

OFFICE OF THE POLICE AND CRIME COMMISSIONER (OPCC)

**Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP)
meeting held at Police Headquarters, Enderby at 2.45 p.m. on
Wednesday 26 June 2013**

Present

Mr B Millett (Chair), Ms K Daisley, Mr L Dundas, Mr I Prince and Mr L Pulford.

Also in attendance

OPCC

Mr P Lewis (Chief Finance Officer), Mr R Vickers (Accountant) and Mrs L Salmon (Governance Support Officer).

Office of the Chief Constable (OCC)

Mr S Edens (Deputy Chief Constable), Mr P Dawkins (Director of Finance), Mrs R Gilbert (Head of Finance) and Mr A Dale (Corporate Accountant).

Auditors

Mrs S Lane (RSM Tenon) and Mrs S Bagnall and Ms M Gibbs (PricewaterhouseCoopers).

29/13. Apologies

Apologies were received from Mr D Harris (RSM Tenon) and Mr M Jones (PricewaterhouseCoopers).

30/13. Urgent Business

There was no urgent business.

31/13. Declarations of Interests

The Chair invited members who wished to do so to make declarations of any interests in respect of items on the agenda for the meeting.

No such declarations were made.

32/13. Minutes of the meeting held on 13 May 2013

The Chair requested clarification on paragraph 2 of minute 27/13. Members agreed the wording should be amended to:

“The interim Chair stated there would be challenges going forward especially in relation to *the technical aspects of two coporations sole and work would need to be focussed due to the scale of the role of JARAP.*”

With this amendment the minutes of the meeting held on 13 May 2013, having been previously circulated, were confirmed as a correct record.

33/13. Draft Accounts 2012/13

The Panel considered a joint report of the Chief Finance Officer and Finance Director providing an opportunity to comment on the draft Accounts 2012/13 and particularly the annual governance statements (AGSs). A copy of the report marked 'A' is filed with the minutes.

The Chair of the Panel requested clarification on the 'minor issues' outlined in the report. Mr Dale stated there had been some queries with the claims handler in relation to insurance provision arrangements and these were in the process of being resolved.

Further information was requested on the underspend caused by 'unpredictable trends in police officer turnover' mentioned in the report. The Head of Finance stated that the budget was set in November for the following financial year and actual figures on leavers and starters were not always foreseeable. Members asked the Force to reflect on the wording of this section.

The Panel AGREED to note the contents of the report.

At this point, Mrs Gilbert, Mr Dale and Mr Vickers left the meeting.

34/13. Annual Report 2012/13

The Panel considered a report of the Chief Finance Officer presenting the Annual Report for the Police and Crime Commissioner for Leicestershire covering the period 15 November 2012 to 31 March 2013. A copy of the report marked 'B' is filed with the minutes.

Members requested that in future the document include further information on the regular one-to-one meetings held between the PCC and Chief Constable to evidence accountability and transparency. Members also asked for an update on themes discussed to date.

The Panel AGREED:

- (i) note the contents of the report; and
- (ii) that members be provided with an update on themes discussed at the one-to-one meetings between the PCC and Chief Constable.

35/13. Internal Audit Report 2012/13

The Panel considered a report of the Chief Finance Officer presenting the Annual Report containing the Internal Audit Assurance Statement. A copy of the report marked 'C' is filed with the minutes.

Mrs Lane confirmed that the overall Internal Audit opinion for 2012/13 was positive.

The Panel AGREED to note the contents of the report.

36/13. Internal Audit Progress Report

The Panel considered a report of the internal auditors, RSM Tenon, providing an update on work completed to date against the internal audit plan for 2012/13 and 2013/14. A copy of the report marked 'D' is filed with the minutes.

Mrs Lane confirmed that work would be undertaken on the Collaboration audit over the summer.

The Panel AGREED to note the update on progress to date.

37/13. External Audit Progress Report

The Panel considered an oral report of the external auditors, PricewaterhouseCoopers, providing an update on work completed to date. Members received a briefing on the audit of accounts immediately prior to this meeting.

Mrs Bagnall stated that a progress report was presented to the last meeting and work on the final audit on the draft accounts would commence on 1 July.

The Panel AGREED to note the update on progress to date.

38/13. Force Risk Register

The Panel received a report from the Force Risk and Business Continuity Co-ordinator providing information on the Force Risk Register, highlighting the high priority and newly registered risks facing the Force and the current position of Business Continuity (BC). A copy of the report marked 'E' is filed with the minutes.

In response to a query from members, the Deputy Chief Constable stated he would check the timelines for risk STR167 – failure of custody CCTV.

