Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP) held at Police Headquarters, Enderby at 10:00am on Tuesday 11 December 2018

Present

Mr L Pulford (Chair), Mr A Bhayat, Mr L Dundas, Ms J Pallas, Mr I Prince

Also in attendance

Office of the Police and Crime Commissioner (OPCC)

Mr M Henry (Chief Finance Officer)

Office of the Chief Constable (OCC)

Mr R Nixon (Deputy Chief Constable), Mr P Dawkins (Assistant Chief Officer Finance and Resources), Mr M Jones (Health and Safety Advisor), Ms E Matts (Staff Officer), Mr R Mollett (Policy and Strategy Officer), Ms C Heath (Business Staff Officer)

Auditors

Mr N Harris (Ernst and Young)
Mr B Welch (Mazars)

49/18 Apologies

None

50/18 Urgent Business

The Chairman invited members who wished to do so to raise any items of urgent business.

No items of urgent business were raised.

51/18 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.

52/18 Minutes of the meeting held on 19 September 2018 and Rolling Action Sheet

The minutes of the meeting held on 19 September 2018, were discussed and confirmed as a true and correct record.

The rolling action sheet was discussed.

The Panel AGREED to close the following rolling actions:

- 20/18c – OPCC Strategic risks
- 42/18- Collaboration POCA report
- 43/18a- Verbal warnings procedure
- 43/18b- Body worn videos and seized & found property

- 43/18c- Health & Safety training plans
- 43/18d- Firearms licensing security checks
- 46/18- HMICFRS field work report

The following actions remain open:

76/16 – Action ongoing. Martin Henry to ensure the 101 call handling performance update is circulated to JARAP.

06/18- Action ongoing. New approach to the internal audit recommendations, propose close at the next meeting.

06/18- Action ongoing. Health and Safety, propose close at the next meeting.

06/18- Action ongoing. Associated risks relating to property, victim, IT and health & safety, propose close at the next meeting.

18/18 b- Action ongoing. JARAP to receive the Budget Consultation survey, propose close at the next meeting.

20/18 b- Action ongoing. There are three decades of archive materials to be processed before sign off which needs to be MoPI compliant. The Change Board has agreed to employ three additional staff over the next 12 months to facilitate this clear out. The assigned staff must comply with a decision making framework with specific guidelines to archiving. There will be regular progress updates through SORB which will feedback to JARAP. There were suggestions from JARAP to link in with University of Leicester for funding support from internship projects.

20/18d –Action ongoing. All risks have been downloaded from Orchid and the new system (Keto) is at the final validation stage of the process. JARAP to be updated on the implementation of the new system. Matt Jones to check if the new system has been future proofed.

41/18 –Action ongoing. Budget consultation process, propose close at the next meeting.

45/18 – Action ongoing. Hays job evaluation, DCC currently working through the negotiation strategy.

53/18 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 discussed the two final reports issued for Leicestershire since the last JARAP meeting. They were Fleet management which received a 'satisfactory' assurance level and IT strategy which received a 'significant' assurance level.

Mr Welch briefed the panel on the progress of the Core Financial Systems audit which excludes payroll. The payroll audit is scheduled for January 2019. It was delayed from the original plan as a result of the rollout of the new payroll system (iTrent).

Mr Welch updated the panel on the completion of the GDPR field work across the five forces. It is expected that the Leicestershire report will be circulated before Christmas.

Mr Welch updated the panel on the progress of the final Collaboration reports which will be presented at the next meeting.

Mr Welch addressed the recommendations from the fleet management report (appendix A1). Mr Dawkins reassured the panel that these recommendations are being dealt with and the processes are being reviewed by the Fleet Manager Nicholas Carvell.

Mr Welch highlighted the key areas of focus for quarter 4 of the audit plan. The areas being looked at are property management, archive management and health & safety which should complete the auditing for 2018/19.

ACTION: Mr Welch to work with Martin Henry and Paul Dawkins to complete the final Collaboration reports for presentation at the next JARAP meeting.

