

**Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP) held
at Police Headquarters, Enderby at 09:30am on
Tuesday 24 July 2018**

Present

Mr L Pulford, Mr L Dundas, Mr I Prince, Ms J Pallas

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 P Dawkins (Assistant Chief Officer Finance and Resources), Ms R Gilbert (Head of Finance), Ms S Lamb (Finance Manager)

Auditors

Mr N Harris (Ernst and Young)
Ms H Henshaw (Ernst and Young)

30/18 Apologies

Mr A Bhayat
Mr R Nixon
Mr B Welch (Mazars)

31/18 Urgent Business

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

No item of urgent business were raised.

32/18 Declarations of Interest

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.

33/18 Minutes of the meeting held on 20 June 2018 and Rolling Action Sheet

The minutes of the meeting held on 20 June 2018, were discussed and were confirmed as a true and correct record.

The Panel AGREED to defer the Rolling Actions Sheet to the September 2018 meeting.

34/18 Annual Governance Statement

The Panel received a report from the Chief Finance Officer and the Assistant Chief Officer on the Annual Governance Statement. The report marked 'A' is filed with the minutes.

Mr Henry introduced the report of the Annual Governance Statement (AGS), highlighting key points contained within the statement. He explained that the purpose of the report was to describe the Governance arrangements in operation for the last financial year and focussed on the Police Commissioner's AGS.

He explained that whilst the AGS was included in the Statement of Accounts, good practice dictated that it should be considered as a stand-alone item.

Mr Dawkins commented on the Chief Constable's statement.

Ms Pallas asked a question about the PEEL inspection process. This was responded to by Mr Dawkins who agreed to circulate the PEEL efficiency report.

ACTION: Mr Dawkins to circulate the PEEL Efficiency report.

The Panel ENDORSED the OPCC's and CC's AGS.

35/18 Report to those charged with Governance – ISA260

The Panel received the Audit Results report from the External Auditors. A copy of the report marked 'B' is filed with the minutes.

Mr Harris introduced the report and commented upon the quality of the accounts given the earlier time scales involved in producing them. He commented that he was still awaiting assurances from the auditors of the Pension Fund (KPMG) but that he did not expect there to be any significant issues arising from this information. Mr Harris commented that he expected to issue an unqualified opinion on the accounts.

Mr Harris thanked the Finance Team for their cooperation and speed of response to queries throughout the audit period. He also commented on the three main issues that were contained within the accounts. Two of which, the Finance Team had adjusted the accounts for. The third issue related to information received on the Pension Fund where the estimate provided for the accounts differed from the draft Pension Fund accounts that had been produced by the County Council.

The CFO's had decided in considering this information, that the accounts should not be changed as the information was provided by a third party and the amount would not have a material effect on the accounts. Mr Harris confirmed that EY did not object to this approach but that it was for the Panel to determine if this approach was acceptable.

Mr Harris highlighted that the Pension Fund Issue was a national issue with much larger figures being encountered in other public sector organisations. Mr Dawkins queried whether EY would be making representations at a national level in relation to this issue as it was clearly a problem associated with the earlier close down of the accounts. Mr Harris responded that he would feed this back to the National Audit Network.

The Chair queried what the materiality levels were and Ms Henshaw responded that it was approaching £6 million.

Ms Pallas commented that it did not have an impact on the accounts and was not material and therefore, she was comfortable endorsing the approach advocated by the CFO's. The other Panel members agreed with this view.

The Panel AGREED with the CFO's and determined that the accounts should not be adjusted for the Pension Fund estimate difference of £847,736

The Panel AGREED and ACCEPTED the contents of the report.

36/18 Statement of Accounts 2017-18

The Panel received a report from Chief Finance Officer and the Assistant Chief Officer on the Statement of Accounts 2017-18 for the Police and Crime Commissioner, the Chief Constable and the Group. A copy of the report is marked 'C' and is filed with the minutes.

