

**Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP)  
held via Microsoft Teams at 10:00am on Thursday 20 January 2022**

*Committee members received a pre-briefing from Mr Chris Baker on Victims Code of Practice which members found extremely useful.*

**Present**

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

**Also in attendance**

**Office of the Police and Crime Commissioner (OPCC)**

Mr David Peet (Chief Executive Officer)  
Ms Kira Hughes (Interim Chief Finance Officer)  
Mrs Nimisha Padhiar (Operational and Compliance Manager)  
Ms Aimee Kilbourne (Business Support Officer/Minute Taker)

**Office of the Chief Constable (OCC)**

Mr Rob Nixon (Deputy Chief Constable)  
Mr Paul Dawkins (Assistant Chief Officer - Resources)  
Mr Peter Coogan (Principal Health and Safety Advisor)  
Mr Roy Mollett (Internal Inspection and Audit)

**Auditors**

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

**60/22 Apologies**

The Chair began the meeting.

Apologies were received from Ms Wendy Yeadon

**61/22 Urgent Business**

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

**None raised**

**62/22 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.

No such declarations were made.

**63/22 Minutes of the meeting held on 26 October 2021 and Rolling Action Sheet**

The minutes of the meeting held on 26 October 2021, were agreed as true and accurate.

- Chair agreed with all proposed closes.

- 58/21 – new meeting dates to be sent out asap to confirm, preferably avoiding school holidays
- 49/21 (Audit scopes) – Mr Lunn requested further information on what the action relates to. Chair advised that it relates to collaboration audits which have been discussed previously and conversation to be taken outside the meeting.
- 48/21 – Mr Dawkins queried the action and what information is being sought. The Chair advised that Ms Yeadon wanted further clarity on how the partnerships in the OPCC are now working with the changes in personnel. Mr Peet and Ms Hughes to pick up this action going forward.
- 49/21 (Operationalise the Police and Crime Plan) – Mr Nixon advised that the Police and Crime Plan is out in draft and needs signing off by the Police and Crime Panel. Delivery is the focus overlaying with critical partners, SPB are aligning to configure and cascade working with local authorities. Mr Peet and Mr Nixon to report back once the plan has signed off. The Chair advised that it would be useful to an update on the Governance and Risk Structure of the PCC and show the landscape that JARAP are working within.

**ACTION – Mr Peet and Ms Hughes to provide a briefing on the Governance and Risk Structure of the PCC**

- 45/18 – Mr Dawkins provided an update to the Hays job evaluation stating that the it is still a work in progress. £5.3m in costs are currently forecast, working towards a timeline of 01/02/2023. Mr Nixon added that the Assistant Chief Officer (HR) has the latest simulation, final version expected is expected in March and will then understand what the impact will look like financially, including for the Region. Mr Peet added that it is clearly a large piece of work and progress is under control with firm dates to be finalised.

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

**64/22 Internal Audit Progress Report and Annual Report 2021/22**

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 Workforce planning collaboration audit has been on the progress report for some time and causing frustration. Conversation took place at the Regional CFO Board in January and in order to speed up the process it was agreed that the Derbyshire CFO would take the lead and be responsible for getting it approved and finalised.
  - Mr Patel requested additional clarity and context around the commentary of the workforce planning collaboration audit and where the management comments were deemed to be inadequate. Mr Lunn stated that one of the recommendations related to the Occupational Health Unit (OHU) and their workforce planning which was reliant on the regional forces' information on medicals. The original response was provided by the previous Head of OHU before she left. There had been some confusion with the new Head of OHU as to whether the response to the recommendation concerned was achievable. The new Head of OHU has taken the response away to look at it and will be speaking with each force to find a resolution. The new Head of OHU is waiting for a response from Notts Police before providing a more detailed management response to the recommendation.
  - Mr Nixon clarified that the interim Head of OHU had undertaken a review and there were a number of new proposals around the operating model. One option was to have a core element running consistently across each of the

forces or an enhanced option which included the core service element from OHU but with an enhanced link with the local wellbeing offer. Mr Nixon stated that the general sense around the region was in favour of the enhanced offer and having a hub approach with professional Occupational Health in the centre but with greater links to local wellbeing agenda.

- Mr Peet stated that to provide additional assurance to JARAP members, the issues with OHU over the last 12-18 months have exercised Police and Crime Commissioners and at a Regional PCC level there was a good level of understanding of the issues and a good level of scrutiny through the PCCs Board.
- Leicestershire's delivery plan for 2021/22 - two final reports for Fleet Management and Seized property. Mr Lunn advised that there was a slight update to the dates for the final audits for this financial year. The Commissioning audit, has been deferred until April due to a member of staff leaving. Mr Lunn apologised and advised that this audit will be taking place after the year end.

