

**OFFICE OF POLICE AND CRIME COMMISSIONER & OFFICE OF THE CHIEF CONSTABLE**  
**JARAP – ROLLING ACTION SHEET**

Meeting Date	Minute No.	Paper	Action	Person Responsible	Target Date	Update
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	<p><b>2.2.16</b> – 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</p> <p><b>20.06.16</b> – This is still being considered by the new PCC and members will be updated when he has made a decision.</p> <p><b>05.07.16</b> – Mrs King to send a CoPACC link to Mr Pulford direct.</p> <p><b>09.12.16</b> - Mr Prince asked if this could be closed due to it being two years and Mrs King confirmed that this could be now closed.</p> <p><b>CLOSE</b></p>
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	<p><b>2.2.16</b> – Ongoing</p> <p><b>09.12.16</b> - Mr Prince asked if this could be closed due to it being two years old <b><i>and panel members were monitoring the reports</i></b> Mrs King confirmed that this could be now closed. <b>CLOSE</b></p>
08/03/16	09/16	D	Chair to review meeting dates for 2017	The Chair	May 2016	<p><b>18.05.16</b>- Ongoing</p> <p><b>28.02.17</b> – Draft dates circulated. Discussion regarding the May meeting required.</p>
18/05/16	23/16	A	Offered to chase CFO's to seek speedy responses to be provided to Mr Welch	Mrs King	July 2016	<p><b>20.06.16</b> – Regional CFO colleagues have been chased twice to complete the Regional collaboration audits and ways forward suggested when there were points of difference. Chief Executives have also been chased. At the time of writing, one report had been finalised but it is hoped that the two chasers may assist in finalising the remaining reports.</p>

						<b>28.02.17</b> - All reports were closed for 2015/16. New process was adopted for 2016/17 which is working well. <b>CLOSE</b>
18/05/16	24/16	B	Share a copy of the HR Plan with JARAP members when agreed	DCC Bannister	July 2016	<b>20.06.16</b> – Once issued publicly the updated HR Plan can be shared with JARAP members. This is anticipated within the next few months. <b>24.08.16</b> – The HR Plan has been agreed and will be circulated to the panel. <b>09.12.16</b> – The plan was circulated. <b>CLOSE</b>
18/05/16	24/16	B	Update JARAP when Human Resources 4.1 has been discussed at SAB	DCC Bannister	July 2016	<b>20.06.16</b> – This is scheduled for discussion at SAB on the 28/6/16. <b>24.08.16</b> – The People Strategy now includes a link to the Force objectives. It was presented and discussed at the SAB meeting on 28.06.16. <b>CLOSE</b>
05/07/16	39/16	B	Look into timescales for getting and receiving details on access to key safes and segregation of duties	DCC Bannister	September 2016	<b>09.12.16</b> – DCC confirmed that safes have arrived and have been installed. Mr Dawkins to check if the segregation of duties has happened and report back. <b>28.02.17</b> – There is a segregation of duties, with an additional property officer now identified to undertake the safe audit process. <b>CLOSE</b>
05/07/16	40/16	C	Add details regarding Supt Newcombe and the meeting that has taken place to tracking for Partnerships	Mrs King	September 2016	<b>09.12.16</b> – Mrs King explained that there had recently been some staff changes within the OPCC and said that she will pick this up on the Monitoring Report for the Internal Audit recommendations and also in terms of the risk register as she wanted to talk about an increase there. Mrs King notified the Panel that Supt Newcombe had left the OPCC and Mr Stock is on leave. She said that the PCC had reviewed partnerships with his strategic partners. <b>28.02.17</b> – The new PCC has set out his priorities and arrangements for Partnerships

