

**Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP) held
at Police Headquarters, Enderby at 10:00am on
Wednesday 19 September 2018**

Present

Mr L Pulford, Mr L Dundas, Mr I Prince, Mr A Bhayat

Also in attendance

Office of The Police and Crime Commissioner (OPCC)

Mr M Henry (Chief Finance Officer), Nisha Pabari (Business Staff Officer)

Office of The Chief Constable (OCC)

Mr A Streets (Chief Superintendent), Mr P Dawkins (Assistant Chief Officer Finance and Resources), Ms E Matts (Staff Officer), Mr R Mollett (Policy and Strategy Officer), Mr M Jones (Health and Safety Advisor)

Auditors

Mr B Welch (Mazars)

Observer

Edward Henriet (HMICFRS)
Amy Orton (Leicester Mercury)

38/18 Apologies

Ms J Pallas
Mr R Nixon (Deputy Police and Crime Commissioner)
Mr N Harris (Ernst and Young)
Ms H Henshaw (Ernst and Young)

39/18 Urgent Business

The Chairman invited members who wished to do so to raise any urgent business in respect of items on the agenda for the meeting.

No items of urgent business were raised.

40/18 Declarations of Interest

The Chairman 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.

41/18 Minutes of the meeting held on 24 July 2018 and Rolling Action Sheet

The minutes of the meeting held on 24 July 2018, were discussed and were confirmed as a true and correct record.

The rolling action sheet was discussed.

The Panel AGREED to close the following rolling actions:

- 40/16 – ICT Audit
- 57/17 – Victim Survey
- 06/18 – VCOP update
- 06/18 – Stock Condition Survey update
- 11/18 – Force Meeting Reports Update
- 18/18a – Update on PSD outcome
- 18/18c – Health and Safety Audit
- 18/18d – Breakdown of Total Number of Days for Each Audit on the Internal Audit Plan
- 19/18a – Proposed Closed Recommendations
- 19/19b – Satisfactory Recommendation 4.7
- 19/18c – Update on Recommendation 4.9
- 19/18d – Roy Mollett in Attendance at JARAP
- 19/18f – Firearms Audit Recommendation and CCTV – it was agreed to close this action as it is separately covered and linked within the Internal Audit Recommendations report.
- 19/18g – Handling of Seized Cash Audit
- 20/18a – Improved Missed Opportunities Statistics
- 26/18a – September Agenda Items
- 27/18a – Force Planning Cycle
- 28/18b – Corruption Intelligence Document
- 29/18a – Agenda Amendment regarding Future Meeting Date
- 29/18b – Agenda Amendment regarding Apologies
- 34/18 – PEEL Efficiency Report

The Panel discussed a new approach relating to the Internal Audit Recommendation Report as proposed by Mr Henry on 22 August 2018. It was agreed that all of the actions with this update should remain open until the proposal has been agreed. This applies to:

- 06/18b – Action ongoing. Mr Nixon and Mr Dawkins to provide holistic overview and timeline of key critical gateways, policies and procedures
- 06/18 – Action ongoing. Mr Nixon to look at Health and Safety.
- 06/18. Action ongoing. Mr Nixon to look review all associated risks relating to property, victim, IT and Health and Safety to gain assurance
- 19/18e – Action ongoing. The new approach around Risk Management and Internal Audit Recommendations are to be finalised.

The following actions remain open:

76/16 – Action Ongoing. Adam Streets to circulate and update to show 101 call handling targets being met and six months statistical evidence of consistency in performance.

18/18b – Action ongoing. Mr Streets to provide a briefing note on the Fraud Survey and how Police Officers and staff can be encouraged to return this survey in future to enable a greater response rate. It was also agreed that Mr Henry would share the Budget Consultation Process with the panel once it had been produced.

ACTION: Mr Henry to share the Budget Consultation with the panel in due course.

20/18b - Action ongoing.

