

Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP) held via Microsoft Teams at 10:00am on Tuesday 26 October 2021

Committee members received no pre-briefing.

Present

Mr Luke Pulford (Chair), Ms Janette Pallas, Ms Wendy Yeadon, Mr Kitesh Patel

Also in attendance

Office of the Police and Crime Commissioner (OPCC)

Mr Paul Dawkins (Chief Finance Officer)
Ms Kira Hughes (Resources Manager)
Mrs Nimisha Padhiar (Operational and Compliance Manager/ Minute Taker)

Office of the Chief Constable (OCC)

Mr Rob Nixon (Deputy Chief Constable)
Mr Paul Dawkins (Chief Finance Officer)
Mrs Ruth Gilbert (Force Head of Finance)
Mr Matthew Jones (Health, Safety and Risk Advisor)
Mr Roy Mollett (Internal Inspection and Audit)

Auditors

Mr Neil Harris (Ernst and Young)
Mr Natalie Ryan (Ernst and Young)
Mr Mark Lunn (Mazars)

45/21 Apologies

The Chair began the meeting.

Apologies were received from Mr Ashif Bhayat and Ms Abbey Dearden.

46/21 Urgent Business

The Chairman invited members to raise any items of urgent business that they felt necessary.

None raised

47/21 Declarations of Interest

The Chairman invited members to make declarations of any interests in respect of items on the agenda for the meeting, should they wish to do so. The Chair confirmed Ms Yeadon had completed and sent the declaration of interest form.

No such declarations were made.

48/21 Minutes of the meeting held on 26 October 2021 and Rolling Action Sheet

The minutes of the meeting held on 21 July 2021, were discussed and the following was raised:

- Declaration of Interest form has been sent back by Ms Yeadon

- 37/21 –Ms Yeadon sought clarification on the partnership landscape and the structural changes within the Office of the Police and Crime Commissioner. Mr Dawkins provided an update on the current structural changes, noting that Mr Down has been replaced by a new interim CEO, Mrs Elizabeth Starr. Mrs Starr will be in this post until a new CEO has been appointed. Mr Dawkins confirmed that the Interviews for the new CEO were taking place 26/10/21.

Action: Update on partnership landscape to be provided outside of the meeting

- 38/21 Ms Yeadon requested an update on the timescales for the Value for Money audit before Christmas. Mr Harris advised that a meeting was arranged for 5 November with Mr Dawkins and Mrs Gilbert. Mr Harris confirmed that a part of the meeting would be to introduce the team members involved in the 20/21 audit and the planned work. The VFM report will consider the risks and weaknesses. Mr Harris's objective was to produce the plan before the end of the year.
- 24/21 Fraud and Corruption – **The Chair confirmed a report was required.**
- 25/21 JARAP Terms of Reference- the Chair proposed to deal with this action offline with Mr Nixon and Mr Dawkins – **The Chair to organise.**
- 39/21 Mr Patel advised that this action was still open. **Action: meeting to be arranged.**
- 42/41 Force Management Statement- Ms Yeadon advised that the Force Management Statement had not been received by members. Mr Nixon circulated the link during the meeting.

The rolling action sheet was updated and a copy is attached within the minutes.

49/21 Internal Audit Progress Report

The panel received a report from Mr Lunn (MAZARS) on the Internal Audit Progress Report. The report marked 'B' is filed within the minutes.

Mr Lunn highlighted the following key points:

- 20/21 progress 2 final reports. Reports closed up for this year.
Collaboration/workforce planning- Mr Lunn confirmed a conversation with the new Head of Occupational Health Unit had taken place and an update had been provided. A slight timing issue was caused due to the new Head of unit coming in. Mr Lunn provided assurances to the panel that this was a priority 3 recommendation and not a big issue.
- 21/22 plan good progress has been made. One final report in today. Field work has been completed on the fleet management audit There has been a slight delay due to staff unavailability and absences. Mr Dawkins sought confirmation that the only thing outstanding was the exit meeting. Mr Lunn confirmed.
- Proposed dates for the completion of the remaining audits have been diarised. The Core Financial and Seized Property audits to take place in November and provisional audits dates have been aligned through to March 2022.
- Mr Lunn provided his assurances that all the reports would be delivered by end of March 2022.
- An extra page had been included on the report for performance. Chair commented how useful this was.
- 20/21 Final report Medium-Term Financial plan a significant assurance opinion with only 1 priority 3 recommendation which was in hand.
- Mr Patel raised a question around the response provided in the report "a draft efficiency strategy was completed June 21". Mr Patel asked whether the report required updating in light of the consultation and Police and Crime Plan comments around vehicle procurement and spend on technology. Mr Patel also asked whether the efficiency strategy was valid and current or would this need to be revised.