Mr Henry took the Panel through the Statement of Accounts for the Group and the Police and Crime Commissioner, highlighting the major points contained within them such as:

- The Consolidated Income and Expenditure Account
- The Balance Sheet
- The Statement of the Movement of Reserves
- The Cashflow Statement
- The Officer Remuneration Note
- The Account for the Regional Collaborative Units
- The Analysis of the Earmarked Reserves
- The Pension Fund

Mr Dawkins commented on the Chief Constable's Accounts stating that most points had already been covered in the introduction.

Panel members asked a number of questions about the Accounts, focusing primarily on the Earmarked Reserves.

Mr Dundas asked a number of questions in relation to the Adult and Child Referral Centre Earmarked Reserve. Mr Henry and Ms Gilbert responded to the queries

The Chair asked a question about the use of the Budget Equalisation Earmarked Reserve and Ms Gilbert responded to the query. Mr Dawkins described the 'plan on a page' and the Medium Term Financial Plan and offered to organise a briefing to Panel members on this topic. Panel members agreed for such a briefing to take place informally, after the September meeting.

The Panel members were asked if they were content to approve the Accounts and they confirmed that they were.

The letters of representation for the OPCC and OCC were signed by the respective Chief Finance Officers and the Chairman of the panel.

The Accounts for Group, OPCC and OCC were signed off by the respective CFO's.

The Panel APPROVED the annual financial reports (Statement of Accounts for the Group, OPCC and OCC).

37/18 Work Programme

The Panel received a report from the Chief Finance Officer on the Work Programme. A copy of the report marked 'D' is filed with the minutes.

The Panel considered the JARAP workplan. The Panel requested that the 'plan on a page' and the Medium Term Financial Plan be added as a panel briefing after the meeting on 19 September 2018.

Mr Prince requested that an update on the Health and Safety audit recommendations be added to the work programme for February 2019 and this was agreed.

The Chair asked for an update on the revised approach to Risk management and the monitoring of the Internal Audit Recommendations. Mr Henry responded that the

proposal was being worked up and would be circulated to Panel Members for their consideration. As a result, the format of those reports for the September meeting, may stay as they currently are until the Panel have been sent and have considered the new proposal.

Ms Pallas requested that papers are received in good time for the meetings. Mr Henry responded that currently the aim is to get the papers out one week before the meeting but in future, we are seeking to get them out two weeks prior to the meeting. The Chair asked if the Terms of Reference would need to be amended as a result and Mr Henry responded that, ultimately, they would need amending.

The Panel NOTED the contents of the report.

Meeting closed at 10:40am.

Date of Next meeting

Wednesday 19 September 2018

10:00am

Main Conference Room.

Pre-meeting briefing 9:15am – 10:00am

“Update on Darwin Project and Blueprint 2025”

Formal meeting – 10:00am

Informal briefing on ‘Plan on a page’ and Medium Term Financial Plan – approximately
12:00pm – 1:00pm

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
05/07/16	40/16	C	Meeting offline with Mr Dawkins regarding ICT audit	Chair/ Mr Eaton	September 2016	<p>09.12.16 - 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.</p> <p>28.02.17 –This is a Force audit and the Tri-Force ACO IT is Phil Eaton for members to contact and discuss any issues where required.</p> <p>17.3.17 – JARAP Action to remain open</p> <p>20.06.17 – Phil Eaton and Barry Millett contact details to be exchanged</p> <p>17.8.17 – Mr Eaton is leaving the Tri-Force in September, and discussions are in train on Tri-force ICT work. Propose to keep this action open until a replacement has been appointed and arrange for the chair to meet with them.</p> <p>14.09.17 - Action on going. Mrs King advised that Mr Eaton was leaving the organisation and Mr Dawkins advised that the tri-force IT work and collaboration was currently being reviewed by the Force. The PCC has asked the CC for an update following this work. Mr Bannister to update the Chair as this progresses. Action to remain open.</p>