Ms Pallas raised concerns on the new technology in fleet and whether the IT strategy covers security of the automotive system. Mr Dawkins confirmed that fleet security is linked into IT and is managed through the National Association of Police Fleet Managers (NAPFM). Mr Dawkins updated the panel on the issues with GDPR where the SatNav functionality inside the vehicles feeds back to the manufacturers real-time. There is ongoing work to keep this data within our secured network and it is part of the overarching strategy to manage the data.

The Panel DISCUSSED the contents of the report.

54/18 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 Deputy Chief Constable R Nixon. The panel considered the detailed recommendations contained at Appendix A, within the report and highlighted the following points:

4.1 Missing Firearm recommendation–
DCC Nixon outlined the fundamental issues around the management and procedures of the temporary stores in particular the CCTV. A paper was submitted to the Change Board and there are planned investments for CCTV upgrades across the Force which includes temporary stores. This will be rolled out in due course.

DCC Nixon discussed plans for an audit regime around property movement to ensure staff are compliant with the system including the use of body worn video.

DCC Nixon briefed the panel on the probationer training package which has gone through the training priorities panel, agreed and rolled out. The mandated NCALT training package is scheduled for August 2019 but this will be brought forward.

4.7 Update of procedure
DCC Nixon and Sgt Emma Matts updated the panel on the outcome of the audit on cash seizure procedure and the use of body worn video. Testing shows that officers are compliant with the procedure and cash seizures are correctly processed and stored. This methodology will be incorporated in the audit regime so it can be repeated and become mainstream business. JARAP members were pleased with the outcome of the audit and

thanked Sgt Matts for her efforts in testing the procedure. They were happy for the action to be closed.

4.3 Communication with victims
DCC Nixon outlined the priority work stream around victims with a commitment to embed VCOP compliance, work around Single Online Home (SOH) and improve victim care. DCC Nixon/Jonny Starbuck (new detective superintendent) have been carrying out testing. DCC Nixon visited the NIU and sat with investigators to see how the victim processes are working and future plans to ensure this is monitored.

Mr Dundas raised a challenge for the Force to look at ways to invest in accessing victims and hearing their voices directly i.e. victim led work on crime survivors. For credibility and assurance there is a need for creative work in this area. DCC Nixon plans to discuss further with Mr Dundas after this meeting.

ACTION (a): DCC Nixon to have further discussions with Mr Dundas on victim led work as there is a keen interest to get victims more involved especially with work around Single Online Home.

4.4 Providing Information to Victims
DCC Nixon discussed the need to address VCOP compliance, response to victims and the complexities of their needs.

4.7 Ongoing Panel Training
The JARAP panel agreed to propose close at the next meeting.

4.1 Spend Review
The JARAP panel agreed to propose close at the next meeting.

4.1 Approval of the Corporate Governance Framework
The JARAP panel agreed this action is ongoing and should remain open.

4.2 Policy Review Log
DCC Nixon updated the panel on the current status of policy reviews led by Adam Streets, Head of Corporate Services. Outstanding policies are tracked through SORB. The panel agreed for this action to remain open.

4.1 Reconciliation of Fees Received Against Licences Issued
Mr Welch explained the need to test the new process and provide confirmation that the recommendation has been implemented. JARAP commented on the use of Mr Welch's quote in the content of the audit tracker and would appreciate if such quote is not embedded in future documentations. All requests for proposed close should be from the risk owners.

ACTION (b): DCC Nixon to ensure the new reconciliation process has been tested and provide some assurance that the recommendation has been implemented.

4.2 Referee Police Security Checks
JARAP would like some assurance that the recommendation has been implemented.

ACTION (c): DCC Nixon to ensure the risk owner provides confirmation that the recommendation has been implemented at the next JARAP meeting.

4.2 Action Plan /Strategy
DCC Nixon updated the panel on the progress of the Crime Data Integrity inspection. The panel agreed for this action to remain open.