- Mr Dawkins advised that a final report was close to being ready. Mr Dawkins highlighted that the final outcome from the Comprehensive Spending Review was still awaited. This announcement is expected in December 2021. This would provide guidance on what the funding would be like for the year ahead. The efficiency strategy will then be finalised. Mr Dawkins advised that in relation to the Police and Crime Plan there were some challenges around securing long term efficiencies, green fleet, estates and management. These were being worked through prior to the arrival of the new Police and Crime Commissioner. The plan is to bring the efficiency strategy, revised estates strategy, fleet strategy, IT strategy etc all together in one place captured in the Capital Strategy which would be shared with the panel and would go through the normal routes for internal sign off in the Force and then to the Police and Crime Panel in January 2022.
- Mr Dawkins was pleased with the significant assurances provided on the Medium-Term Financial Plan audit.
- Mr Dawkins advised that the Home Office had carried out their review of the Medium-Term Financial Plan and had no issues or concerns. The Home Office had been very supportive around what had been done, the approach taken and the assumptions made last year and the revisions which were planned. These will be taken to the Corporate Governance Board on 2 November 2021.
- Mr Dawkins mentioned the Medium-Term Financial Plan would be refreshed, the budget round and budget build process for next year is being looked at. All of which would be dovetailed into the reporting process described. The accumulation of these reports would be presented to the Police and Crime Panel at the February 2022 meeting. The precept consultation and other wider plans will also be shared with the Joint Audit, Assurance and Risk panel.
- Mr Nixon advised that this particular year had been a challenging one around the budget. The comprehensive spending review announcement was awaited, the new Police and Crime Plan and a lot of activity nationally. The executive team had gone through and reviewed the Police and Crime Plan and a myriad of other national documents. Mr Nixon advised that all of the actions would be grouped into themes to form a refreshed rich picture for the force. This would provide a visual picture of where the force will be in 2025. The strands will all have individual roadmaps. This work will identify the investments required.
- Mr Nixon also advised that on 17 November 2021 a Joint planning day was planned between the Force and the Office of the Police and Crime Commissioner. This meeting will operationalise the Police and Crime Plan and will be a precursor for the budget discussions. Risks will be discussed and these will be shared with the members of the panel to provide the independent assurance. Mr Nixon advised that there would be changes to workforce profiling, officer numbers, investment in infrastructure and technology.
Action: Mr Nixon agreed for an informal pre-briefing to be arranged for the panel on direction of travel. Chair and Mr Nixon to discuss outside of meeting.
- Chair asked Mr Lunn what the cyclical reporting was. Mr Lunn advised that the reporting took place every 2/3 years depending on what was in the plan.
- **Risk Management Audit** –significant assurances had been received which was quite pleasing. Couple of priority 3 housing keeping recommendations. Management responses were very quick and recommendations addressed.
Mr Patel requested information on the approach to ensuring consistency on the rolling actions. Mr Patel felt that it would be helpful to understand what actions had been applied and that they had been dealt with in a consistent manner.
Mr Nixon replied that Matt Jones would be working with the individual departmental leads to get a consistent approach and this would report into the Executive Health and Safety meeting which is chaired by Mr Nixon.
- **Recruitment Audit:** Ms Yeadon raised recommendation 1 in relation to the Force's recruitment process not being fair and transparent.
Mr Lunn advised that this was only in relation to specialist roles where it had been difficult to recruit.
Action: Mr Nixon to discuss outside of meeting.
- **Collaboration Audit:** Ms Yeadon allots of risks identified with these units. This is a risk if it is not being monitored. What is being shared with other forces.

Mr Nixon and Mr Dawkins clarified the reporting lines within Leicestershire and by other Forces.

Action: Share the audit scopes with the panel before the next meeting.

50/21 Internal Audit Recommendations & Tracking

The panel received a report from the Chief Constable on the Internal Audit Recommendations & Tracking Report. The report marked 'C' is filed with the minutes.

Chair agreed to raise points by exception only.

Chair agreed that all closed items had been agreed.

Bold Seized & Found Property Audit closed. Chair thanked everyone for the hard work which had been put into reaching this position.

