

**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 17 JUNE 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  
Mr John Brooks  
Dr Phil Hodgson  
Mr Peter McKay

**OFFICERS PRESENT**

Jackie Alexander	Professional Standards Directorate, Notts Police
John Cornett	KPMG (External Audit)
Paul Davies	Democratic Services, Notts County Council
Chris Eyre	Chief Constable, Notts. Police
Phil Gilbert	Performance and Policing Policy Officer, OPCC
Margaret Monckton	ACO Resources, Notts. Police
Charlotte Radford	Chief Finance Officer, OPCC
Paddy Tipping	Police and Crime Commissioner
Angela Ward	Baker Tilly (Internal Audit)

**1. ELECTION OF CHAIRMAN**

Stephen Charnock was elected as Chairman of the Panel for 2014/15.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Adrian Benselin, Kevin Dennis, DCC Sue Fish, Patrick Green and Paddy Tipping.

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

None.

### **4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 18 February 2014 were agreed as an accurate record and signed by the Chairman.

### **5. IPCC INVESTIGATIONS**

Jackie Alexander, Professional Standards Directorate (PSD) introduced the report. She explained that of the 17 cases referred to in the Independent Police Complaints Commission (IPCC) from 1 October 2013 to 3 March 2014, 15 had been deemed suitable for local investigation, and two identified for supervised investigation. She also reported on the outcomes of investigations during that period, and observed that investigation locally rather than by the IPCC might still result in a criminal or disciplinary sanction. In response to a query, she undertook to clarify the discrepancy between the 17 cases in paragraph 4.1 of the report, and the 19 cases in Appendix A.

During discussions, the following points were raised:-

- The figures were in line with the normal pattern, and this was corroborated by the IPCC. Jackie Alexander would obtain comparative data with other forces. She indicated that Nottinghamshire had a relatively high level of complaints, which she regarded as healthy, as it showed people's readiness to complain.
- The force took a robust line on racism, and monitored the pattern of complaints. There was a reluctance by younger people to make complaints even though they might express strong views about stop and search. The Force would tackle this through its overall efforts to build trust and confidence, and widen its recruitment from ethnic minorities.

#### **RESOLVED 2014/014**

That the summary of IPCC investigations be noted.

### **6. IPCC LESSONS LEARNED FEEDBACK**

The report summarised the Force's approach to learning from the Independent Police Complaints Commission (IPCC) and internal investigations and legal challenges. The IPCC asked the Force to demonstrate how it had learned from complaints.

During discussions, the following points were clarified:-

- In some instances, the Professional Standards Directorate monitored the implementation of the lessons learned over a long period to ensure good

practice was embedded. In other cases, the learning was disseminated but officers left to implement it.

- The IPCC Learning the Lessons bulletin identified overnight detention of young people as an issue. The Panel was assured that the Force took this very seriously. There was also an on-line learning system to share information between PSDs.
- The College of Policing had recently launched a Code of Ethics, which would become statutory. The Force was already working on its implications.
- Officers might receive feedback on incidents through the Unsatisfactory Performance Procedures, either by the PSD or departments.

#### **RESOLVED 2014/015**

That the report be noted.

#### **7. PROFESSIONAL STANDARDS REPORTING PROCEDURE (“WHISTLEBLOWING”)**

Jackie Alexander introduced the draft Professional Standards Reporting Procedure for the Force, which offered several routes for the reporting of incidents, and support mechanisms for people who made a report.

During discussions the following points were clarified:-

- The majority of issues raised through Integrity Messenger were grievances or management issues.
- There were some negative views about the procedure, which were successfully addressed in training sessions.
- Integrity Messenger had the benefit of allowing dialogue with people even though they remained anonymous.

#### **RESOLVED 2014/016**

That the Panel be assured by the processes in place for whistleblowing, as detailed in the report.

#### **8. REGIONAL PROCUREMENT ANTI-FRAUD AND CORRUPTION POLICY – REVIEW OF COMPLIANCE, OCTOBER 2013 – MARCH 2014**

Margaret Monckton introduced the report on compliance with the East Midlands Strategic Commercial Unit’s (EMSCU) policy on the prevention of fraud and corruption in procurement. No fraudulent activity had been identified in relation to Nottinghamshire Police.

During discussions the following point were clarified:-

- The policy covered the three partner forces of Nottinghamshire, Derbyshire and Northamptonshire. It linked to work within Nottinghamshire Police on integrity. Other controls existed against fraud and corruption in non-procurement activities, for example the Force's Anti-Corruption Unit.
- HMIC were to undertake an inspection of police integrity and corruption in July.

#### **RESOLVED 2014/017**

That it be noted that:

1. EMSCU's Commercial Director has received no reports of any fraudulent activity following any audit of procurement activity undertaken by the Force.
2. EMSCU's Head of Procurement Services has advised that there have been no reports of any fraudulent activity in relation to procurement activity undertaken by Nottinghamshire Police.
3. EMSCU's Head of Supplier Services will write to suppliers before the end of June 2014 to re-iterate the Force's position in relation to gifts, gratuities and hospitality.

#### **9. INTERNAL AUDIT ANNUAL ASSURANCE REPORT 2013/14**

Angela Ward introduced the Internal Audit Annual Assurance Report for the year ending 31 March 2014. She affirmed that the report complied with the Public Sector Internal Audit Standards.