ACTION (d): The panel agreed that the following audit recommendations could be closed:

Officers and Property Officers Training 4.4
Update of procedure 4.7
Accident Reporting Procedure 4.6
Selima User Access 4.2
Changes to Key Data 4.1
Governance 4.1
Inspections and Intervention 4.3

The panel confirmed that they were very happy with the new format and the revised way of reporting risks.

Subject to the above actions the Panel NOTED the contents of the report.

55/18   External Audit Progress Update

The Panel received a verbal update from External Audit on the External Audit Progress Update.

Mr Harris outlined next year's audit plans and has started planning discussions with the Finance Team. Mr Harris highlighted the need to review the change in the payroll system to get assurance and completeness of the data transferred over for the purposes of the financial statements.

Mr Harris discussed the changes around the pension's administration and the need to understand how the new arrangement works in practice.

Mr Harris is in conversations with the Finance Team on this year's assets valuation programme and the need to identify any significant audit risks and for collaboration assurance.

Mr Harris outlined the plans for early testing between now and the 31st March 2019. He highlighted that next year's audit plan is to be presented at the next JARAP meeting.

Mr Harris updated the panel on the new Audit Manager, Julie Creek who will be providing support with audits across the regional forces. The previous audit manager Helen Henshaw has secured a role as the Financial Controller in another organisation.

The Panel DISCUSSED the contents of the report.

56/18   Risk Register

The Panel received a report from Mr Jones (Health & Safety Advisor) on the Risk Register which highlighted high priority, newly registered risks and risks of note. A copy of the report marked 'C' is filed with the minutes.

Mr Jones gave a brief outline of the risk register and explained the risk status which is overseen through the internal Strategic Organisational Risk Board (SORB).

Mr Jones updated the panel on the new Risk and Business Continuity Advisor, Kim Hamley who is expected to join on the 14th January 2019. Mr Jones will work with her and provide a handover for SORB and the JARAP meetings as part of her induction.

Mr Dundas raised concerns about Matt Jones being listed as Health & Safety Advisor in the JARAP papers. As this is a public document, Mr Jones should be listed as Acting Risk and Business Continuity Advisor.

Mr Jones updated the panel on the 22 risks that were agreed for archiving at the last Strategic Organisational Risk Board (SORB) meeting. There were 5 new high risks based on the outcome of the Force Management Statements. One risk of note, STR1706 'loss absence/key personnel' was put forward to JARAP for archiving.

Mr Jones discussed the new risk management system Keto and will be attending a meeting in Derby on Friday 14th December along with Peter Coogan (Principal Safety Advisor) to talk about the final processes and the implementation date.

STR380 –Job Evaluation Scheme
Mr Dundas raised concerns on the wording of the risk narrative 'fear that if there is a significant change' and the likelihood this could be misinterpreted. Mr Nixon explained the difficulty in giving a more conclusive statement around the Hay job evaluation scheme and staff salaries as we are still in negotiations and awaiting data from Unison. There is also a gold group in place to review and manage the risk.

Mr Dundas noted that for clarity and assurance, the wording of the narrative should be refreshed.

ACTION (a): Mr Jones to feedback to the risk owner and arrange for STR380 narrative to be reworded.

Mr Pulford discussed the timelines of the meetings and suggests that JARAP meetings should be scheduled around the other reporting deadlines so the panel receives regular updates and as much relevant information as possible.

ACTION (b): Mr Henry to assess the scheduling of JARAP around the other reporting deadlines to ensure the panel receives regular updates and as much relevant information as possible.

OPCC1696 –OPCC Data Quality
Mr Prince raised a query around the new OPCC report. The panel agreed there should be one risk database for the OPCC and OCC in order to manage the processes. The OPCC risks should be dealt with by the OPCC but feed into a combined database for both data sets.

ACTION (c): Mr Jones to facilitate a combined risk management database for both OPCC and OCC data sets.

STR1706 –Loss/Absence/Churn of Key Personnel
Mr Jones presented STR1706 to the panel which SORB recommended to be put forward to JARAP for archiving. The recommendation for archiving this risk is based on the date recorded, the specifics of the risk being vague and there is a Strategic Establishment Board already in place that manages the planning of resources. Mr Pulford queried the succession planning for senior teams and whether evidence of previous work around the improved plans for succession planning could be circulated the JARAP before this is risk signed off.