Recruitment: Ms Yeadon asked what type of solutions were being looked at in reference to 4.3 Reporting of all agreed KPIs. Mr Nixon advised that this was an oversight on vetting and a new system will be in place with a suite of management reporting. HMICFRS had carried out an inspection around the Leicestershire Forces' approach to vetting. HMICFRS had graded the Force as good / moving towards outstanding. Mr Nixon advised that grading would have been different if the new system had been in place. Mr Nixon confirmed that the new system would be in place by quarter four, in advance of the next performance year.

Mr Nixon also provided an overview of the vetting processes and confirmed that the vetting team had a temporary staff uplift to support their work.

Wellbeing: Ms Pallas questioned the December 21 target for policies at the bottom of page 15. Mr Nixon advised that there was 90% compliance.

Mr Patel recommended that the force considered the frequency in which policies are reviewed. Mr Patel also advised that static policies should be reviewed within on a three year- or five-year cycle.

Learning and Development: Ms Pallas was pleased to see to see the results and framework and noted that she was looking forward to seeing the end product. Ms Pallas mentioned that the delayed report was due to be presented at this meeting.

Ms Pallas requested that an update on Learning & Development and online learning to be presented to the panel.

Action: Briefing on Learning and Development to be provided to the panel.

Mr Nixon highlighted that 60% of the Force's frontline staff had less than four years' service. Mr Nixon also advised that a temporary structure had been established to look at developing skills, confidence and competence in the workforce. The temporary structure would look at bringing together establishment management, skills and capabilities mapping piece of work.

IT Security: Ms Pallas advised that some of the information in the report presented a risk and should be redacted.

Ms Hughes to Action

Ms Yeadon highlighted that the National Monitoring Centre was a Win Win for the Force. Ms Yeadon sought assurances around the project team structure and advised that the proposed structure posed the least risk due to the shared learning and experience.

Mr Nixon agreed with Ms Yeadon and described how specialist resource would be distributed by using a scientific approach.

51/21 External Audit Progress Update

The panel received a verbal update from Mr Harris on the External Audit Progress Update.

Mr Harris discussed:

- EY have progressed with the planning and risk assessment for the 2021 external audit. The report had been shared with Mr Dawkins and Mrs Gilbert.
- Mr Harris sought the panels comments on how they would like to see the audit plan.
- Mr Harris highlighted that due to a change of valuer for the 2021 financial year, the audit of the valuation assumptions still carried with it a significant risk. Mr Harris explained that he would be seeking support from EYs real estate team for them to review the valuation assumptions. Additional work had also been undertaken this year due to changes and estimation standards around the pension liability and roll forward of actuarial models. This was undertaken with the support of EYs pensions consulting team.
- Pension Fund assurances were being sought from Leicestershire County Council Auditors. Mr Harris did not see this holding up the main audit.
- The audit plan did not have significant changes other than the points that had been highlighted. No significant risks had been identified from the initial planning work that had been undertaken on the value for money arrangements. Mr Harris was very cognizant of all the points that had been discussed already on the agenda associated with the upcoming budget.

Action: Scope of plans to be circulated to members.

52/21 Force Risk Register

The panel received a report from Mr Jones on the Risk Register. The report marked 'E' is filed with the minutes

- Chair requested that the pages to be numbered when the papers are sent out
- Chair raised surprise that there had not been any new risks since the last meeting. Risks following from the new Police and Crime Plan and risks from the national changes. Chair sought assurance that were being picked up.
- Mr Nixon advised that this would be reporting cycle and provided assurance. Mr Nixon also informed the panel of the internal changes around how the force's Executive Health and Safety group would be working and the role of the new Strategic Performance Delivery group. Mr Nixon advised that there would be an element within the Executive Health and Safety where new risk identified from environment scanning would be brought into the group for initial assessment.
- Mr Nixon highlighted the risk of violence against women identified from the national discussions. A gold group has been designated and there is a new strategy.
- The new format will start on 28 October 2021.
- Mr Nixon advised the members that the Police and Crime Commissioner had set out at different governance structure to hold the force to account. The old Strategic Assurance Board had ceased and the Corporate Governance Board had now taken its place. The first Corporate Governance Board meeting would be taking place on 2 November 2021.
- Mr Nixon provided assurances that risks were being picked up and managed such as violence against women. Internal reporting and vetting arrangements were in place. Op Bridge app was a response to the safety of MPs and elected figures. Mr Nixon also advised that a response had been made to the developing concerns within the Somali Community after the attack.
- Mr Nixon advised that he was happy that the risks were being picked up, that they had been responded to and that they would be formally discussed at the executive meeting.

