE AND NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER (NOPCC) QUARTER 2 2018/19**

Kevin Dennis introduced the report, which provided the panel with an up to date assessment of strategic risk management across the Force and the Nottinghamshire Office of the Police and Crime Commissioner.

During discussions, the following points were raised:

- Lots of work had been carried out last year to more closely align the respective risk register. It was timely to refresh these registers now given the ongoing struggle in balancing key risks;

- a significant proportion of activity was jointly commissioned, making continued delivery and performance dependent on ongoing financial support from partners, some of whom were reducing budgets;
- it was explained that it was very difficult in risk management to determine the future risk to be mitigated – accepted practice was to mitigate current risk;
- it was explained that the Force and OPCC descriptors for MFSS Business Continuity were slightly different to reflect the nature of the risk facing each organisation;
- assurance mapping work was being worked up, which will make risk management clearer in future.

**RESOLVED: 2018/033**

- 1) To note the current approach to strategic risk management and assurance issue;
- 2) To note the two very high strategic risks on the Force's risk register, namely Multi-Force Shared Service (MFSS) transfer of payroll system to the new Fusion solution, and compliance with the new General Data Protection Regulations;
- 3) To note the high risks relating to the NOPCC, namely the Multi-Force Shared Service transfer of payroll system to the new Fusion solution and uncertainty in relation to the announcement of the comprehensive spending review and the Police funding formula.

**11) BUSINESS CONTINUITY TESTING UPDATE**

The Chair introduced the report, which provided the Panel with an update on progress against the Business Continuity testing timetable and advising the Panel of the planned testing schedule for quarters 3 and 4.

During discussion, the following points were raised:

- Testing to date had been primarily a desk-top exercise, but the next phase of testing would involve a more practical approach;
- The Panel was interested in understanding better the correlation between 'identified critical enablers' and individual risk registers.

**RESOLVED: 2018/034**

- 1) To note the progress made against the Business Continuity testing timetable, noting also forthcoming scheduled testing;

- 2) To receive an update on the correlation between individual risk registers and 'identified critical enablers' at its February 2019 meeting.

**12) SUMMARY SET OF ACCOUNTS**

Charlie Radford introduced the report, which provided the Panel with the Summary Statement of Accounts for 2017/18. The Summary Statement did not include technical adjustments relating primarily to pension, which could distort the financial performance of the PCC Group.

**RESOLVED: 2018/035**

To approve the Summary Statement of Accounts for 2017/18.

**13) MID-YEAR TREASURY MANAGEMENT REPORT 2018/19**

Charlie Radford introduced the report, providing the Panel with the mid-year position in respect of treasury management performance compared with the approved strategy.

During discussions, the following point was raised:

- The £2 million minimum limit for availability of liquid funds had been unchanged for a number of years and it was prudent to increase this, in view of potential cash-flow volatility.

**RESOLVED: 2018/36**

To approve the increase relating to the minimum availability of fund from £2 million to £5 million.

**14) JOINT CODE OF CORPORATE GOVERNANCE AND WORKING TOGETHER (PART A AND PART B)**

Kevin Dennis introduced the report, which provided the revised version of the Joint Code of Corporate Governance and Working Together. Part A of the Code focussed on corporate governance, joint working and scheme of consent and delegation, and was available for consideration. Part B covered financial regulations and contract and procurement rules, and was not yet available for comment.

During discussions the following point was raised:

- The Panel commended the work that had gone into producing Part A of the Joint Code, and was happy with the content, noting that it would have the opportunity to consider Part B of the Joint Code at its February 2019 meeting.

**RESOLVED: 2018/037**

To confirm that Part A of the Joint Code of Corporate Governance and Working Together provided assurance that it enabled the Police and Crime Commissioner to exercise good governance over policing and crime.

**15) POLICE AND CRIME COMMISSIONER'S UPDATE REPORT – TO JULY 2018**

Kevin Dennis introduced the report, providing the Police and Crime Commissioner's first update report in respect of the Police and Crime Plan 2018-2021.

During discussions, the following points were made:

- the report had been amended following pre-agenda to include a column on the table showing whether the 5 performance measures with the highest decrease represented better or worse performance;
- the Panel suggested that there would be more value in identifying the 5 best- and worst-performing indicators for more detailed scrutiny;
- the Panel received reassurance that the forecast budget over-spend of just over £1 million was not a significant concern at this point of the budget cycle.

**RESOLVED 2108:038**

To note the contents of the update report.

**16) COMPLAINTS AND MISCONDUCT INVESTIGATIONS**

Detective Superintendent Leona Scurr introduced the report, which provided an overview of Police complaint and misconduct cases in Nottinghamshire.

During discussion, the following points were made:

- Nottinghamshire had one of the highest increases in complaints nationally, in part reflecting the fact that the Force was correctly applying rules in respect of recording issues and allegations individually;
- There had been a significant and unexplained drop in the number of complaints in the previous year. It could be beneficial to monitor complaints data on a 3-year rolling average basis to help factor out one-off causes of data peaks and troughs
- More needed to be done to ensure complaints were identified and recorded as accurately as possible. While a majority were around low-level anti-social behaviour and road traffic collisions, too many complaints were categorised as 'neglect/failure of duty'.

**RESOLVED 2018:039**

To agree to further analysis being carried out to more fully understand the category of complaint broadly defined as neglect/failure of duty.

**17) IPOC INVESTIGATIONS, RECOMMENDATIONS AND ACTIONS**

Detective Superintendent Leona Scurr introduced the report, informing the Panel about cases referred to the Independent Office for Police Conduct in the period 1 April to 31 August 2018.

During discussions, the following point was made:

- 7 of the 11 death and serious injury cases involved suicide or attempted suicide, a majority of which related to prosecutions for child sex offences. Shame and/or loss of reputation were the main triggers for these suicides, which reflected what was happening nationally.

**RESOLVED: 2018/040**

To note the report.

**18) PROFESSIONAL STANDARDS CONFIDENTIAL REPORTING PROCEDURE ('WHISTLEBLOWING')**

Detective Superintendent Leona Scurr introduced the report, which informed the Panel about allegations of Police corruption under the Force's Professional Standards 'Whistleblowing' procedure in the period 1 April – 31 July 2018.

**RESOLVED: 2018/041**

To note the report.

**19) JOINT AUDIT AND SCRUTINY PANEL WORK PLAN 2018/19**

**RESOLVED: 2018/042**

To agree the work plan for 2018/19.

**20) SUMMARY OF ACTIONS**

**RESOLVED: 2018/043**

To include the following on the action tracker:

Action 18: Stolen Freedom: the policing response to modern slavery and human trafficking – update.

Action 19: Correlation between Individual risk registers and 'Identified Critical Enablers' – update.

The meeting closed at 12.25pm

**CHAIR**