Members requested clarification on how control measures were evaluated and actioned through in relation to risk STR310 – failure to recognise and respond to critical incidents and learn lessons. The Deputy Chief Constable confirmed it was through the Strategic Organisational Risk Board.

In relation to a query about the process of raising risks, the Deputy Chief Constable stated risks were managed through the Force Risk and Business Continuity Co-ordinator and escalated to the Strategic Organisational Risk Board if required. Members requested details on the number of risks that had been proposed through this process and the number adopted.

The Chief Finance Officer informed members that the harmonisation of OPCC risks onto the Orchid Risk Register was in progress and the next report to the Panel would reflect this.

The Chair of the Panel requested that members be provided with information on the identified strategic risks on the Force Risk Register.

The Panel AGREED:

- (i) to note the contents of the report;
- (ii) that details on the number of risks proposed and adopted through the Force Risk and Business Continuity Manager be provided to members;
- (iii) that details of the identified strategic risks on the Force Risk Register be provided to members.

39/13. OPCC Risk Register and Assurance Framework

The Panel considered a report of the Chief Finance Officer presenting members with a refreshed risk register action plan and an update on progress being made towards producing an assurance framework for both the OPCC and OCC. A copy of the report marked 'F' is filed with the minutes.

Members requested that target dates in Risk Item 3 be updated.

In relation to capacity in the OPCC, members asked for clarification whether the Police and Crime Panel had a role in approving posts. The Chief Finance Officer stated that they had no role; however a paper on the development of the OPCC had been presented to the Police and Crime Panel that day for discussion and challenge.

Members requested clarification on how the Force and PCC worked together in relation to crime reduction. The Chief Finance Officer stated that joint working was in progress with both the Force and partners to reduce the demand on Force resources and reduce offending and reoffending.

The Panel AGREED to note the progress made to date.

40/13. Communications and Engagement Strategies 2013/14 – Progress Report

The Panel received a report of the Chief Finance Officer updating on work completed to date against the Communications and Engagement and Consultation Strategies for 2013/14. A copy of the report marked 'G' is filed with the minutes.

Members made the following comments:

- responding to questions via social media was important and a method of gauging impact was required;
- the links between the OPCC and Force needed to be strengthened in the documents;
- the management of public perception needed to be considered;
- consideration should be given to mapping who the OPCC were not communicating with and how it would be overcome;
- there needed to be a clear idea of the reach and focus of any focus groups set up.

The Panel AGREED to request that the contents of the report be updated to reflect the comments above.

41/13. Development of the Office of the Police and Crime Commissioner

The Panel received a report of the Chief Finance Officer briefing members on the development of the Office of the Police and Crime Commissioner from its Police Authority origins through to the current state and projecting future requirements. A copy of the report, marked 'H' is filed with the minutes.

Members commented that clear evidence was required that the demand matched the need for posts and that was not clear from the report. Concerns were also raised on the management of public perception of increasing the size of the OPCC.

The Chief Finance Officer reported that this report had been considered by the Police and Crime Panel that morning and the Panel had resolved to support the approach being taken by the PCC.

The Panel AGREED to note the contents of the report and the approach being taken.

42/13. Commissioning Intentions

The Panel considered a report of the Commissioning Officer providing members with an assurance that the OPCC continues to develop the necessary partnership relationships that will support and enable quality commissioning and in turn positively impact the PCC's strategic priorities. A copy of the report marked 'I' is filed with the minutes.

A query was raised about how procurement was being used as this was not clear from the document. The Chief Finance Officer confirmed that procurement and legal advice had been sought as part of the process. He added that equality impact assessments would be undertaken on the Commissioning Intentions document and on individual proposals.

It was AGREED to note the progress to date and the revisions required on the Risk Register.

43/13. Police and Crime Plan 2013-17 – Update

The Panel considered a report of the Planning and Performance Co-ordinator updating members on the progress being made with the development of the next version of the Police and Crime Plan. A copy of the report marked 'J' is filed with the minutes.

The Chief Finance Officer informed members that at a strategic level there was a Police and Crime Plan Steering Group whose membership included partners but there would be wider consultation with the public. Members commented that the Communications and Engagement Strategies were crucial to ensuring a wide range of people, including the vulnerable and hard to reach, were consulted on the content of the revised Plan.

It was AGREED to note the contents of the update.

44/13. Dates of forthcoming meetings

The Panel AGREED to note the dates of future meetings as
24 September 2013, 3 December 2013 and 28 January 2014.

Chairman

28 June 2013

2.45 p.m. – 4.45 p.m.