20/18c - Action ongoing.

20/18d – Action ongoing.

42/18 Internal Audit Progress Report

The Panel received a report from Internal Audit on the Internal Audit Progress Report. The report marked 'A' is filed with the minutes.

Mr Welch introduced the Internal Audit Progress report and outlined the summary of the internal audit work to date.

Mr Welch explained that three collaborative audits were in progress across the region. These were Strategic Financial Planning, Risk Management and Business Planning.

Mr Welch outlined the progress against all of the audits contained within the Internal Audit Plan for 17/18 and 18/19.

Mr Welch highlighted the work that had been carried out on the Proceeds of Crime Act (POCA) audit, commenting that it was comparing different practices on POCA across the region.

Mr Henry agreed to circulate the full POCA report to members for information.

ACTION: Mr Henry to circulate the full POCA report to members.

Mr Welch explained that a review of collaboration assurance statements had taken place. This considered the arrangements in place across a number of regional units. The primary purpose of this exercise was to provide assurance to relevant Section 151 (S151) officers. Mr Welch highlighted that the approach could be improved for future use.

Mr Henry commented that the work was useful as it gave confidence to the relevant S151 Officers to be able to sign off the Annual Governance Statement, which is considered by this panel and features in the Statement of Accounts. Mr Henry commented that regional Chief Finance Officers (CFO's) are considering this report with a view to further improving the process.

The Chairman queried if the Fleet Management audit, which was in draft, was to be given a satisfactory assurance opinion. Mr Welch confirmed that it was.

The Chairman asked if the Housekeeping recommendation in the governance audit had been addressed and Mr Henry confirmed that it had.

The Panel DISCUSSED the contents of the report.

43/18 Internal Audit Recommendations & Tracking

The Panel received the Internal Audit Recommendation & Tracking report from the Chief Constable and the Chief Finance Officer (OPCC). A copy of the report marked 'B' is filed with the minutes.

The report was introduced by Chief Superintendent Adam Streets. The panel considered the detailed recommendations contained at Appendix A, within the report and highlighted the following points:

Seized and Found Property report (4.1 Missing Firearm recommendation) – page 1, point 12 – Ian Prince asked for clarity in relation to the verbal warnings procedure referred to within the actions updates on the tracker and whether this was a new, formal process, above management intervention. It was confirmed that it was not a new process but part of the normal management processes.

It was agreed that Mr Streets would circulate a note to panel members providing clarity on how verbal warnings are used within normal management processes.

ACTION a: Mr Streets to circulate a note to panel members providing clarity on how verbal warnings are used within normal management processes.

Seized and Found Property report (4.7 Update on Procedure) – page 3.

Mr Prince sought reassurance from the Force that Body Worn Videos were used to capture cash handling and that policies were being followed. Mr Prince requested for reality testing to be undertaken and a report to be produced on the findings.

ACTION b: Mr Streets to provide an overview of a dip sample/reality testing in relation to the use of Body Worn Video and/or compliance with the revised guidance to officers when capturing cash handling in order to consider if the relevant policies were being properly adhered to.

Health and Safety report (4.9 Performance Data) – page 5

Mr Prince commented that he was impressed by the quality of the Executive Health and Safety Report that was circulated since the last meeting.

Health and Safety report (4.12 Training) – page 6

It was agreed to close the recommendation but details of training plans should be circulated to panel members for information.

ACTION c: Mr Jones to circulate the details of the Health and Safety training plans to member for information.

Estates Management (4.2 Standing Orders Update) – page 12.

The Chairman highlighted that there was no implementation target date included. Mr Henry and Mr Dawkins commented that the review was due to be completed by 31 March 2019.

Firearms Licensing report (4.2 Referee Police Security Checks) – page 17.

Mr Prince highlighted if the checks that are now in place are working successfully. It was agreed that a dip sample would be reviewed and checked for compliance. This information would be shared with panel members, prior to the next meeting in December.