- Mr Nixon also mentioned that the tracking of risks would be through the force performance framework and that risk management would be included on the Corporate Governance Board.
- Mr Patel queried the IT capacity risk increase from 12 to 16 as this was a significant change. Mr Nixon described the demands on the IT systems and the ever-changing technology. The requirement for a lot of specialist skills. Mr Nixon mentioned that this was a technical challenge and the reason for risk going up. The forces response was to set up digital strategy group which Mr Nixon, Mr Dawkins and Head of IT sat on. Mr Nixon also advised JARAP members that a digital board was in place to oversee the myriad of 400 plus programs of work.
- Mr Nixon was looking to commission an IT review to look at current skills and capabilities in the IT department which was one of which was the leanest in the country. The score was reflective of the pressure that existed in the current workload.
- Mr Nixon advised that there would be a need to align some budget to technology, technology review and specialist skills.
- Ms Pallas provided feedback from attending the digital board.
- Chair queried Risk STR0277 not moving. The risk was around organisational reputation due to historical investigations and public inquiry. Mr Nixon advised that this was a timing issue as the matter had just concluded. Mr Nixon also stated a report had been requested which would be taken to the executive group. Mr Nixon provided assurance that the risk was being managed.

Action: Executive Meeting Agenda to be shared with JARAP members.

53/21 OPCC Risk register

The panel received no Risk Register report at the time of the meeting.

- The chair raised his frustration at not receiving a report. The chair requested a realistic time frame of when the OPCC risk register would be presented.
- Mr Dawkins provided an overview of what had taken place. The PCC wished to review the risk register but it was not in a position to be shared. Mr Dawkins also advised JARAP members that interim Chief Executive Simon Down had been replaced by Mrs Elizabeth Starr as the interim Chief Executive. Ms Elizabeth Starr is also the monitoring officer. Mr Dawkins also mentioned that interviews were taking place for a new Chief Executive.
- It was agreed to circulate the OPCC risk register outside the meeting.
- Mrs Padhiar and Ms Hughes provided an update on the current position. A risk register policy and framework had been developed and was going through the final stages. Ms Hughes advised that the revised risk register would be circulated before the next meeting in January.
- Mr Dawkins advised that the panels feedback would be shared with the Police and Crime Commissioner.

Action: OPCC risk register to be shared outside the meeting.

54/21 Feedback from SORB

Mr Nixon provided a verbal update on the recently held SORB meeting, updating the panel verbally on the following points:

- No new emerging departmental risks.
- Business Continuity planning is all on track the only worry was that the new target operating model had gone live. Concern was that in quarter four there will be more requirements for business continuity. Mr Nixon has therefore asked for these to be staggered.

- Asset tracking was something which was still being progressed. Mr Nixon advised that the force was looking to migrate all the asset services onto one asset management system.
- Mr Nixon advised that a few minor information security breaches had been reported which were primarily linked to the loss of operational equipment. The response to which was fairly straightforward and the force was working through GDPR compliance.
- The forces policy and procedures had been discussed previously.
- Mr Nixon mentioned that the vast majority of attendees at SORB were from the corporate services department. The day to day management of risk would continue to sit within the corporate services department. SORB meeting might be migrating across to the new arrangements.
- Mr Nixon invited JARAP members to visit and see in practice.

55/21 Statement of Accounts

The panel received a report from Mr Dawkins on the Statement of Accounts. The report marked 'G' is filed with the minutes

Mr Dawkins reported by exception:

- Accounts were completed by 31 July 2021 and published on the website.
 - Mr Dawkins extended his thanks to the team for the very high standards and achieving the deadline.
 - The delay in the external audit which Mr Harris had already addressed in the meeting. The audit report is now planned for January 2022. The value for money audit should be completed before end of December 2021.
 - Asset valuations which Mr Harris had touched on earlier. This work is no ongoing with Mr Harris's team.
 - Changes to the evaluation to local government pension scheme. This would affect police staff, PC's and OPCC staff members.
 - Accounts remain in draft form until the successful conclusion of the audit.
 - Hopefully, as in previous years there won't be any problems or issues identified by Mr Harris and his team which require any form of re statement.
 - Mr Dawkins offered to provide a more detailed briefing outside the meeting if required.
 - Mrs Gilbert provided an update of the local government pensions scheme. Since the year end valuations, the investment income received for a number of categories of assets was significantly higher than which had been estimated. The same methodology had been used for a number of years. Mrs Gilbert stated that this may have been a result of the economy rebounding from COVID and that the gains in terms of investment income were significantly higher than what was used in the year end valuation. This will have a material impact on the accounts as the force's investment income is likely to increase by £5.6 million. This is a positive for the force. The accounts will have to be amended as this is a significant material movement.
- Ms Pallas asked whether at other times the income would be less than forecast. Mrs Gilbert explained that this may vary and ordinarily the movement between what had been estimated and what was actually received would not be significant or material, but as they had identified it as such a big difference between what they had estimated they have had to rerun all of the valuation figures for all of the authorities.

Chair thanked Mrs Gilbert and the team for documents which were thorough and very well put together.

57/21 Police and Crime Plan

The panel received a report from Mrs Starr on the Police and crime Plan. The report marked 'H' is filed with the minutes

- It was noted by the Chair that there was no one to present the report.
- Ms Hughes advised that the report was brought for information and note of contents. Ms Hughes advised that the consultation was open and a link had been provided to members to provide feedback on the website.
- The Chair requested a meeting to discuss the consultation process, how this had gone. Also, to be able to have an overview on the responses and the take up the success of the consultation.
- The chair had identified a few risks with the process and the fact that a lot of the questions were closed and numerical.
- The Chair also advised that only 50% of the panel had received the leaflet. The chair would like to understand how successful the leaflet exercise was and the value for money this represented. How many? How many people got in touch? How many people used the QR code for example? How many people responded on the Police and Crime Commissioners website. Also, how many actually use the Police and crime Commissioners website.
- The Chair asked what the process was for getting the Police and Crime Plan public.
- Mr Dawkins provided an overview on the process which was that the Police and Crime Panel had a private meeting to feed their views on the plan. This was incorporated into the plan. This draft of the plan was the one which went out for consultation to the wider public. The comments from the Chief Officer team were also incorporated into this plan. With regards to the leaflet drops this was to be carried out in phases over a couple of weeks.
- Ms Hughes advised that further information would be sought and clarification provided over the next week. Ms Hughes also confirmed that Mrs Starr would be leading on this.
- Mrs Padhiar confirmed that the consultation results were due to be uploaded onto the Police and Crime Commissioners website.
- Mr Nixon confirmed to the Chair that there would be a joint planning day between the force and OPCC on the direction and the delivery of the police and crime plan. So that it is clear on the direction of travel and where investment is needed.
- The Chair mentioned the potential risks from the changes like reputational damage, loss of public engagement with the OPCC and naturally the force as a result of this.
- The Chair suggested it might be a good idea to go back to the public to say that you provided the feedback and therefore the plan was changed accordingly. Points like that would be helpful with public engagement. The precept consultation will also be coming out soon. Anything that can be done to show this is being done genuinely would be really useful. will also be coming
- The Chair also mentioned that it would also be good to get an idea about how the risks were identified and managed at each stage. After each of those amendments, whether that's the force, the public, the police, and crime plan to make sure that the risks are identified and managed. Also, to have a risk picture of the police and crime plan.
- Mr Nixon mentioned that the planning exercise is to understand the benefits versus the risk.
- The Chair was reassured by hearing this.
- Mr Patel asked how would performance be measured against through a range of priorities within the plan itself. How will these be monitored would it be the progress against the priorities
- Ms Hughes explained that there was a performance team that sat within the OPCC and a couple of new roles such as the Evaluation and Scrutiny Officer role they would be taking the lead on this. The results of the performance would be fed into the Corporate Governance Board.