						<p>Mr Welch advised that he had postponed the ICT audit until Quarter 4 and that the Terms of Reference would now also link in with wider data (GDPR).</p> <p>20.06.18 –ACO Paul Dawkins and DCC Rob Nixon updated the panel on the draft IT strategy which will be completed w/c 25th June 2018 which will go to the appropriate Governance Boards to be signed off and assessed by internal auditors in July 2018. The ICT audit has been delayed due to changes in the Tri-Force Collaboration.</p> <p>The finalised ICT strategy i.e. 'plan on a page' to be shared at the next full JARAP meeting in September.</p> <p>04.07.18 –The ICT strategy is finalised and signed off by the Digital Service Board and COT in June 2018.</p> <p>PROPOSE CLOSE</p>
09/12/16	76/16	C	<p>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.</p>	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 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: -</p>
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					<p>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). 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>
21/12/17	57/17	B	Mr Bannister to provide an update on the last victim survey.	Mr Nixon/Ms Pabari	<p>30.01.18 – Details of the victim survey will be provided at the February meeting. 20.06.18 – DCC Rob Nixon updated the panel on the current service to victims and the implementation of PRONTO which allows</p>

					<p>staff to process victim surveys electronically and is set go live in September 2018.</p> <p>The Force to provide a two page document on their victim survey regime as well as current and historic themes arising from these surveys to show progress and impact of the new operating model. This document should illustrate historic surveys and current surveys with Darwin to show the impact of new operating model. There is a view to propose close on this action at the next meeting and the Force to set an agenda item for next year i.e. within 12 months to see the impact of PRONTO on victim surveys.</p> <p>09.07.18 - Add to Forward plan for next June/July.</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 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>30.09.18 - 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>
21/02/18	06/18	B	Mr Nixon to bring the information on VCOP to JARAP in June 2018	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 will meet to discuss and find the most appropriate way to progress.</p> <p>09.07.18 – Meeting to be scheduled prior to the September JARAP by Ms Pabari.</p> <p>30.08.18 – The Victim Codes of Practice will be circulated to JARAP members prior to the September meeting. This details what Leicestershire provides to victims which explains VCOP, a link to the legislation along with a process workflow for Officers and supervisors to follow specifically for VCOP.</p> <p>PROPOSE CLOSE</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 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>
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>
21/02/18	06/18	B	Mr Nixon to provide the Panel with the Stock Condition Survey from 2015.	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 the September JARAP</p> <p>30.08.17 – Examples of the Stock Condition Survey circulated 04 September 2018</p> <p>PROPOSE CLOSE</p>
21/02/18	11/18	H	Mr Nixon to update the Force Meetings report and circulate	Mr Nixon	<p>12.06.18 – Ms Pabari is communicating with Mr Prince in relation to the Force meetings and will circulate once this is complete.</p> <p>20.06.18 –The panel is still to receive the updated list of all the Force meetings for JARAP to capture those meetings that focuses on risk management. This will create awareness of regional meetings and help JARAP in their planning. The panel requested two elements:</p> <ul style="list-style-type: none"> • A list of meetings within the force and across the region. Mr Prince has raised some queries on the ‘in-force’ list which are being progressed with Ms Pabari. • Risk management approach. This is the paper being referred to in action 06/18 referred to above. <p>09.07.18 - Ms Pabari to progress list of in-force meetings</p> <p>16.07.18 – Ms Pabari sent Mr Prince the list of in-force meetings.</p>

						PROPOSE CLOSE
20/06/18	18/18 a	A	Rob Nixon to provide an update on the PSD outcome of the missing BB gun and any possible organisational learning.	Mr Nixon		<p>09.07.18 – Carried forward to September meeting.</p> <p>30.08.18 - This was investigated and it was established that the item was mismanaged by the property team and had been destroyed without the system being updated. Management advice given to team leader and staff.</p> <p>PROPOSE CLOSE</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>
20/06/18	18/18 c	A	Mark Lunn to check and ensure that Health & Safety audit is put back to allow more time to implement changes from the last audit.	Mr Lunn		<p>03.07.18 Action update- Following discussion with the H&S manager the audit has been rescheduled for w/c 17th December 2018</p>