ACTION d: Mr Nigel Rixon (Firearms Licensing) to be requested to provide a dip sample on the security checks in relation to the licensing of firearms in order to monitor if the current policy is being complied with.

Subject to the comments detailed above, the panel agreed to close all recommendations that had been 'proposed closed' within the report.

The Panel NOTED the contents of the report.

44/18 External Audit – Annual Audit Letter

The Panel received the External Audit Annual Audit Letter from External Audit, however this was presented by the Chief Finance Officer of the Office of the Police and Crime Commissioner (OPCC). A copy of the report marked 'C' is filed with the minutes.

The Chairman raised his disappointment in relation to External Audit not being in attendance. He stated that the expectation had been for External Audit to be present for all meetings. He added that External Audit had offered a telephone call to explain the circumstance.

Mr Dawkins set out the reasons why External Audit were unable to attend on this occasion.

The Chairman was aware of the reasons, nevertheless his expectation for future meetings was that External Audit should always be in attendance. This was endorsed by other panel members.

Mr Henry introduced the Annual Audit Letter and highlighted the positive information that was contained within the executive summary.

Mr Henry and Mr Dawkins responded to queries raised by the panel members.

The Panel DISCUSSED the contents of the report.

45/18 Risk Register

The Panel received a report from the Deputy Chief Constable on the Risk Register. A copy of the report marked 'D' is filed with the minutes.

Mr Streets introduced the report and highlighted the work of the Strategic Organisational Risk Board (SORB) which is attended by a member of JARAP.

The SORB met on 18 September 2018 which was after the circulation of this report. The SORB went through each of the strategic risks highlighted in the report and will be making recommendations to the next meeting of JARAP in terms of any that can be closed or any additions or amendments to the risk register.

The panel went through each of the risks highlighted in Appendix A.

Mr Henry highlighted that within the OPCC, a fundamental review of risks had taken place and it is expected that this will be brought back to the next JARAP meeting in December.

On **STR1679**, Mr Bhayat queried how many people had attended training. Mr Streets responded to this query.

On **OPCC1696**, the Chairman accepted that the OPCC Risks were being fundamentally reviewed but asked, that in the meantime, if the current risks were still being monitored. Mr Henry responded that they were.

On **STR380**, Mr Prince queried the current status of the job evaluation process. Mr Dawkins responded that the exercise was well advanced and still subject to consultation before reaching its conclusion. When the report has been finalised, further details will be issued to panel members.

ACTION: Mr Dawkins to provide information on the job evaluation process when the exercise has been finalised.

On **STR473**, the Chairman asked for an update in progress and this was provided by Mr Streets. The Chairman asked if the risk was still deemed to be 'medium'. Mr Streets confirmed that it was still a 'medium' risk.

The Panel DISCUSSED and NOTED the contents of the report.

46/18 Fraud and Corruption

The Panel received a verbal update from the Chief Superintendent on Anti-Fraud and Corruption matters.

Mr Streets commented that there had been no particular anti-fraud and corruption issues that needed to be brought to the attention of the panel, since the last update. He made reference to the fact that HMICFRS had recently carried out some field work on anti-fraud and corruption. When the outcome of this is known, it will be fed back to panel members.

ACTION: Mr Dawkins to provide information once the outcome of the HMICFRS field work is known.

The panel RECEIVED the verbal update.

47/18 Sharing Good Learning from Op Rowan and Op Lakes

The Panel received a verbal update from the Chief Superintendent on Sharing Good Learning from Op Rowan and Op Lakes.

Mr Streets highlighted that a number of individual operations are considered in another forum. Often, the organisation can learn from, or guard against, risks that have been highlighted in this forum and these will be reported back to the JARAP.

Mr Streets made reference to learning stemming from Operation Rowan and Operation Lakes and once complete, this learning will be reported back to a future meeting. Alongside learning from other operations as appropriate.

