**OFFICE OF POLICE AND CRIME COMMISSIONER & OFFICE OF THE CHIEF CONSTABLE**

**JARAP – ROLLING ACTION SHEET**

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| **Meeting**  **Date** | **Minute No.** | **Paper** | **Action** | **Person Responsible** | **Target**  **Date** | **Update** |
| 07/12/15 | 51/15 | A | Mrs King to speak to the Chair regarding reports ahead of the next JARAP meeting in February. Meeting scheduled for 15/1/16. | Mrs king/  The Chair | February 2016 | **2.2.16 –** Unfortunately the meeting had to be rescheduled (due to budget and precept commitments in the force and opcc). The agenda was circulated as per the plan on this occasion. Ongoing. |
| 07/12/15 | 59/15 | G | Mrs King to approach other PCC’s in region to gauge interest in a joint subscription to CoPACC, once new PCC’s are appointed in May 2016. | Mrs King | July 2016 | **2.2.16 –** This will be undertaken once the PCC elections have taken place and new PCCs appointed – suggest action paused and discussed at the July meeting. Ongoing |
| 07/12/15 | 59/15 | G | The JARAP agreed to monitor the weekly CoPACC updates and discuss at a future date. | JARAP members | July 2016 | **2.2.16 -** Ongoing |
| 08/03/16 | 5/16 | A | Mr Welch to report back on Collaboration at next meeting | Mr Welch | May 2016 | On Agenda18.05.16 |
| 08/03/16 | 06/16 | B | Mr Welch to add JARAP timings to Audit Plan, ensure proposed timings are listed in date order and, wherever possible, indicate where audits are to be conducted with other police forces. | Mr Welch | May 2016 |  |
| 08/03/16 | 07/16 | C | DCC to check appropriate training had taken place | DCC  Bannister | May 2016 | **26.4.16 -** There were no significant changes to the property processes which required formal training sessions, however, the policy and procedure was reinforced with the property staff.  There remains a heavy scrutiny on property processes by the Crime and Intel SMT. |
| 08/03/16 | 07/16 | C | DCC to check rigour in relation to proposed timescales for completion. | DCC Bannister | May 2016 | **26.4.16 -**  On the infrequent occasions where target dates are requested to be revised by business owners discussions take place between the owner, auditors and the force monitoring team to ensure that any agreed revised targets are achievable whilst maintaining the interests of the force. Where target dates are revised the circumstances for doing so are reported to JARAP. Indeed, sometimes circumstances are beyond the control of the business owner for example **ZANZIBAR – (P2P) [Procure to Pay]** system for procurement dates were revised, placed on hold and then superseded altogether due to the system not meeting force requirements. |
| 08/03/16 | 09/16 | D | Chair to review meeting dates for 2017 | The Chair | May 2016 |  |
| 08/03/16 | 09/16 | D | Mr Dawkins to circulate briefing note of final accounts | Mr Dawkins | March 2016 | **10.05.16 –** To be tabled at meeting 18.05.16 |
| 08/03/16 | 10/16 | E | DCC to provide details of work being carried out in relation to STR1679 | DCC Bannister | May 2016 | **26.4.16 –** A paper will be circulated ahead of the meeting on 18.05.16 with details of work being carried out in relation to this risk. |
| 08/03/16 | 11/16 |  | DCC to bring proposal on performance indicators at next meeting. | DCC Bannister | May 2016 | **10.05.16 –** This will be forwarded with the action sheet as it aligns with the Ethics portfolio. |
| 08/03/16 | 11/16 |  | Chair to meet with Helen King regarding performance indicators and report back to next meeting | The Chair | May 2016 | **10.05.16** – Meeting Scheduled but unable to take place, to be rescheduled |