ACTION (d): DCC Nixon to arrange for documents on succession planning to be forwarded to JARAP before STR1706 is closed off.

STR-FMS-1 –Increased Demand

Mr Jones briefed the panel on the existing controls for STR-FMS-1 which includes regular review of the risk by the Demand Board and Strategic PDG.

STR-FMS-2 –Workforce Numbers and Skills
Mr Dundas made a suggestions that part of the demand engineering for STR-FMS-1 (i.e. Demand Board and Strategic PDG) should be included in the controls for STR-FMS-2. Planning for skills and numbers (STR-FMS-2) is dependent on the demand structure (STR-FMS-1).

ACTION (e): Mr Jones to incorporate Demand Board and Strategic PDG in the existing controls for STR-FMS-2.

The Panel DISCUSSED and NOTED the contents of the report.

57/18 OPCC Risk Register

The Panel received a report from the OPCC on the OPCC Risk Register. The report marked 'D' is filed with the minutes.

Mr Henry introduced the OPCC risk register and outlined the summary of the risks to date. Mr Pulford commented on the risk originator column which creates visibility on the source of each risk and improves risk identification.

Mr Henry highlighted the plans for the OPCC risks to be incorporated in the overall Force database so all risks can be managed on one database.

Mr Prince queried the link between the new OPCC risk report and SORB. Mr Henry explained that the OPCC risks will first go to SORB for consideration and outcome reported to JARAP.

Mr Pulford noted all OPCC risks should feed into SORB and there will be one JARAP member at each SORB meeting going forward.

ACTION – Mr Henry to ensure all OPCC risks are forwarded to SORB for consideration and the outcome reported to JARAP.

Mr Prince raised concerns around the methodology of transferring the old OPCC risks to the new system. Mr Henry explained that the old risks were not transferred to the new system. The new risks were created from scratch and then the old risks were reviewed to ensure that where appropriate they were reflected on the new risk register. A new comprehensive list was generated for the new system.

58/18 Feedback from SORB

The Panel received a verbal update from the DCC on the progress of the Strategic Organisational Risk Board.

DCC Nixon outlined the summary of the revised SORB to date:

- Review and cleansing of the threats that had been previously highlighted
- Review of the challenges with the current use of technology
- Management of wellbeing, staff and stress factors
- Management of property handling

- Review and strengthen Strategic Partnership particularly in area of safeguarding and vulnerability in alignment with the change in regulations around working together i.e. Local Authorities, Police and Health Services
- Management of computer misuse within the force
- Management and tracking of GDPR
- Review the database lessons learnt via Operation Fox
- Management and testing of business continuity plans
- Review of Mazars recommendations
- Management of policy and procedure reviews

57/18 **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
Thursday 25 April 2018
10:00am – 12:00pm
Main Conference Room

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	**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. **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. **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. **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. **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. **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). **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%

							12.06.18 – Propose close **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. 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. **09.07.18 – PROPOSE CLOSE** **19.09.18 -** The Panel did not agree for the action to be closed. Adam Streets to circulate and update to show 101 call handling targets being met and six months statistical evidence of consistency in performance. **24.09.19** – BC4 101 Performance Update circulated to panel for information **PROPOSE CLOSE** **11.12.18**-Action ongoing. Martin Henry/Adam Streets to ensure the 101 call handling performance update is circulated to JARAP (Mr A Bhayat).

							14.12.18 –Martin Henry circulated the 101 performance report to the JARAP members. BC4 101 performance update.doc **Propose close**
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			**12.06.18 –** Discussions have taken place to improve the information contained within the Internal Audit Recommendations Report and these are still being developed. **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. **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 **30.08.18** - A new approach has been proposed in relation to this report and has been circulated by Martin Henry 22/8/18 **PROPOSE CLOSE** **19.09.18** – This action should remain open until the new approach has been agreed.