The Panel RECEIVED the verbal update.

48/18 Work Programme

The Panel received a copy of the Work Programme from the Chief Finance Officer of the Office of the Police and Crime Commissioner. A copy of the programme marked 'E' is filed with the minutes.

Mr Henry introduced the Work Programme.

The panel NOTED the contents of the Work Programme.

Date of Next meeting

Tuesday 11 December 2018

10:00am – 12:00pm

Main Conference Room.

Pre-meeting briefing 9:15am – 10:00am
"Collaboration Update"

Formal meeting – 10:00am

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
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	<p>28.02.17 – 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.</p> <p>17.3.17 – Discussed at JARAP – action to remain open. Member invited to attend PDG to gain assurance on how this area of performance is being monitored.</p> <p>22.05.17 – The risk owner has provided the CMD 17/18 delivery plan which includes the following:- There is a historic target in relation to 101 performance to answer 85% in 30 seconds, YTD performance stands at 61%. The primary objective in order to improve performance as outlined in previous sections is to embed the new shift pattern to better align demand and resources combined with the correct establishment supported by</p>

					<p>over-recruitment to manage attrition.</p> <p>18.08.17 – The risk owner updates as follows: - Over the last 3 months we have seen a month on month improvement in relation to call taking, both 101 and 999. This has been backed up by BT who say they have seen a significant improvement in our 9's performance also. In terms of recruitment and HR sickness is down and numbers of staff are up. We have agreed a recruitment process with HR and EMCHRS for 4 intakes a year for 2018.</p> <p>14.09.17 - Action on going. Mrs Saunders to provide figures on strategic risk as detailed within the 18/7/17 update on the rolling action sheet regarding improvements over the last 3 months for call taking and sickness.</p> <p>15.11.17 – The figures for answering 101 call within 30 seconds are as follows: - May 2017 – 43.7% August 2017 – 72.1% November 2017 – 82.8% The abandonment rate for 101 calls are: - May 2017 – 20.5% August 2017 – 6.9% November 2017 – 3.9% The sickness rate has decreased from 14.7 days lost on average over the year to 13.4 days (as at September 2017).</p> <p>30.01.18 – The figures for answering 101 call within 30 seconds are as follows: - December 2017 – 84.5% January 2018 – 83.2% The abandonment rate for 101 calls are: - December 2017 – 3.2% January 2018 – 3.9%</p>
--	--	--	--	--	--

					<p>12.06.18 – Propose close</p> <p>20.06.18 –DCC Rob Nixon updated the panel on the current status of 101 call handling with an improved average response of 30 secs and consistency in performance for the last 4-5 months due to recruitment, improved shift patterns and complementary feedback from stakeholders & service users.</p> <p>The Force to provide an update to show 101 call handling target is being met and 6 months statistical evidence of consistency in performance with a proposed view to close this action at the next full meeting in September.</p> <p>09.07.18 – PROPOSE CLOSE</p> <p>19.09.18 - The Panel did not agree for the action to be closed.</p> <p>Adam Streets to circulate and update to show 101 call handling targets being met and six months statistical evidence of consistency in performance.</p> <p>24.09.19 – BC4 101 Performance Update circulated to panel for information</p> <p>PROPOSE CLOSE</p>
21/02/18	06/18	B	Mr Nixon and Mr Dawkins to provide a holistic overview on the actions taken and extract from that timeline of key critical gateways, policies and procedures.	Mr Nixon/Mr Dawkins	<p>12.06.18 – Discussions have taken place to improve the information contained within the Internal Audit Recommendations Report and these are still being developed.</p> <p>20.06.18 – The Chair, DCC Rob Nixon and Martin Henry will meet to discuss and find the</p>