						30.08.2018 – Completed PROPOSE CLOSE
20/06/18	18/18 d	A	Mark Lunn to show a breakdown of the total number of days for each audit on the Internal Audit Plan going forward.	Mr Lunn		03.07.18 Action update- This will be included in future internal audit progress reports. 30.08.2018 – Completed PROPOSE CLOSE
20/06/18	19/18 a	B	Rob Nixon to arrange for all ‘propose closed’ recommendations to be closed with the exception of the two referred to below: <ul style="list-style-type: none"> • Body worn video – Recommendation 4.7 on Page 11 of the report where it was agreed that Mr Nixon would check if this has been implemented and is working. • Performance data – Recommendation 4.9 on page 14. Reference made to an attachment but that has not been circulated. Once circulated this can be closed. 	Mr Nixon		09.07.18 – Action Complete. PROPOSE CLOSE 09.07.18 – Body Worn Video has been implemented and further update will be available in relation to progress with compliance at the September meeting. 30.08.18 – Performance data circulated 16 July 2018 PROPOSE CLOSE
20/06/18	19/18 b	B	It was agreed that Rob Nixon would check if Recommendation 4.7 on Page 11 had been implemented and was working satisfactorily.	Mr Nixon/Ms Pabari		09.07.18 – Body Worn Video has been implemented and further update will be available in relation to progress with compliance at the September meeting. 30.08.2018 - The adherence to complying is endorsed by the officer in charge within the

						<p>related Niche occurrence and or MG11 These have been dip sampled and all have complied with using Body Worn Video when seizing cash as per policy.</p> <p>PROPOSE CLOSE</p>
20/06/18	19/18 c	B	It was agreed that Rob Nixon would circulate the information referred to in Recommendation 4.9 on Page 14.	Mr Nixon		<p>09.07.18 – Performance Data – document forwarded to Ms Pabari to circulate to members.</p> <p>16.07.18 – Performance Report to the Executive Health and Safety Committee was circulated to the Panel.</p> <p>PROPOSE CLOSE</p>
20/06/18	19/18 d	B	Roy Mollett to be asked to attend future JARAP meetings when this report is discussed.	Mr Nixon		<p>09.07.18 Duplicate action.</p> <p>30.08.2018 - Completed</p> <p>PROPOSE CLOSE.</p>
20/06/18	19/18 e	B	Rob Nixon and Martin Henry to prepare a proposal for consideration on how Risk Management and Internal Audit Recommendations are reported to the panel.	Mr Nixon/ Mr Henry		<p>09.07.18 Duplicate action.</p> <p>PROPOSE CLOSE.</p> <p>30.08.2018 - 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>
20/06/18	19/18 f	B	In relation to the missing firearm audit recommendation, Rob Nixon to chase the current position on the CCTV and movement trackers in the temporary	Mr Nixon		<p>09.07.18 - We currently have £18k for CCTV in the temporary stores project fund. To install CCTV in all temp stores (14) would cost £47k. We will adopt a phased approach by installing</p>

			stores to give some assurance that the necessary measures are in place.			<p>cameras at the 4 main temp stores initially (Euston St/Keyham Lane/Beaumont Leys/Loughborough). Three sites will be funded from the money outlined, Keyham Lane will be funded from the Keyham CCTV update project. We are also working with the force CCTV review (C/I Dimmock) to see if we can include the other stores as part of the remit. Ideally I would like to fit working cameras at all temp stores but this would require an additional £29k.</p> <p>30.08.2018 - Further quotes are being collated as the above quote was excessively high, its believed that there are more cost effective quotes that will provide fully operational CCTV coverage in all temp stores for the budget. It will then go out to tender.</p> <p>PROPOSE CLOSE</p>
20/06/18	19/18 g	B	In relation to the 'handling of seized cash' audit recommendation, Rob Nixon to ensure that the current compliance regime on the new policies is aligned to the audit and gives assurance around these requirements.	Mr Nixon		<p>09.07.18 - All evidential cash is recorded on NICHE property (w/e April 2018) and linked to an occurrence. This ensures that entries are more accurate and easier to trace the OIC. This makes it far easier to track when compared to the previous Kim PMS. The Handling, Storage and movement of cash procedure was introduced in February 2017. The procedures includes processes for found cash, courier movement processes, seizing evidential cash, forensic examination, banking cash, returning cash, specialist cash and insurance. This is complemented by the Force Evidential Property Stores Audit</p>