During discussions the following point was raised:-

- The absence of an Internal Audit self-assessment against the charter was queried. It was pointed out that the standards required an annual self-assessment of compliance (undertaken by Baker Tilley) and a five-yearly external assessment. Ms Ward agreed to follow this up.

#### **RESOLVED 2014/018**

1. That the Panel note the opinion provided, "adequate" and the work undertaken in 2013/14.
2. That the Internal Auditor clarify whether all self-assessment requirements have been met.

## **11. DRAFT ANNUAL GOVERNANCE STATEMENTS**

Margaret Monckton introduced the report on the draft Annual Governance Statements for the Force, PCC and EMSOU. Chris Eyre indicated that the AGS was widely shared inside the Force before he signed it off, and he sought assurance that statements were valid before he did so.

During discussions the following point were clarified:-

- Issues highlighted on page 19 of the Force's AGS reflected the key risk management work in the Force.
- It was suggested that officers receive a hard copy of the Code of Conduct, and sign to say that they have received and understand it.
- The AGSs should identify significant governance issues from last year's statements, and what action was taken.
- The EMSOU AGS would be better treated as a part of the Force's AGS.

### **RESOLVED 2014/019**

That the Panel's comments be noted and reflected in the final versions of the Annual Governance Statements.

## **12. POLICE AND CRIME PLAN 2013-18 – 12 MONTH MONITORING REPORT**

Phil Gilbert introduced the monitoring report on the Policing Plan. He indicated that ticks in the document were to distinguish pledges from strategic themes.

During discussions the following points were clarified:-

- The plan was for five years, but had been refreshed, although the seven strategic themes remained valid. There would be some other changes in the new delivery plan.
- If the Panel identified any issues of concern, it could ask for a further detailed report or decide to scrutinise in detail. Panel members felt that the monitoring report was of greater relevance to the Police and Crime Panel in holding the PCC to account.
- Partnership work was now focussed on crime. Partners who failed to deliver would not be funded again.
- There had been a great improvement in sickness absence.

### **RESOLVED 2014/020**

1. That the progress made under the Police and Crime Plane be noted.

2. That no particular issues be identified at this stage for the PCC to take forward in the refresh of the Plan.

**13. STATEMENT OF ACCOUNTS - ORAL UPDATE**

Charlotte Radford reported that the first draft of the statement of accounts was almost complete, and all external items had been received.

**RESOLVED 2014/021**

That the oral update be noted.

**14. EXTERNAL AUDIT PLAN 2013/14**

John Cornett introduced the External Audit Plan for 2013/14. He compared the lack of guidance last year with the requirement to comply with the CIPFA guidance which was now available. Margaret Monckton referred to the amount of work this required in re-stating the previous year's accounts. The external auditor was of the view however that the changes were not significant. There were also differences of view about the degree of risk relating to the A19 appeal and the 2013/14 accounts.

**RESOLVED 2014/022**

1. That progress on the External Audit Plan 2013/14 be noted.
2. That discussions continue between the Force, PCC's Office and the External Auditor about compliance with CIPFA guidance and the statement of audit risks.

**15. INTERNAL AUDIT OF CRIME RECORDING UNDERTAKEN BY BAKER TILLEY**

Angela Ward introduced the Internal Audit report on crime recording, linking it to the HMIC and Public Administration Select Committee reports on this topic. The Force had agreed to all the recommendations in the report apart from one to disband the Crime and Incident Data Quality Board.

During discussions the following points were clarified:-

- Last time HMIC had reviewed crime recording by Nottinghamshire Police, they identified the second highest level of compliance with NCRS in the country. However the Internal Audit recommendations were seen as helpful in focussing crime recording more on the victim's experience.
- Panel members queried how they might oversee implementation of the recommendations.

- There appeared to be errors in calculating percentages in the performance report to the Police and Crime Panel. It was agreed to look into these.
- The Force's IT section were looking into the problems which officers had experience in recording ethnicity using mobile devices.

#### **RESOLVED 2014/023**

1. That the recommendations of the Internal Audit report be supported.
2. That the Panel oversee implementation of the recommendations.

#### **16. AUDIT OF IMPLEMENTATION OF FORMER POLICE AUTHORITY'S SCRUTINY REPORT RECOMMENDATIONS ON ANTI-SOCIAL BEHAVIOUR**

Phil Gilbert introduced the report on progress made in implementing the 32 recommendations of the former Police Authority's scrutiny review of anti-social behaviour (ASB). He pointed out that the Anti-Social Behaviour Act would supersede some of the recommendations. Angela Ward took the Panel through the Internal Audit report.

During discussions the following points were clarified:-

- The on-line facility Track My Crime might encourage better recording of ASB by victims.
- The ASB Act introduced new powers and ways of working which meant that some recommendations of the scrutiny review should no longer be pursued.
- The Act came into force in the autumn. The Chief Constable recommended an audit of the new system no earlier than six months later.

#### **RESOLVED 2014/024**

That the Panel agree that the Force has implemented as far as possible the recommendations of the former Police Authority's scrutiny review of anti-social behaviour.

#### **17. INTERNAL AUDIT PROGRESS REPORT**

#### **RESOLVED 2014/025**

That the report be noted.

**18. AUDIT AND INSPECTION**

**RESOLVED 2014/026**

1. That progress made against audit and inspection recommendations be noted.
2. That the forthcoming audits and inspections be noted.

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

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

**RESOLVED 2014/027**

That the work plan and schedule of meetings be noted.

The meeting closed at 4.05 pm

CHAIR