

**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 THURSDAY 11 FEBRUARY 2016**  
**COMMITTEE ROOM C, COUNTY HALL,**  
**NOTTINGHAM NG2 7QP**  
**COMMENCING AT 2.00 PM**

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**MEMBERSHIP**

(A - denotes absent)

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

**OFFICERS PRESENT**

Paddy Tipping	Police and Crime Commissioner
Charlotte Radford	Chief Finance Officer, OPCC
Chris Eyre	Chief Constable, Notts. Police
Brian Welch	Mazaars
Simon Lacey	KPMG (External Audit)
Andrew Cardoza	KPMG (External Audit)
Alison Fawley	Democratic Services, Notts. County Council

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Phil Hodgson and Paul Dawkins.

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

None.

The Chair reminded Panel members of their duty to ensure their declarations of interests on the website were up to date.

### **3) MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 10 December 2015, having been circulated to all Members, were taken as read and were confirmed and were signed by the Chair.

### **AGENDA ORDER**

The Panel agreed to take the items on External Audit Plan 2016, Internal Audit progress report, Assurance Mapping and Internal Audit Annual Plan 2016-17 earlier on the agenda.

### **4) EXTERNAL AUDIT PLAN 2016**

Simon Lacey introduced the report which provided Panel members with details of the proposed External Audit Plan for 2016-17 covering the audit of accounts for 2015-16.

During discussions the following points were made:

- Materiality had been reduced from 2% to 1.5% for the proposed audit.
- Planned audit fees had reduced by 25% from the previous year but assurance was needed from Finance Teams that information would be readily available and that working papers were cross referenced and accurate if the fee was to remain at that level.
- Charlie Radford discussed the measures that were being taken in order to ensure that Finance teams were ready for the shorter timescales in 2018.

### **RESOLVED 2015/050**

- 1) That the report be noted.
- 2) That the External Audit Plan be approved.

### **5) INTERNAL AUDIT PROGRESS REPORT**

Brian Welch introduced the report which provided members with an update on progress against the Internal Audit Annual Plan and discussed the findings from audits completed to date.

During discussions the following point was made:

- An audit of Core Financials had received a limited assurance opinion. Charlie Radford felt that the opinion was justified but nonetheless found it hard to comprehend as this had never happened before. A meeting had been held on 28 January to discuss this and although there was work to be done, the meeting was positive and actions would be taken to MFSS management board. Paul Dawkins is the Chair of MFSS management board and also sits on the executive board and he will be a driver in pushing the work forward.

#### **RESOLVED 2015/051**

That the Panel had received assurance from the audits being undertaken and planned.

#### **7) ASSURANCE MAPPING 2016-17**

The Chief Constable introduced the report which provided the Panel with an overview of assurance mapping for quarters 2 & 3 2015-16.

The Chair had requested this item as he was concerned that the levels of defence had been reduced to two although it was proposed to reintroduce a third level during the next quarter which would focus on management assurance.

The Chief Constable explained the circumstances that had caused the delay including issues with the alliance and appropriate staffing. He confirmed that key personnel were being appointed across the alliance with the necessary staffing structures underneath. It was expected that all three forces would do this in a common way as part of driving out efficiency savings.

#### **RESOLVED 2015/057**

That the report be noted.

#### **6) INTERNAL AUDIT ANNUAL PLAN 2016-17**

Brian Welch introduced the report which informed the Panel of the proposed plan of work for 2016-17. He discussed with the Panel how the plan would meet statutory requirements for auditing key financial systems and comply with the need to audit systems where there had been significant change in year. He explained that other audits would be based upon risks within the strategic risk register and that advisory audits would be undertaken to ensure the smooth running of both legal entities.

During discussions the following points were raised:

- Stephen Charnock discussed how the Panel fulfils its functions and wondered what the external view of this was. The Panel referred to the

Nottinghamshire terms of reference document and commented that this varied across different Panels, for example some undertook scrutiny functions whilst others did not.

- Brian Welch advised that he was looking at other Panels to gauge best practice.

**RESOLVED 2015/052**

That the audit plan for 2016-17 be approved.

**8) STRATEGIC RISK MANAGEMENT REPORT (2015-16 Q3)**

The Chief Constable introduced the report which provided the Panel with an up to date picture of strategic risk management to the end of quarter 3, 2015-16 across Nottinghamshire Police and the Nottinghamshire Office of the Police and Crime Commissioner.

During discussions the following points were raised:

- A cyber-attack had happened nine months ago and was to the public facing site which is separate to other systems and had not presented any risk to them.
- The A19 case was scheduled at the Court of Appeal for January 2017 and there could possibly be a further appeal to the Supreme Court.
- The report is taken through the Force Executive Board where controls & plans are discussed and the Chief Constable was confident that controls were in place to deliver in the savings required next financial year.

**RESOLVED 2015/053**

- 1) That the current approach to strategic risk management be noted.
- 2) That the Panel had received assurance as to the effectiveness of strategic risk management within Nottinghamshire Police and the Nottinghamshire Office of the Police and Crime Commissioner.

**9) BUSINESS CONTINUITY MANAGEMENT REPORT**

The Chief Constable introduced the report which provided the Panel with an up to date picture of business continuity arrangements within Nottinghamshire Police.

**RESOLVED 2015/054**

- 1) That the current state of business management continuity within the Force be noted.
- 2) That the Panel had received assurance as to the effectiveness of the Force's arrangements.

**10) PUBLICATION SCHEME MONITORING, REVIEW AND ASSURANCE**

Charlie Radford introduced the report which provided the Panel with assurance that the Nottinghamshire Office of the Police and Crime Commissioner was working in full compliance with the Freedom of Information Act 2000 and The Elected Local Policing Bodies (Specified Information) Order 2011.

**RESOLVED 2015/055**

That the report be noted

**11) NOTTINGHAMSHIRE POLICE INFORMATION MANAGEMENT FREEDOM OF INFORMATION AND DATA PROTECTION UPDATE**

The Chief Constable introduced the report which provided the Panel with data on the legislative compliance of the Freedom of Information Act 2000 and the Data Protection Act 1998.

**RESOLVED 2015/056**

That the report be noted.

**12) AUDIT AND INSPECTION REPORT**

The Chief Constable introduced the report which provided the Panel with an update of the progress made against recommendations arising from audits and inspections that had taken place within the Force.

**RESOLVED 2015/058**

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

**13) PRECEPT AND BUDGET REPORTS 2016-17**

Charlie Radford introduced the report which provided the Panel with details of the approved budgets and strategies for 2016-17 and the medium term.

During discussions the following points were raised:

- It was confirmed that the precept and budget had been agreed by the Police and Crime Panel on 1 February 2016.
- The debate over a new funding formula was ongoing but it was hoped that it would be in place by April 2017.
- Plans are more robust this year to make savings as reserves are at a critical level.
- Work is ongoing re rank structures. Concern was expressed about the effect of this on staff morale and the Panel were informed that staff welfare was ongoing. Positive engagement was taking place with staff unions.
- There were tight controls regarding use of overtime and MFSS gave a visibility that had not been previously available and anomalies could be dealt with.
- Progress had been disappointing with some capital projects particularly IT but there were proposed big changes in the pipeline.
- Implementing the NICHE system had given continuity of systems and would be key in delivering future capability.

**RESOLVED 2015/059**

That the report be noted.

**14. WORK PLAN AND MEETING SCHEDULE**

**RESOLVED: 2015/060**

That the report be noted.

The meeting closed at 4.15pm

CHAIR