						within his Police and Crime Plan and has also reviewed with Strategic Partnership Board members the forum and attendance. <b>CLOSE</b>
05/07/16	40/16	C	Add updates on tracking which have taken place for Change Programme.	DCC Bannister	September 2016	<b>24.08.16</b> – This will be included in future reports. <b>CLOSE</b>
05/07/16	40/16	C	Requested a discussion outside JARAP to gain understanding of Human Resources tracking	Mr Prince	September 2016	<b>09.12.16</b> - Mr Prince confirmed that he had attended a meeting with the DCC to gain understanding of Human Resources tracking and said that this action can be closed. <b>CLOSE</b>
05/07/16	40/16	C	Find out whether Leicestershire as a force will be linking into the cyber security considerations launched by the Cabinet Office	DCC Bannister	September 2016	<b>24.08.16</b> – The launch has been delayed by the Home Office with the only update being “later in 2016”. Leicestershire Police are working with the regional cyber protect officer about all initiatives launched but the home office launch appears to have been delayed to “later in 2016” (according to website). Any key messages will be fed into the Cyber Crime Control plan messages being co-ordinated through the partnership group. <b>08.12.16</b> - We are now fully engaged with the information provided by the new guidance. The force Cyber Control Plan is compliant with the aspects contained within it and we’ve had it confirmed that we are already ahead of a lot of the recommended approaches. We are now undergoing the Cyber Essential Plus which is in force 9/12/16 for our accreditation <b>09.12.16</b> - Mrs King informed the Panel that the DCC had provided an update on cyber security considerations. The Chair asked Mrs King if the audit for cyber essentials plus was happening today and Mrs King and Mr Dawkins both confirmed that it was. The Panel asked for this action to be kept open until the outcome of the audit was received. <b>28.02.17</b> – The force has achieved the Cyber Essentials accreditation. <b>CLOSE</b>

05/07/16	40/16	C	Meeting offline with Mr Dawkins regarding ICT audit	Chair/ Mr Dawkins	September 2016	<b>09.12.16</b> - Mr Dawkins asked Mrs King if the offline meeting regarding the ICT audit had taken place. The Chair confirmed that the meeting had not taken place and requested that this action is kept open for further update. <b>28.02.17</b> –This is a Force audit and the Tri-Force ACO IT is Phil Eaton for members to contact and discuss any issues where required.
05/07/16	40/16	C	Each recommendation to have the name of responsible owner and job description included	DCC Bannister	September 2016	<b>24.08.16</b> – This will be included in future reports. <b>CLOSE</b>
05/07/16	42/16	D	Note if there is a new risk owner for any of the risks	Mrs Saunders	September 2016	<b>24.08.16</b> – This will be included in future reports. <b>CLOSE</b>
05/07/16	42/16	D	Add narrative to the system to reflect the continuing review of OPCC 1934	Mrs Saunders	September 2016	<b>24.08.16</b> – Additional narrative has been added to OPCC 1934 within Orchid. <b>CLOSE</b>
05/07/16	42/16	D	Ensure the new PCC Risk is updated monthly rather than quarterly	Mrs King	September 2016	<b>28.02.17</b> – OPCC Risks have been reviewed as frequently as possible – but still in line with the Policy – this was monthly but has been quarterly more recently. Once OPCC staffing capacity is increased, Risks will be reviewed monthly where required. <b>CLOSE</b>
05/07/16	42/16	D	Include an item for First 100 Days of the PCC at the request of Mr Stock for him to table on the agenda of JARAP in September	Mrs Partridge	September 2016	<b>09.12.16</b> - Mrs King confirmed that the First 100 Days of the PCC was discussed at September's meeting. Panel agreed to <b>CLOSE</b> .
05/07/16	44/16	F	Respond with comments on the content of the Annual Report by 19.7.16	Panel Members	July 2016	<b>09.12.16</b> - Mrs King confirmed that Panel members had responded with comments on the contents of the Annual Report. The Panel agreed to close this action. <b>CLOSE</b>
05/07/16	44/16	F	Liaise with the Chair regarding the presentation of the Annual Report to the PCC and the Chief Constable	Mrs King	September 2016	<b>09.12.16</b> - Mrs King confirmed that the Annual Report went to the Strategic Assurance Board and that there was a letter in draft which will shortly be coming to JARAP. She proposed that this action be closed and the Panel agreed. <b>CLOSE</b>