							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 **11.12.18-** Action ongoing. New approach to the internal audit recommendations, propose close at the next meeting. **PROPOSE CLOSE**
21/02/18	06/18	B	Mr Nixon to look at health and Safety	Mr Nixon			**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 **20.06.18** –The Chair, DCC Rob Nixon and Martin Henry will meet to discuss and find the most appropriate way to progress. **09.07.18 –** Meeting to be scheduled prior to the September JARAP by Ms Pabari**.** **30.08.18 -** A new approach has been proposed in relation to this report and has been circulated by Martin Henry 22/8/18 **PROPOSE CLOSE** **19.09.18** – This action should remain open until the new approach has been agreed. **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

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		

(Continued from previous row)

11.12.18- Action ongoing. Health and Safety, propose close at the next meeting.

PROPOSE CLOSE

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
20.06.18 –The Chair, DCC Rob Nixon and Martin Henry to discuss and find the most appropriate way to progress.

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.

30.08.18 - A new approach has been proposed in relation to this report and has been circulated by Martin Henry 22/8/18

PROPOSE CLOSE

19.09.18 – This action should remain open until the new approach has been agreed.

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

							11.12.18- Action ongoing. Associated risks relating to property, victim, IT and Health & Safety, propose close at the next meeting. **PROPOSE CLOSE**
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		**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. **09.07.18 -** Rob Nixon to meet with Peta Halls to discuss 12.7.18 **30.08.18 -** Rob Nixon has spoken to Adam Streets. Important surveys are flagged and Mr Nixon highlights those that should be completed. **PROPOSE CLOSE** **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. **20.11.18** short paper provided by CSP Adam Streets relating to improving the response rate for the Fraud Survey and Surveys in general going forward. **This element of the action is proposed closed**

							It was also agreed that Mr Henry would share the Budget Consultation Process with the panel once it had been produced. **11.12.18**- Budget consultation sent around to panel members on 11 December 2018. **PROPOSE CLOSE**
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			**09.07.18 -** Il 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. 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. **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.

							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.
							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.
							11.12.18 - Action ongoing. There are 3 decades of archive materials to be processed before sign off which needs to be MoPI compliant. The Change Board has agreed to employ 3 additional staff over the next 12 months to facilitate this clear out. The assigned staff must comply with a decision making framework with specific guidelines to archiving. There will be regular progress

							updates through SORB which will feedback to JARAP. There were suggestions from JARAP to link in with University of Leicester archivists and museum/police studies for funding support through 8 weeks internship projects. **3.4.19** The DCC has agreed the RRD policy and this is being implemented by a team currently and will be continuously progressed ahead of the EPAC building – due July 2019. There has been substantial filtering of both evidential and archive property disposal/retention prior to this move. Mazars have done an audit of the Archive project and we are awaiting their formal report. The evidential audit is being completed this week. The ACC has considered the suggestion in respect of the University however its main focus is on retention, review and disposal so at this time wouldn't be beneficial. **Propose Close**
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			**09.07.18** – Carried forward to September meeting. **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. **21.09.18** – Orchid update was provided in the Risk register report submitted to the board.

							PROPOSE CLOSE **11.12.18** –Action ongoing. All risks have been downloaded from Orchid and the new system (Keto) at the final validation process. JARAP to be updated on the implementation of the new system. Matt Jones to check if the new system has been future proof and if it's not sustainable, a continuity plan should be in place. **04.04.2019** Keto system implemented on 3rd April after brief delay due to final adjustments requested by Derbyshire & Leicestershire. Risk & BC Advisor now prioritising the support link-up with IT colleagues, the sign-up of users, and the sorting of the Strategic risks transferred from Orchid. Once this has been completed (target is end of April), work will begin on populating OPCC and Force departmental risks in order to build all the required risk registers. The Keto company have assured us that they expect to be around for the foreseeable future. Unlike with Orchid, this is their primary and only focus. However, if for whatever reason they were to close business, we could use excel for the interim and use word doc reports as we do currently **Propose Close**
19/09/18	41/18		Mr Henry to share the Budget	Mr Henry			**27.11.18** – Budget consultation is in the

