

**MINUTES OF THE MEETING OF THE NOTTINGHAMSHIRE POLICE AND
CRIME COMMISSIONER JOINT AUDIT AND SCRUTINY PANEL HELD ON
TUESDAY 25TH MAY 2021 COMMENCING AT 10.00 AM VIA MS TEAMS**

MEMBERSHIP

(A – denotes absent)

Mr Stephen Charnock (Chair)

Mr Leslie Ayoola

Dr Phil Hodgson **A**

Mr Peter McKay

Alan Franks

ALSO PRESENT

Craig Guilford	Chief Constable, Nottinghamshire Police
Tim Chesworth	Nottinghamshire Police
Helen Henshaw	EY
Gary Morris	EY
Mark Lunn	Mazars
Mark Kimberley	Head of Finance, Nottinghamshire Police
Noel McMenamin	Democratic Services, Nottinghamshire County Council
Charlie Radford	Chief Finance Officer, NOPCC
Tim Wendels	Nottinghamshire Police

1) APPOINTMENT OF CHAIR

Stephen Charnock was appointed Chair of the Panel for the period May 2021 to April 2022.

2) WELCOME AND INTRODUCTIONS

The Chair led a round of introductions, and put on record his thanks to the previous Police and Crime Commissioner, Paddy Tipping, for his strong support for and co-operation with the Panel during his tenure.

3) APOLOGIES FOR ABSENCE

Caroline Henry, Police and Crime Commissioner, Dr Phil Hodgson, Kevin Dennis.

4) DECLARATIONS OF INTEREST BY PANEL MEMBERS AND ATTENDEES

None.

At this point, the Chair agreed to revise the agenda order so that the Panel received 2 presentations:

12) STRATEGIC RISK MANAGEMENT REPORT – FORCE AND OPCC - PRESENTATION

The Panel received a presentation from Tim Chesworth, IS Transformation Programme Manager, on Project Regain, the transition of Multi-Force Shared Service (MFSS) Services. The presentation, which was published with the agenda, detailed the drivers and challenges leading to the decision to take MFSS services back in-house, set out progress to date and the future timetables for delivery by April 2022, including key risks and mitigations.

Several points were made in the discussion which followed:

- The Panel was supportive and appreciative of the progress made to date in delivering Project Regain. However, while not wishing to detract from this crucial work-stream, as a scrutiny body the Panel wanted assurance that lessons from the original roll-out had been learnt;
- In particular, the Panel was concerned that ‘red flags’ had not paused the troubled project when significant issues had first arisen. The Chair undertook to discuss further with DCC Barber with a view to reporting back to a future Panel meeting;
- It was explained that the current Project Regain had full buy-in from the workforce, who had been kept up-to-date through regular briefings and communications.

RESOLVED 2021/015

That the presentation be noted, and that the Chair discuss the future consideration of ‘lessons learnt’ from the original MFSS programme with DCC Barber.

13) AUDIT AND INSPECTION UPDATE - PRESENTATION

The Panel received a presentation from Tim Wendels, Head of Estates and Facilities Management, on the internal audit report conducted in respect of Estates Management. The presentation, which was published with the agenda, highlighted the ‘Significant Assurance’ assessment of adequacy and effectiveness of internal controls and identified 2 recommendations relating to the way that performance indicators were calculated.

The Panel welcomed the Significant Assurance rating. During discussion, the Panel noted the move to the Ivanti system, which Mr Wendels believed would improve Key Performance Indicator reporting. It was also acknowledged that Estates management function would face significant challenges over the next 5

years, balancing the delivery of required accommodation uplift within financial constraints.

RESOLVED 2021/016

That the presentation be noted.

5) MINUTES OF THE MEETING HELD ON 24 FEBRUARY 2021

The minutes of the last meeting held on 24 February 2021, having been circulated to all members, were taken as read and were confirmed and signed by the Chair.

6) PROGRESS AGAINST ACTION TRACKER

The following progress was reported:

Action 035: Consideration of MFSS transfer back in-house – considered at this meeting, then completed and closed.

Action 040: Internal Audit – Estates Management – considered at this meeting, then completed and closed.

Action 041: Force Complaints and Misconducts to have an Appendix on best practice from Police College/resume of lessons learnt – incorporated in report considered at this meeting and taken forward in future reports – completed and closed.

Action 043: Change Programme Board Schematic for circulation – to be circulated following Strategic Futures Board Meeting on 28 May 2021

Action 046: Capturing ethnicity and numbers of young people in Custody Update reports – captured in report to this meeting and for inclusion in future reports – completed and closed.

7) EXTERNAL AUDIT OF THE ACCOUNTS 2019-2020 (ISA 260)

The Panel considered the report of the Chief Finance Officer, which provided the results of the review of the Statement of Accounts and supporting documentation for the financial years 2019-2020.