**ACTION: Mr Lunn to send the Chair an email directly giving the details of the changes to the dates in Leicestershire's plan.**

The Chair raised a question on behalf of Ms Yeadon relating to the disbandment of EMSOT. Ms Yeadon's query was in relation to what was replacing EMSOT? Was this to be the Academy or was there something else?

Mr Nixon stated that this was an evolution of the phase 2 of the Academy. The Academy was structured on Local Policing, Crime, Intelligence and Safeguarding faculty and a Leadership and Business faculty. A shared arrangement was in place until April 2023 but by agreement, it has been agreed that for licencing purposes to do with firearms, looking to stand up an operations faculty within the Leicestershire Academy from April 2022. Mr Nixon confirmed that there was currently a commitment to the region, to start to disaggregate and have a new structure in the academy to absorb and embed new working practices in readiness for April 2022. Mr Nixon advised that the force was in a good position to strength links between operations and local policing.

**Fleet Management report** – on page 11. The Chair asked whether KPIs were ever in place or had they stopped being used. Mr Dawkins stated that there were high level KPIs in place which were driven through the Tranman system and iR3 but both of these systems are being upgraded and therefore have stalled. New suit of KPIs are being developed for the future.

Mr Dawkins also provided an update on the Head of Transport (HoT) position and that the post was currently being covered by an interim Head of Transport. Summer is the target date for KPI's to have been implemented but depending on the issues being worked out.

Mr Patel raised a query regarding how dependent the KPIs were on the iR3 system. There is enough clarity on the KPIs want to report on but need the system to be able to pull the information together. Mr Dawkins agreed that this was the case and the problem had was the failings of the black box system in the vehicles providing the data. This left core data which is captured in Tranman and still in the process of migrating to version 9 of Tranman which should be able to create the KPIs. Once the new versions are implemented should be able to bring back the KPIs but at the moment it is a manual process.

The Chair queried whether the responses and timescales given were by the HoT and if so does the Interim HoT agree that they are deliverable. Mr Dawkins stated that they were set by the previous HoT but has been briefed to the current HoT and captured as part of the broader plan. The agreement to the timescales is an agreement in principle but dependent on other factors and issues around the systems and the HoT role longer term. Mr Dawkins confirmed that he supported the recommendations and timescales but these may have to change in the coming months.

Top of Page 13 - recommendation on procurement activity. The Chair requested clarification on the procurement process around the national programme which is procured and whether this delivers value for money through bulk purchasing. The Chair sought clarification whether the recommendation was an administrative one rather than a value for money one? Mr Lunn agreed that the value for money was achieved through the national framework therefore the recommendation was more around formalising the process and following the correct procedure.

Mr Patel raised a point relating to the sample of vehicles reviewed as 3 out of 8 of the vehicles did not have the request for quotations. Mr Patel questioned whether a wider sample should have been undertaken considering less than half had quotations? Mr Lunn explained that the quotations were apart of the national framework so there was no concern in relation to value for money. Mr Lunn confirmed that it was more to do with the administrative process in terms of an audit trail rather than failure of process. Therefore, the risk was low. If the concern was to whether value for money was achieved then a wider sample would have been done.

Mr Patel raised a query relating to the leavers leaving the force and the time between the users leaving the force and them being removed from the system. Mr Lunn stated that although he did not have the time lapse to hand, the users would need physical access to the force equipment. It was more of an administrative process but there are counter controls in places to prevent users accessing the system, therefore it was a housekeeping recommendation.

The Chair queried why only 8 vehicles were tested and not more or less?

Mr Dawkins advised that normal procurement would be between 70 to 110 vehicles but due to COVID and the chip shortage last year it was 60 plus. There are approximately 500 vehicles on the fleet therefore small sample size but this was normal.

Ms Pallas queried that with the long waiting times for vehicles due to the manufacturing problems can they be assured that the current fleet are safe and would this mean that the vehicles are older? Does it give any risk to the force that it means an older fleet?

Mr Dawkins stated yes, this did mean an older fleet. Mr Dawkins stated that in the last 6 months there has been a plan to review the position carefully, with moving vehicles around so as to get equal wear and to carefully identify risk areas and share these across the force. Mr Dawkins stated that the Force was trying to manage the risk effectively. Mr Dawkins confirmed that there did not appear to be any operational issues at the present moment. Mr Dawkins reiterated that the risk had been captured and was being managed pro-actively and would be reported on an exception basis and that mitigations were in place. Such as greater degree of maintenance and health checks.