			Consultation with the panel in due course.			process of being drafted and will be circulated when finalised. **11.12.18** - Budget consultation shared with panel members on 11 December 2018. **PROPOSE CLOSE**
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. **11.12.18** – Action ongoing. Hays job evaluation, DCC currently working through negotiation strategy and awaiting data from Unison. **02.04.19 –** HAYS job evaluation process still ongoing
11.12.18	53/18	A	Mr Welch to work with Mr Henry and Mr Dawkins to complete the final Collaboration reports for presentation at the next JARAP meeting.	Mr Welch		**02.04.2019 –** All collaboration audits have now been agreed across the regional CFO's. They will form part of the internal audit progress update report on the agenda. **Propose close**
11.12.18	54/18a	B	DCC Nixon to have further discussions with Mr Dundas on victim led work as there is a keen interest to get victims more involved especially with work around Single Online Home.	DCC Nixon		**03.04.19** Discussions held and as TOM evolves this will be included in the framework

11.12.18	54/18b	B	DCC Nixon to ensure the new 'reconciliation of fees for licences' process has been tested and provide some assurance that the recommendation has been implemented.	DCC Nixon		**03.04.19** This has been updated in the progress tracker of the audit recommendations paper However, it should be noted that the dip sampling has been completed and this process has been tested on 20 submissions and there was 100% compliance that this issue has been addressed. **Propose close**
11.12.18	54/18c	B	DCC Nixon to ensure the 'Referee Police Security Checks' risk owner provides confirmation that the recommendation has been implemented at the next JARAP meeting.	DCC Nixon		**03.04.19** As above the dip sampling also included this area and there was 100% compliance. **Propose close**
11.12.18	54/18d	B	The panel agreed that the following internal audit recommendations can be closed: • Officers and Property Officers Training 4.4 • Update of procedure 4.7 • Accident Reporting Procedure 4.6 • Selima User Access 4.2 • Changes to Key Data 4.1 • Governance 4.1 • Inspections and Intervention 4.3	DCC Nixon		**03.04.19** Audit recommendations have all been closed **Propose close**
11.12.18	56/18a	C	Mr Jones to update the STR380 risk owner on the feedback from JARAP and arrange for the narrative to be reworded.	Mr Jones		**04.04.19** The risk owner for STR380 is Alex Stacey-Midgley (Senior HR Business Partner) and this is reflected in the risk table in Risk Management paper elsewhere on this

							agenda. The narrative has been altered as requested in the minutes from 11.12.18. **Propose close**
11.12.18	56/18b	C	There is a need to assess the scheduling of JARAP around the other reporting deadlines to ensure the panel receives regular updates and as much relevant information as possible.	Mr Henry			**04.04.19** Updates are requested as part of preparing the reports for JARAP so if there have been any changes to the audit recommendations responses the latest information is captured for the panel. **Propose close**
11.12.18	56/18c	C	Mr Jones to facilitate a combined risk management database for both OPCC and OCC data sets.	Mr Jones			**04.04.19** Keto Risk Management system will house all the risks and all the subsequent risk registers for the force and the OPCC
11.12.18	56/18d	C	DCC Nixon to arrange for documents on succession planning (STR1706) to be forwarded to JARAP before the risk is closed off.	DCC Nixon			**03.04.19** Submitted to Mr Nixon for sign off and then can be circulated to panel members for information and then closed. Overview of the framework around s **Propose close**
11.12.18	56/18e	C	Mr Jones to incorporate Demand Board and Strategic PDG in the existing controls for STR-FMS-2 as suggested by the panel.	Mr Jones			**04.04.19** Already included as controls for STR-FMS-1 and have now also been included for STR-FMS-2 in the SORB report **Propose close**
11.12.18	57/18	D	Mr Henry to ensure all OPCC risks are forwarded to SORB for	Mr Henry			**04.04.19**

			consideration and the outcome reported to JARAP.			Mr Henry to arrange for the OPCC risks to go to the next SORB meeting to be held on 16 May 2019