- Mr Dawkins confirmed that the planning meeting which was due to take place will be working through to operationalise the Police and Crime Plan a lot of which will fall on the force to deliver. Mr Nixon will be feeding into the process.
- Mr Nixon confirmed that the plan which was out was for public consultation and that this would be changing and a final plan will be published. The final plan he believed would be presented to the Police and Crime Panel in February 2022.
- Discussion took place around the Police and Crime Commissioners term and the work that was need to be delivered within this period. Mr Nixon mention that some investment was required to help future proof and some of these innovations would not materialise within the two years.
- Ms Yeadon asked whether HMICFRS had a view of the police and crime plan and whether this was inspected on. Mr Nixon responded HMICFRS are just concluding the forces inspection and the soft feedback was that the force was considered to be good. The HMICFRS asked the questions of how the force were going to reconcile the police and crime plan with the force's internal plan. The answer provided was that the force was effectively going through each quarter and intense planning period for the next few months and the force is hoping to have one rich picture of where the force will be going and the delivery mechanism for the police and crime plan. Mr Nixon also advised that HMICFRS recognise the significance of the police and crime plan. The HMICFRS were more interested in how the force would be integrating the plan and working through the risks that have just been identified.
- Ms Pallas requested a briefing from the OPCC about the plan, the consultation and the risks.

Action: Chair and Ms Pallas have requested answers to the above questions and a briefing.

58/21 Work Programme

The panel received a copy of the work programme up to January 2022.

Ms Pallas mentioned that there had been some pre-meeting briefings which had been cancelled.

Chair advised to leave the plan as is and any briefings missed to be discussed off line.

Ms Pallas requested that the meeting dates to be reviewed to consider Leicestershire holiday periods.

Action: Ms Hughes to review with Ms Dearden

59/21 Any other Business

Nothing raised.

Date of next meeting

Tuesday 20 January 2022

10:00am – 12:00pm

TBC

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

Last updated: 14/01/2022

Meeting Date	Minute No.	Action	Person Responsible	Update
19/09/18	45/18	Mr Dawkins to provide information on the job evaluation process when the exercise has been finalised.	Mr Dawkins	<p>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.</p> <p>11.12.18 – Action ongoing. Hays job evaluation, DCC currently working through negotiation strategy and awaiting data from Unison.</p> <p>02.04.19 – HAY job evaluation process still ongoing</p> <p>20.05.19 – HAY job evaluation process still ongoing</p> <p>10.10.19 – HAY job evaluation process still ongoing</p> <p>23.10.19 -Timeline is being finalised to April next year due to issues with Unison locally and nationally. Data finalised and submitted to Unison with offer of protection for those affected and should be resolved by April 2020.</p> <p>23.01.20 – Queried if still on track to resolve by April 2020. DCC confirmed the data sets have been sent to Unison which are still in negotiation. A gold group its taking place early Feb relating to HAYS. DCC confirmed they now also have an ACO which have joined the Force for HR. who is getting up to speed with the HAYS journey and has met with Unison. Action ongoing.</p> <p>16.10.20 - HAY job evaluation process still ongoing. Alistair Kelly joined as new ACO who is leading on this work. An offer was sent to Unison last year, which they subsequently responded with a</p>

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				<p>number of request. Some of which are easy to meet and achieve and others are complex. Mr Nixon highlighted that he is unable to provide a target date for completion as some further work still needs to take place.</p> <p>26.1.21 – no change, currently in process of doing some further work for further evaluation so this will run down for at least another 12 months is the current thinking.</p> <p>27.4.21 – dedicated HR team to progress new pay assimilation modelling during 2021/22. Outcome and implementation time scales are currently unknown.</p> <p>21.7.21 – No change to 27.4.21</p> <p>26.10.21 – Remodelling of pay assimilation has begun. Estimated 6 month completion time before consultation resumes.</p>
29.07.20	22/20	<u>Internal Audit Progress Report</u> To confirm figures on page 7 (significant & housekeeping priorities)	Mr Lunn	<p>27.4.21 - Final Report of Leadership & Management Development had one Priority 2 and two Priority 3 recommendations.</p> <p>Propose Close</p>
16.10.20	37/20	<u>Annual Collaboration Update</u> Mr Dawkins and Chair to meet to discuss annual collaboration meeting of JARAP Chairs	Mr Dawkins / Mr Pulford	<p>27.4.21 – Confirm this meeting still required ?</p> <p>27.4.21 – Mr Pulford expressed it would be good to formalise and to link in with Mr Dawkins to discuss what the meeting would be required to achieve: meet audit panel chairs once a year to discuss ongoing issues, shadow learning and best practice.</p> <p>21.7.21 – meeting being arranged</p> <p>26.10.21 – date to be confirmed</p>
27.04.21	18/21	<u>Internal Audit Progress Report</u>	Mr Lunn	<p>27.4.21 – Email from Elaine shared with Chair of JARAP to outline how recommendations are tracked.</p>