During discussion, a number of issues were raised and points made:

- There was widespread disappointment and frustration expressed in the meeting that a complete set of accounts was not yet available for sign-off. EY representatives stated that the unadjusted position of audit differences, detailed at Section 4 of the Audit Results report, had not yet been finalised in the absence of a final set of financial statements;

- The Chair, on behalf of the Panel, expressed the view that the value of this external audit round was diminished, given the amount of time that had elapsed, and was concerned about the knock-on effect on audit timescales more generally;
- It was reported that significant improvement had been achieved in terms of audit and accounting capacity at the Force, and that version control procedures were now embedded.

RESOLVED 2021/017

To note the present position.

8) FINAL STATEMENT OF ACCOUNTS AND ANNUAL GOVERNANCE STATEMENTS FOR 2019-2020

The appendices to the report were not available for consideration, and so the item was deferred.

9) INTERNAL AUDIT ANNUAL ASSURANCE REPORT

The appendices to the report were not available for consideration, and so the item was deferred.

10) DRAFT ANNUAL GOVERNANCE STATEMENTS FOR 2020-21

The Panel considered the report, which provided the unaudited annual governance statements for 2020-21, along with the PCC Chief Finance Officer's Narrative Statement, explaining what would be included in the final statements.

RESOLVED 2021/018

That Panel members review the draft Annual Governance Statements and provide any feedback to the Chief Constable and Police and Crime Commissioner by the end of June 2021.

11) TREASURY MANAGEMENT YEAR END REPORT

The Panel considered the report, which provided details of compliance with the Treasury Management Strategy and prudential indicators for 2020-21.

During discussion, Charlie Radford expressed the view that as uncertainty over COVID-19 and Brexit subsided, there could be some uplift as economic conditions settled over time. However, rates remained historically low as matters stood. In response to the Chair's question, Ms Radford advised that the OPCC was considered to have a robust strategy within the sector.

RESOLVED: 2021/019

That the Panel was assured that Treasury Management activity complied with the Treasury Management Strategy.

12) STRATEGIC RISK MANAGEMENT REPORT – FORCE AND OPCC

Having previously considered the presentation element of this item, the Panel considered the report, which provided an up-to-date picture of strategic risk management across the Force and the OPCC.

In response to concern expressed about the emergence of 2 new very high strategic risks, the Chief Constable expressed the view that the Force was confident about delivery of payroll transition arrangements, and that he had close personal involvement in addressing the issues raised by the internal audit on seized property. He also advised that the new Command and Control software was a better quality and specification than present provision, but was a more complex solution, which was reflected in the risk score;

The Panel commended the revised report format and put on record its thanks to the Force Assurance Lead and Corporate Development Manager.

RESOLVED: 2021/020

that the Panel noted the following:

- 1) The very high strategic risks on the Force's risk register – Internal Audit Report on Seized Property, MFSS transfer of payroll system to the new Fusion solution and issues relating to the new Command and Control software, detailed further at Appendix 3 to the report;
- 2) The reduction in the risk score associated with the General Data Protection Regulations following a recent internal audit;
- 3) The high risk on the OPCC risk register relating to the Public Sector Pensions.

13) AUDIT AND INSPECTION UPDATE

Having previously considered the presentation element of this item, the Panel considered the report, which provided an update on progress against recommendations arising from audits and inspections which had taken place in the final quarter of 2020-2021, along with a schedule of planned audit and inspection activity.

Several points were made during discussions:

- The Panel commended the revised format of the report and appendices, which helped it identify clearly the areas on which to focus;
- The point was made that the reference to HR implications under the Equality Implications of the cover report was potentially misleading

- It was explained that front-line officers had access to bodyworn cameras, and it was individual officers' responsibility to use the equipment appropriately;
- The Stop and Search inspection had had a number of positive outcomes, but there were still some areas where stop and search powers were disproportionately. There was consensus that a balance needed striking between continuing to perform well on knife crime in communities while using stop and search powers in a judicious intelligence-led way.

RESOLVED: 2021/021

To note the current status of audits and inspections carried out in the final quarter of 2020-21, and the schedule of forthcoming audits and inspections.

14) PERFORMANCE UPDATE REPORT

The Panel considered the report, which provided an update on progress in delivering the 2018-2021 Police and Crime Plan, including narrative on key performance indicators, in compliance with the Commissioner's statutory duties.

The Panel welcomed the overall positive assessment set out in the report. Several points were made during discussion:

- As lockdown measures eased, there would in due course be increases in issues relating to traffic, alcohol and the night-time economy;
- Domestic abuse rates were slightly down both locally and nationally, and there was good work being undertaken locally with victims of domestic violence;
- The spike in online fraud reflected both an increase in criminal activity during the pandemic but also in reporting online crime. This was historically an under-reported crime category because of feelings of embarrassment and shame among victims, so an increase in reporting was to be welcomed.

RESOLVED: 2021/022

That the report be noted, and that additional assurance was not required on any specific area of concern.