					<p>most appropriate way to progress the reporting of risk management and progress against internal audit recommendations and make recommendations to panel members.</p> <p>09.07.18 – Martin Henry spoke with the Chair and agreed meeting not now required. However the document to be prepared and forwarded to the Chair re proposals for circulation to members prior to the September meeting</p> <p>30.08.18 - A new approach has been proposed in relation to this report and has been circulated by Martin Henry 22/8/18</p> <p>PROPOSE CLOSE</p> <p>19.09.18 – This action should remain open until the new approach has been agreed.</p> <p>27.11.18 - A new approach has now been agreed and is elsewhere on this agenda. If the panel is content with this approach this action will be proposed to be closed at the next meeting</p>
21/02/18	06/18	B	Mr Nixon to look at health and Safety	Mr Nixon	<p>12.06.18 – This will be covered within the future papers that Roy Mollett prepares as part of the changes being made, as agreed between him, JARAP chair OPCC and DCC</p> <p>20.06.18 –The Chair, DCC Rob Nixon and Martin Henry will meet to discuss and find the most appropriate way to progress.</p> <p>09.07.18 – Meeting to be scheduled prior to</p>

					<p>the September JARAP by Ms Pabari.</p> <p>30.08.18 - A new approach has been proposed in relation to this report and has been circulated by Martin Henry 22/8/18</p> <p>PROPOSE CLOSE</p> <p>19.09.18 – This action should remain open until the new approach has been agreed.</p> <p>27.11.18 - A new approach has now been agreed and is elsewhere on this agenda. If the panel is content with this approach this action will be proposed to be closed at the next meeting</p>
21/02/18	06/18	B	Mr Nixon to review all associated risks relating to property, victim, IT and Health and Safety to gain assurance.	Mr Nixon/Ms Pabari	<p>12.06.18 – This will be covered within the future papers that Roy Mollett prepares as part of the changes being made, as agreed between him, JARAP chair OPCC and DCC</p> <p>20.06.18 –The Chair, DCC Rob Nixon and Martin Henry to discuss and find the most appropriate way to progress.</p> <p>09.07.18 - The Chair has agreed for this action to be brought back to the next meeting and Roy Mollett to attend all future meetings. Ms Pabari to add to September Agenda and Invite Roy Mollett.</p> <p>30.08.18 - A new approach has been proposed in relation to this report and has been circulated by Martin Henry 22/8/18</p>

					<p>PROPOSE CLOSE</p> <p>19.09.18 – This action should remain open until the new approach has been agreed.</p> <p>27.11.18 - A new approach has now been agreed and is elsewhere on this agenda. If the panel is content with this approach this action will be proposed to be closed at the next meeting</p>
20/06/18	18/18 b	A	In response to the outcome of the fraud surveys, in future Rob Nixon, Martin Henry and Paul Dawkins will highlight important surveys that they are aware of in order for their completion to be highlighted by senior staff in order to achieve a higher response rate.	Mr Nixon/ Mr Dawkins/ Mr Henry	<p>3.7.18 Action ongoing This will be considered on an ongoing basis. Surveys will be considered as they are received and important ones highlighted for action and completion.</p> <p>09.07.18 - Rob Nixon to meet with Peta Halls to discuss 12.7.18</p> <p>30.08.18 - Rob Nixon has spoken to Adam Streets. Important surveys are flagged and Mr Nixon highlights those that should be completed.</p> <p>PROPOSE CLOSE</p> <p>19.09.18 - Mr Streets to provide a briefing note on the Fraud Survey and how Police Officers and staff can be encouraged to return this survey in future to enable a greater response rate.</p> <p>20.11.18 short paper provided by CSP Adam</p>