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		To link in with Elaine (collaboration manager) to provide clarity on the two final reports		
27.04.21	24/21	<u>Fraud and Corruption</u> Chair to confirm if members would like a written report on fraud and corruption (annually – after a HMIC inspection)	Chair / Panel	26/10/21 - The Chair confirmed a written report was required.
27.04.21	25/21	<u>JARAP Terms of Reference</u> Chair to amend ToR reflecting members views/comments and send to Mr Dawkins. Agreed to bring this report back to the next meeting with the amendments for sign off.	Chair / Panel	21.07.21 – agreed to include JARAP ToR back to the October 2021 meeting. 26/10/21 - The Chair proposed to deal with this action offline with Mr Nixon and Mr Dawkins 13/01/22 – JARAP ToR on the agenda for January meeting Propose close
27.04.21	28/21	<u>Update on progress against Victims Code of Practice</u> To have an update on progress at January 22 – to include trend lines on figures	Ms Dearden / Mr Nixon	07.07.21 – to be added to Jan 22 agenda; for completeness action 33/20 the force has shared the current ongoing work on VCOP 13/01/22 – VCOP briefing arranged for January 2022 Propose Close
21.07.21	35/21	<u>Internal Audit Progress Report</u> To review MAZARS Internal Audit Reports on OPCC website (redact document and republish if required)	Mr Dawkins / Mr Nixon	26.10.21 – Report temporarily removed. In the process of being redacted and re-uploaded. Updated and uploaded to website – Propose Close
21.07.21	36/21	<u>Draft Internal Audit Operational Plan 21/22</u> Once 2 o/s 'final reports' are complete, to share the final Internal Audit Operational Plan ahead of the next meeting	Mr Lunn	10.01.22 – Internal Audit report will be submitted with the agenda bundle for the January 2022 meeting Propose close

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21.07.21	38/12	<u>External Audit Progress Update</u> Mr Dawkins requested if the PCC could have an update on the value for money opinion (informal) ahead of the Christmas period	Mr Harris	26/10/21 update on the Value for money meeting scheduled for 5/11/21.
21.07.21	39/12	<u>Force Risk Register</u> Mr Jones and Mr Coogan to meet with Mr Patel to discuss shared learning / looking at improving the risk register	Mr Jones	06.01.22 Meeting held and learning shared. Agreed not to change the risk report at this time but to maintain a working relationship going forward – propose close
21.07.21	42/21	<u>Force Management Statement</u> To share link to FMS with committee members	Mr Nixon	26/10/21 -Shared link in meeting Propose close
26.10.21	48.21	<u>Partnership Landscape</u> Update on partnership landscape to be provided outside of the meeting	Mr Dawkins/Ms Hughes	
26.10.21	49.21	<u>Operationalise the Police and Crime Plan</u> Mr Nixon agreed for an informal pre-briefing to be arranged for the panel on direction of travel. Chair and Mr Nixon to discuss outside of meeting.	Chair /Mr Nixon	14.01.2022 See 57.21
26.10.21	49.21	<u>Recruitment Audit</u> Force's recruitment process not being fair and transparent. Mr Nixon to discuss outside of meeting	Mr Nixon	
26.10.21	49.21	<u>Audit Scopes</u> Share the audit scopes with the panel before the next meeting	Mr Lunn	
26.10.21	51.21	<u>External audit scope of plans to be circulated to members</u>	Mr Harris	06.01.22 External Audit Plan circulated to members on 10 th Nov 2021. Propose Close

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26.10.21	52.21	<u>Force Risk Register</u> Executive Meeting Agenda to be shared with JARAP members	Mr Nixon	 Executive Group - January Agenda.doc
26.10.21	53.21	<u>OPCC Risk Register</u> OPCC risk register to be shared outside the meeting.	Ms Hughes	06.01.22 OPCC Risk Register will be circulated as part of agenda bundle for 20 th January 2022. Propose Close
26.10.21	57.21	<u>Police and Crime Plan</u> Response to questions raised and a briefing to be provided to JARAP Members	Ms Hughes	14.01.22 Briefing to be arranged for next meeting to discuss police and crime plan consultation – could also combine with Action 49.21 Operationalise the PCP to deliver a one briefing on the Police and Crime Plan?
26.10.21	58.21	<u>Work Programme</u> <u>Future dates to be reviewed</u>	Ms Hughes	14.01.22 Aimee Kilbourne (BSO) will be contacting members and attendees to get availability for new dates and to re-arrange meetings which fall within holiday periods.