15) QUARTER 4 2020-21 CAPITAL OUTTURN

The Panel considered a report, providing the financial outturn position for capital for the financial year 2020-21.

The Panel welcomed the positive capital outturn given the difficulties of the previous 12 months. It was agreed that Panel members should be invited to visit the new custody suite and joint HQ at an appropriate time.

RESOLVED: 2021/023

That

- 1) the outturn position as detailed in the report be noted; and
- 2) the slippage recommendations at Appendix B to the report be endorsed.

16) QUARTER 4 2020-21 PROVISIONAL REVENUE OUTTURN

The Panel considered a report, providing the provisional financial outturn position for Revenue for the financial year 2020-21.

The Panel welcomed the very small overspend in what had been a very challenging year

RESOLVED: 2021/024

That the report be noted.

17) COMPLAINTS AND REVIEWS ASSURANCE REPORT

The Panel considered the report, which sought to provide assurance that Police complaints were being managed in line with legislation and statutory guidance.

RESOLVED: 2021/025

That the learning identified be noted, and that a follow-up report from the Head of the Professional Standards Directorate be considered at a future meeting of the Panel.

18) COMPLAINT AND MISCONDUCT INVESTIGATIONS

The Panel considered the report, which informed the Panel of changes to police complaints and misconduct legislation, and providing data on complaints and misconduct between 27 November 2020 and 22 April 2021.

Several points were made during discussion:

- The increased volume in complaints was welcomed, there had been an historic under-reporting of complaints. It was noted that timeliness in dealing with complaints was improving, while there had been a purge of long-outstanding 'legacy' cases;
- There was consensus that appropriate training for those responding to complaints could lead to more positive outcomes first time for complainants and the Force;

- The Panel welcomed findings indicating that there was no disproportionality in approach by the Force.

RESOLVED: 2021/026

That revisions be made to future reports to reflect ensure that scrutiny was provided to those key aspects of the complaints and misconduct system implemented by the 2020 legislation.

19) IOPC INVESTIGATIONS, RECOMMENDATIONS AND ACTIONS

The Panel considered the report, which informed the Panel of complaint and misconduct matters which had been referred by Nottinghamshire Police to the Independent Office for Police Conduct (IOPC) between 27 November 2020 and 22 April 2021, along with relevant recommendations and actions.

During discussion, the Chief Constable expressed the view that the Force had strong oversight of this area, and he welcomed the transparency around mandatory referrals, which helped underpin public confidence in the service the Force provided.

RESOLVED: 2021/027

That the Panel be assured both that Nottinghamshire Police was transparent in referring itself to the IOPC in relation to all instances meeting the relevant criteria as detailed in the report, and Nottinghamshire police considered and responded to IOPC recommendations.

20) PROFESSIONAL STANDARDS CONFIDENTIAL REPORTING PROCEDURE (WHISTLE-BLOWING)

The Panel considered the report, which informed and updated the Panel in respect of reporting and management of professional standards issues.

During a brief discussion, it was explained that a majority of referrals came from another member of staff rather than members of the public. Senior management ensured that referrals were appropriately assessed and processed via the appropriate channel.

RESOLVED: 2021/028

That the Panel be assured both that Nottinghamshire Police had appropriate processes in place in respect of professional standards confidential reporting, and that it actively sought information and intelligence from a variety of sources in order to prevent corruption.

21) BUSINESS CONTINUITY MANAGEMENT

The Panel considered the report, which informed and updated the Panel in respect of the Force Business Continuity Planning process, the critical functions identified by Heads of Department and details of the Business Continuity testing timetable.

The Force's business continuity planning had been tested strenuously during the pandemic, and plans continued to be under ongoing review. It was reported that levels of sickness absence were at an historically low level.

RESOLVED: 2021/029

That the identified list of Force Critical Functions at Appendix 1 to the report be approved.

22) CUSTODY RECORD REVIEW QUARTERLY REPORT

The Panel considered the report, which provided details in respect of the 48 custody record reviews undertaken during Quarter 4, 2020-21.

RESOLVED: 2021/030

That the outcomes identified in the report be noted, and that the continuation of custody record reviews and the publication of their outcomes be supported.

23) JOINT AUDIT AND SCRUTINY WORK PLAN 2020-2021

RESOLVED: 2021/000

that the Work Plan for 2020-2021 be noted and approved.

24) SUMMARY OF ACTIONS

RESOLVED 2021/000

To agree that the following actions be added to the action tracker:

Arising from MFSS Presentation – Chair to discuss with DCC Barber about a 'Lessons Learnt' report coming to a future meeting

Arising from Draft Annual Governance Statement 2020-21 item – Panel members to provide comments on drafts to Charlie Radford and Mark Kimberley by end June 2021

Arising from Capital Expenditure item – Panel members to visit the new custody suite and joint HQ in due course

The meeting concluded at 12.25pm