					<p>Streets relating to improving the response rate for the Fraud Survey and Surveys in general going forward.</p> <p>This element of the action is proposed closed</p> <p>It was also agreed that Mr Henry would share the Budget Consultation Process with the panel once it had been produced.</p>
20/06/18	20/18 b	C	In regards to management of archive provision, Rob Nixon to ensure the appropriate measures are in place to mitigate the potential loss of high profile archive evidence.	Mr Nixon	<p>09.07.18 - II MoPI review archived material disposals by the force have ceased under the UCPI/ICSA moratorium until the legal advice is clarified. We are awaiting further clarification from EMPLS.</p> <p>A task group (as part of the Evidential Property and Archive Programme) headed by ACC Jason Masters has been meeting to clarify the national and regional position and prepare an Archive Material RRD procedure for the force. The procedure will be submitted to the COT/Change Board for approval and ratification. The procedure is currently at consultation stage with stakeholders. The procedure proposes disposals for certain material that can/cannot be linked with a NICHE occurrence and proposes timescales where MoPI national guidance cannot be applied.</p> <p>30.08.2018 - the new policy has been drafted and is going through the channels to be ratified. Op Halo 2 is planned with restricted officers ready to process the amalgamation of items to the new store.</p>

					<p>20.11.18 An archives RRD procedure has been completed and submitted to DCC Nixon (end Sept 2018). Further work is being completed at the request of DCC Nixon on risk assessing and prioritising disposal of records prior to a final decision. The responsibility for this overall risk sits jointly between the Information Management MoPI team and the Archives team. Operation Halo2 archives aims to prepare operational archives for transfer to the EPAC centre in June 2019.</p> <p>This involves reviewing, cataloguing, scan and bin, dating and grading all undetected crime files at Mansfield house archive store and files where offences are to be prosecuted or have been prosecuted at Tigers Road. It also involves reviewing potentially 100,000 back record converted crimes from CIS that have been MoPI graded by the regional RRD team, locating the relevant files & media material, retrieving the specific files and preparing them for disposal subject to IICSA/UCPI approval. This operation requires staff. 2 full time MoPI staff are to be provided. A business case for 3 full time temporary staff for 12 months has been submitted to the October Change board and approved.</p>
20/06/18	20/18 c	C	Martin Henry to generate a comprehensive list of all the strategic risks relating to the OPCC and provide a report at the JARAP meeting in September 2018.	Mr Henry	<p>3.7.18 Action update - Report to be prepared for the September JARAP meeting</p> <p>05.09.2018 – A risk workshop was held within the OPCC. The output from this session has been incorporated into a revised risk register.</p>

						<p>Once they have been finalised a report will be brought to the next available JARAP meeting.</p> <p>27.11.18 – The OPCC's Risk Register is on this agenda for consideration.</p> <p>Propose close</p>
20/06/18	20/18 d	C	Rob Nixon to provide the panel with an update on the plans to move forward from Orchid and Ms Janette Pallas would be a part of the evaluation making panel.	Mr Nixon		<p>09.07.18 – Carried forward to September meeting.</p> <p>30.08.2018 – Verbal update to be given to the September meeting on the progress relating to this action under the risk management agenda item.</p> <p>21.09.18 – Orchid update was provided in the Risk register report submitted to the board.</p> <p>Propose close</p>
19/09/18	41/18		Mr Henry to share the Budget Consultation with the panel in due course.	Mr Henry		<p>27.11.18 – Budget consultation is in the process of being drafted and will be circulated when finalised.</p>
19/09/18	42/18	A	Mr Henry to circulate the full POCA report to members	Mr Henry		<p>24.09.18 – Collaboration - POCA -report circulated to panel for information.</p> <p>PROPOSE CLOSE</p>
19/09/18	43/18a	B	Mr Streets to circulate a note to panel members on how verbal warnings are	Mr Streets		<p>21.09.18 – Update contained in the audit update report but repeated here:</p>