					<p>Procedure (introduced March 2017) which includes set audits at both main store safes and also temporary store safes on set timescales by the Evidential Property & Archive Team. Safes are subject to a fixed audit on a monthly basis by two staff members. The property manager also conducts a review of all disposed cash items on a 3 monthly basis.</p> <p>30.08.18 - The processes are in place, if there has been any issues identified they have been picked up by the process and supervisors have been contacted with regards to the individuals. There has been nothing recently reported or identified now this process and training is embedded.</p> <p>PROPOSE CLOSE</p>
20/06/18	20/18 a	C	Rob Nixon to ensure that the statistical evidence on the improved missed opportunities is included in the updates of the risk report.	Mr Nixon	<p>09.07.18 – Carried forward to September meeting.</p> <p>30.8.2018 - Risk register will be considered by SORB and where relevant will include statistical information</p> <p>PROPOSE CLOSE</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</p>

					<p>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>
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>
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	Mr Nixon	09.07.18 – Carried forward to September meeting.

			would be a part of the evaluation making panel.			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.
20/06/18	26/18 a	H	<p>Martin Henry to add the following to the September agenda:</p> <ul style="list-style-type: none"> • OPCC risk management approach • Victim survey report • Update on Orchid risk management database 	Mr Henry		<p>3.7.18 Action update</p> <p>Agenda items added to the work programme</p> <p>30.08.2018 –</p> <p>OPCC Risk Management Approach – Risks being reviewed by the OPCC and will be considered by JARAP once this review has completed. Has been added to the Work Programme for December 2018.</p> <p>Victim Survey Report - Information on the Victim Survey report will be circulated prior to the September meeting. An update on progress against the Victim survey has been included on the work programme for consideration at the meeting to be held in April 2019.</p> <p>Orchid Risk Management Update – This has been included in the Risk Management report.</p> <p>PROPOSE CLOSE</p>
20/06/18	27/18 a	Verbal	Rob Nixon to provide the Chair a copy of the Force planning cycle.	Mr Nixon		<p>09.07.18 – Carried forward to September meeting.</p> <p>30.08.2018 - Completed and circulated to the chairman on 29/8</p>

						PROPOSE CLOSE
20/06/18	28/18 b	Verbal	Rob Nixon to provide the panel a copy of the final document submitted to HMIC on corruption intelligence.	Mr Nixon		<p>09.07.18 – Carried forward to September meeting.</p> <p>30.08.2018 – This was an insight visit and as such there is no documentation to be shared at this point. All findings will be covered in the annual published PEEL report.</p> <p>PROPOSE CLOSE</p>
20/06/18	29/18 a	AOB	Ms Pabari to ensure the next meeting date is added to the agenda for future meetings.	Ms Pabari		<p>3.7.18 Action update - completed.</p> <p>PROPOSE CLOSE</p>
20/06/18	29/18 b	AOB	Ms Pabari to ensure that anyone with apologies is removed from the attendees list at the bottom of the agenda.	Ms Pabari		<p>3.7.18 Action update - completed.</p> <p>PROPOSE CLOSE</p>
24/07/18	34/18	A	Mr Dawkins to circulate the PEEL Efficiency report.	Mr Dawkins		<p>30.08.2018 – PEEL efficiency report circulated 29.08.2018</p> <p>PROPOSE CLOSE</p>