05/07/16	46/16		Progress the process to recruit a JARAP member outside the JARAP meeting	Chair/ Mrs King	September 2016	<b>09.12.16</b> - Mrs King notified the Panel that the recruitment of a JARAP member could now go ahead and that she had a draft recruitment pack for sharing with Panel members. Mr Pulford asked for a timeline and Mrs King said she would like to place the advert after Christmas. <b>28.02.17</b> – CFO and Resources Manager have linked in with Luke Pulford and the process is underway.
05/07/16	46/16		Discuss with the PCC and the Chief Constable and consider work on the Terms of Reference as regards to the tenure of the Chair outside of the JARAP meeting	Mrs King	September 2016	<b>09.12.16</b> - Mrs King confirmed that the Panel produced updated Terms of Reference at last meeting and said that they will be revised and are in the Annual Plan for February. 28.02.17 – TOR on the agenda for its annual review at this meeting. <b>CLOSE</b>
19/09/16	60/16	E	Statement of Accounts: ACO(F) to provide confirmation of numbers in report on page 5	Mr Dawkins	September 2016	<b>15.12.16</b> – Confirmation as follows: Crime (changes in recorded) should be +4.5% Organised Crime Groups (OCG) should be 74.7% <b>CLOSE</b>
09/12/16	75/16	B	<u>Seized and Found Property</u> The Chair asked about the new lost/found property procedure which was going to be launched end of November and questioned, as this was a December update, whether or not it had been carried out. Mr Dawkins said he will make enquiries and provide an update.	Mr Dawkins / Mrs Saunders	March 2017	<b>28.02.17</b> – The lost and found property procedure was launched in November 2016. <b>CLOSE</b>
09/12/16	75/16	B	The Chair asked for bullet points of milestones to be added to the report.	Force	March 2017	<b>28.02.17</b> – An overview of progress and milestones will be provided at the March meeting. <b>CLOSE</b>
09/12/16	75/16	B	The Panel asked for Property Rationalisation to be added to the next agenda and would like Mr Jez	Miss Wilcox	March 2017	<b>28.02.17</b> – Update is on agenda with representation from Jez Leavesley. The PCC has asked for further options to be considered on future property arrangements

			Leavesley to attend to present a short focus presentation.			and an update will be provided to the JARAP once these proposals have been considered and a final way forward agreed.
09/12/16	75/16	B	Payroll – bullet points to be added stating that adequate controls are in place to ensure there are no weaknesses	Mr Dawkins	March 2017	<b>28.02.17</b> – This has been added to the report. <b>CLOSE</b>
09/12/16	75/16	B	Seized and Fund Property Safe Management Audit - Mr Prince would like Mr Jez Leavesley to assure the Panel that access to safe keys are actually restricted to those who should have them and are the keys to the safes securely stored at all times, as it has been six months since the fundamental recommendation was made.	Mr Leavesley	March 2017	<b>28.02.17</b> – The keys are securely stored within the trakka key safe, which have limited and audited access by a small group of property officers. <b>CLOSE</b>
09/12/16	75/16	B	Complaints Management - Mr Pulford asked for evidence that the Force briefing has been issued regarding additional allegations before closing this audit.	Force	March 2017	<b>28.02.17</b> – The briefing was issues, copy of latest news article provided to evidence this. <b>CLOSE</b>
09/12/16	76/16	C	STR1679 – Missed Opportunities: The Chair asked if the Force were achieving their targets and Mrs Saunders said the last time she was privy, the Force were achieving 80% and said she will check and provide a more accurate and up-to-date figure.	Mrs Saunders	March 2017	<b>28.02.17</b> – The Force Crime Registrar has updated that the current level of compliance is 83%. <b>CLOSE</b>
09/12/16	76/16	C	STR1935 – Management of seized and found property provision: Amend “Previous Rating” to say High	Mrs Saunders	March 2017	<b>28.02.17</b> – This has been amended to high within the report. <b>CLOSE</b>
09/12/16	76/16	C	STR1935 – Management of seized and found property provision: Find out if there is a threshold target for numbers and provide an update to the Chair	Mrs Saunders	March 2017	<b>28.02.17</b> – Update from Jez Leavesley There cannot be a threshold as property is a moving feast so we can only guesstimate. We started at 85,00 entries (not items) and have reduced it so far to 67,000. We will continue to work on reducing this to try to get it to below 60,000, but at some stage it will bottom out (evidential) and then start to increase again