			used within normal management processes.			<p>1) The process is over and above simple management intervention. It is a layered approach in operation by the Evidential Property and Archive Manager.</p> <ul style="list-style-type: none"> i. An issue is brought to the attention of the Evidential Property Supervisor. The issue is usually flagged via a weekly audit review or by the daily collections from the Temp Evidential Stores by the Evidential Property Couriers. ii. The issue is risk assessed in terms of seriousness. If it is a minor breach of procedure it is dealt with by the Supervisor who liaises directly with the staff members supervisor to bring the matter to a conclusion. iii. If it is a more serious matter then the Evidential Property Supervisor brings the issue to the attention of the Evidential Property Manager. Cash/firearms/drugs issues are always dealt with as serious matters. iv. The manager assesses the issue and either deals directly or informs PSD who would then take the investigative lead. v. If the manager deals directly, she initially contacts the officer/staff members manager to request a local investigation of the issue. A report
--	--	--	--	--	--	---

						<p>response is required. The large majority of issues are dealt with satisfactorily at this point, with the officer/staff members line manager giving words of advice, PDR consideration etc.. in line with standard reprimand procedures. Unsatisfactory results at this point (to be honest rare) are referred to either PSD or for senior management consideration/intervention.</p> <p>PROPOSE CLOSE</p>
19/09/18	43/18b	B	Mr Streets to provide assurance through a dip sample that the policy is being adhered to in relation to the use of Body Worn Videos and Seized and Found Property	Mr Streets		<p>21.09.18 - Update contained in the audit update report but repeated here:</p> <p>DS Emma Matts has dip-sampled 58 cash seizures from property and can say that in 79% (46/58) of cases exhibits are either counter signed by a 2nd officer and or the seizure is recorded on Body worn video. Of the other 12 these were all for situations such as recovery of a single note of a small denomination, for example a £5 handed into a Front enquiry office where staff are single crewed and where CCTV covers the desk. Other situations included single crewed officers attending a sudden death and recovering a small amount of loose change from the deceased upon searching them on behalf of the coroner. A dead body in a non-suspicious circumstance would not be recorded on Body Worn Video due to the</p>

					<p>graphic detail captured. As a result of this audit I am satisfied that the policy is being adhered to where significant amounts of cash seizures are seized and recorded correctly and propose that this action can be closed.</p> <p>PROPOSE CLOSE.</p>
19/09/18	43/18c	B	Mr Jones to circulate the details of the Health and Safety training plans to member for information.	Mr Jones	<p>24.09.18 – Health and Safety presentation ‘D&R Sept18’ circulated to panel for information.</p> <p>Dates to observe Health and Safety course is below: Ø Oct 12 – D&R = classroom 8 Ø Nov 13 – D&R = classroom 8 Ø Nov 21 – D&R = classroom 8 Ø Dec 12 – D&R = classroom 8 Ø Jan 23 – D&R = classroom 5 Ø Mar 5 – D&R = classroom 8</p> <p>PROPOSE CLOSE.</p>
19/09/18	43/18d	B	Nigel Rixon Firearms Licensing Manager to dip sample the security checks in relation to the licensing of firearms and ensure that the current policy is being complied with.	Ms Matts	<p>21.09.18 - Update contained in the audit update report but repeated here:</p> <p>1) All applications are signed by the manager or deputy therefore we undertake 100% checks to ensure that all security checks are being undertaken and the prescribed number of referees have been submitted with each application.</p> <p>We have recently identified one application being submitted with a referee missing.</p>

						<p>As a result we will continue with the 100% checks as it is not detrimental to performance. This will be indicated by a red signature against each referee.</p> <p>PROPOSE CLOSE.</p>
19/09/18	45/18	C	Mr Dawkins to provide information on the job evaluation process when the exercise has been finalised.	Mr Dawkins		27.11.18 – The job evaluation continues and is overseen by a Gold Group chaired by the DCC. Negotiations are underway with staff representatives. The exercise has not been finalised and therefore more information will be provided when it is completed.
19/09/18	46/18		Mr Dawkins to provide information once the outcome of the HMICFRS field work is known.	Mr Dawkins		27.11.18 – A report has not been published yet but a verbal update will be provided at the meeting.