						<p>as the retention and review procedure kicks in, which means we will keep some items for longer to comply with legislation. The amount of evidential property we retain is also crime volume specific, so if crime goes up so will our evidential property seizures.</p> <p>We have reduced the property 'black hole' (entries without an OIC) from 8,400 entries last July to 2,550 Feb 2017. This work (Op Halo) is on-going.</p> <p><b>CLOSE</b></p>
09/12/16	76/16	C	<p>STR473 – Organisational risk of not complying with the ACPO Vetting Policy:</p> <p>The Chair asked for clarity around the different levels of vetting and asked where the levels fit in the nationally recognised vetting criteria. Mrs Saunders said she will provide clarity outside the meeting.</p>	Mrs Saunders	March 2017	<p><b>28.02.17</b> – Paper provided with overview of local and national vetting levels.</p> <p>In addition, ensuring vetting standards are being met is covered within the Ethics and Integrity Committee Terms of Reference.</p> <p><b>CLOSE</b></p>
09/12/16	76/16	C	<p>STR1519 – RMADS resilience for information security:</p> <p>The Chair challenged the scoring given that information security and cyber risk is one of the UK's number one risks. He asked whether the rating should be higher given the shortfall. Mrs Saunders said that the Output Based Budgeting review was still ongoing and she could go back to the risk owner and reflect on the process together with the Chair's comments to see if the overall rating could be reviewed. Mrs Saunders said she will bring back the scoring with a rationale as to why it was selected.</p>	Mrs Saunders	March 2017	<p><b>28.02.17</b> – Update provided by Paul Hooseman, Information Manager (risk owner):- STR1519 will undergo its next scheduled review on 31/3 whereby the scoring can be reassessed.</p> <p>The last update 29/12/16 – outlined how a further control measure was now in place, and a proposed Information Management and Information Assurance resource infrastructure had been agreed by the OBB Panel. This will result in increased resilience by moving from the current position of 1 x Information Security Officer to a new resource position of:</p> <ul style="list-style-type: none"> <li>1 x Information Security Officer</li> <li>1 x Information Security Support Officer</li> <li>2 x dedicated Information Management/Assurance Project Managers (fixed term contract)</li> </ul>

						1 x dedicated Information Management/Assurance Project Support Officer (fixed term contract) The current position is that Leicestershire Police are operating a network which has been accredited by the Home Office, and which last passed assessment in November 2016, following an independent IT Health Check (penetration test). All existing controls remain valid options, and the additional control is subject to the direction of travel emerging from Tri-Force Collaboration. <b>CLOSE</b>
09/12/16	76/16	C	STR1940 – Failure to meet 101 call handling target: The Chair asked what the average time was to answer a 101 call, if calls were not being answered within 30 seconds. Mrs Saunders said she would find out and provide a response.	Mrs Saunders	March 2017	<b>28.02.17</b> – Update provided by Jason Ross, Contact Management Chief Inspector (risk owner):- It is difficult to identify an average time as it can change depending on the time/day, general volume of calls and staffing numbers. Whilst there is no national target, there is a force set target of answering calls within 30 seconds. However, this is being reviewed as this was set some time ago and since then the process in recording information over the phone during initial calls has increased, increasing the average length of incoming calls. Therefore the target is being reviewed. <b>CLOSE</b>
09/12/16	76/16	C	STR1940 – Failure to meet 101 call handling target: Share report which goes to SAB containing 101 call handling times with JARAP members	Mrs King	March 2017	<b>28.02.17</b> – The Force Performance Report to the Police and Crime Commissioner for the Strategic Assurance Board was circulated to members for information only. The meeting involved the PCC discussing call handling at great length with the Chief Constable and is an area of significant ongoing scrutiny by him in his role. <b>CLOSE</b>
09/12/16	76/16	C	STR1940 – Failure to meet 101 call handling target:	Mrs Saunders	March 2017	<b>28.02.17</b> – Shift pattern review has been moved from existing control to additional control.

			Change shift pattern review from existing control to an additional control with beginning and end target dates			<b>CLOSE</b>
09/12/16	76/16	C	STR1940 – Failure to meet 101 call handling target: Mr Prince asked when the shift pattern review will begin and end	Mrs Saunders	March 2017	<b>28.02.17</b> – The shift pattern has commenced and is expected to be complete by June 2017. <b>CLOSE</b>
09/12/16	77/16	Verbal	Fraud and Corruption update to be provided at every other JARAP meetings	Mr Dawkins	March 2017	<b>28.02.17</b> – On agenda as a standing item and a written report will be completed every two meetings. <b>CLOSE</b>
09/12/16	80/16	F	Tri-Force Governance and Control Aspects – share Grant Thornton report with JARAP members	Mrs King / Mr Dawkins	June 2017	<b>28.02.17</b> – There is a meeting of the Tri-Force PCCs and CCs on the 6/3/17 – a final Grant Thornton report has just been issued. However, this has not yet been released further than the Tri Force Board at this stage. Consideration will be given to sharing this report when it has been released and following an agreed direction of travel on the Tri-Force.