**Seized Property** – Mr Lunn advised that this was done annually/cyclically due to the limited assurance previously but wasn't done in 2021/22 due to COVID. The Chair queried if this was on next year's plan. Mr Lunn explained that the plan had not been set yet. A meeting will be booked in with Mr Dawkins and Ms Hughes.

Mr Patel had a query relating the sample of items reviewed and the discrepancies identified. Mr Patel asked whether these items were of high-risk discrepancies or were they administrative ones?

Mr Lunn stated that all missing items are of concern. They tested 190 items and 1 item missing is relatively low risk therefore has to be taken into context with the volume of property that goes through the stores.

Mr Patel stated that it would be useful to have clarity around the number of items going through; one sample vs the population, errors vs sample and the overall population would be useful to include going forward.

Mr Lunn stated that in the full report this was included in the appendix which Mr Lunn would be happy to share.

**Action – Mr Lunn to share the full Seized property report including appendix with Mr Patel.**

Ms Pallas commented that the panel were happy that things were moving forward with Seized and Found property but seems there are still problems. There appears to be a common theme around lack of training and wondered if this is force wide problem? Is there a lack of training, are staff not taking training seriously or do they not understand the risks of not using the system properly?

Mr Nixon stated that the force is in a better position from 4/5 years ago. Niche is a complex system and no matter how much training there are some areas which are still extremely complicated. Over 680 officers have been recruited during the height of covid and have had a different training scheme to previous cohorts. Mr Nixon stated that those officers will be retrained to ensure that they had the right training. Mr Nixon advised that a case study for new recruits in which they seize property as part of their role play was built into the training programme. Mr Nixon stated that there needs to be some reflection around the recording of the training on ceased property and how this is captured. Also, around time served officers not having bespoke recovery of property training Mr Nixon advised that when the system was changed everyone received training. Monitoring the volumes and risk around capacity. Needing to remind officers of the basics and when getting it wrong giving them a nudge in the right direction. Volumes are high, inexperienced workforce and complicated booking in system but working on managing it. Mr Nixon stated that the force is currently in the process of strengthening its business processes and internal audit regimes and would be useful to link in Mr Lunn to replicate dip sampling in year. Mr Nixon stated that the error rate was low.

Ms Pallas advised that VCOP had introduced dip sampling and quarterly reporting could this be replicated with seized property. Mr Lunn and Mr Nixon agreed with this.

The Chair expressed his thanks from the JARAP to Mr Lunn for the content of the report which is a rich document and provides lots of useful information.

The Chair sought clarity in relation to page 20 of the report – collaboration audit process and the risk management of those and how they are captured.

Mr Lunn informed the Chair that there is a Regional Collaboration Manager, Elaine Grocock, who oversees the administration. There isn't a standalone committee for the region but the audit reports go to each committee in the collaboration. This is fed back to the Regional CFOs.

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

The report was sent to the members as draft in the July 2021 as there was 1 outstanding audit report to be finalised. It was finalised and therefore should have been brought back in October. Therefore, no major changes to the draft report.

## **65/22 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.**

The Chair raised a point relating to the formatting of the report. The older audit recommendations have lost track of what the original recommendation was and would be better to have a tie back to the legacy items.

**Action: Mr Mollett and Mr Patel to arrange to meet and review the format of the current report.**

**Fleet Management** – Ms Pallas raised the number of issues with regard to supplier upgrades and unsupported systems in that department. Ms Pallas hopes that the new Interim Manager implements KPIs to look at making sure systems are put in place on time. Although there is a good plan it keeps changing and it's difficult to see the process. Mr Dawkins stated that it was outside the forces control as it was a supplier issue. Mr Dawkins confirmed that there was some way to go but other issues facing at the moment. It would a few months before the issues are resolved but all efforts being made to resolve. Mr Dawkins happy to bring an update at a later meeting

## **66/22 External Audit Progress Update**

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

Mr Harris discussed:

- At the last meeting JARAP received the Audit Planning report setting out the audit scope for the PCC and CC financial statements and value for money arrangements for 2021 financial year.
- Resourcing East Midlands Audit involving a team of people involved in the Police and Fire hub across the East Midlands. Ensuring have teams in place to complete the audits within the first quarter to 2022.
- Audit of financial statements was in process and Mr Harris has had several conversations with the team undertaking the audit and there were no significant issues to raise at the moment.
- Mr Harris thanked the Finance team for their cooperation and assistance whilst the audit work was taking place.
- Natalie Ryan has been working with Mr Dawkins and Ruth Gilbert to complete the value for money risk assessment which looks at a number of criteria under the national audit office code of practice which covers financial sustainability, governance arrangements, arrangements for improving economy efficiency and effectiveness and there is a lot more onus on the external auditor providing commentary on those arrangements that exist and are in place.
- At this stage no indication or view of significant areas of weakness and when a draft commentary is available will share with Mr Dawkins and bring it back to JARAP.
- Aim to conclude the audit before the next meeting. Would like direction on how the JARAP wish to do this consideration that it is intended to finish the audit by end of March.

Mr Dawkins thanked Mr Harris and the team for their work especially as they had resourcing issues. Mr Dawkins advised that running alongside the audit would be the preparation of accounts for this year as well as the budget. After budget and MTFP is formally signed off by the PCC and submitted to the panel it will be shared with Mr Harris and EY which will help to form the value for money opinion. The finance team are working through the key issues with the EY team and the value for money opinion is progressing nicely and hopefully have all the information to Mr Harris and concluded before Natalie leaves on the 31<sup>st</sup> January.

Mr Harris asked for guidance on how the JARAP wished to have visibility of the audit results report and the governance arrangements before the accounts were signed off for publication as the next meeting will be quite a while after the 31<sup>st</sup> March.

Mr Dawkins stated that it would be more transparent to have a public meeting and could not see any reason why it could not wait until the meeting on the 22<sup>nd</sup> April. Agreed that it will be brought to the next meeting in April.

## **67/22 Force Risk Register**

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

Chair agreed to take the report as read and answer any questions the panel may have.

- Risk STR292 & STR256 – Mr Patel queried that they appear to be linked therefore should the risk assessment of these be higher since they are both recorded?

Mr Nixon stated that they could be linked but they are separate risks. Domestic Abuse is not new and been managing this for some time. The profile of DA and force response to those that are repeat will likely to come under more scrutiny and there is an element of recognising that. The Violence, abuse and intimidation against women and girls has got significant national profile which internally has triggered a gold group looking across the spectrum of Violence against Women and Girls of which Domestic Abuse is an element within it. Kept them separately.

- Regarding STR256 it's shows a static 12 on risk and bringing in a new repeat Victimisation Strategy. Now have domestics linked into MARAC process which is the multi-agency response. In the process of discussing reconfiguring some of the operating model and putting more resource in managing medium case domestic. Have a bespoke unit dealing with high risk and the outcomes are impressive. In regards to the Medium risk, want to replicate what doing in the high risk category and focusing on repeat domestic abuse and a perpetrator programme. Shown as risk and think the risk will go as mitigations are put in place.
- STR292 continues to be high profile and is broader as covers all violence against women but also brings in the vetting systems and processes within the police. This is a risk which may want to bring back for further assurance in the future.
- Risk STR293 – the Chair asked for an update on the impact of the Omicron variant. Mr Nixon stated that organisationally continued covid measures and providing PPE to internal staff were in place. Staff abstraction was running at 5% abstraction and Mr Nixon was fairly happy that the absence from covid is manageable. Mr Nixon stated that staff had appropriate equipment and no impact on business continuity or day to day operations currently. Mr Nixon advised that externally continued support was being provided to strategic and tactical coordinating groups. Promoting vaccinations to all staff and fast-tracking staff through vaccination process was currently taking place.

## **68/22 OPCC Risk register**

The panel received a report from Mrs Padhiar on the OPCC Risk Register. The report marked 'E' is filed with the minutes.

Mrs Padhiar highlighted the following key points:

- The report presented to JARAP had been requested previously by JARAP. The report included the Police and Crime Commissioners Risk Management Policy and Framework, incorporating the PCCs risk appetite.
- 17 live strategic risks included within appendix B, 10 of which are high.

Mr Patel asked that the report be clearer on the mitigating actions and the impact that the mitigations are having on the risk. Mr Patel also asked whether there was a holistic review taking place across both the Force and OPCC risk register. Mr Peet stated that he expects this to happen. There will be OPCC specific and force specific risks but there would also be risks that are shared and will need to understand each other's thinking and alignment between the two registers. However, Mr Peet informed the panel that he was new in role and therefore time will be required to get this established.

The Chair raised that the next briefing in April is on OPCC risk and the direction of travel. He states that it would be good as part of the briefing to look at the old risk register and explain the journey from the old register to the new one including the changes that have happened. Mr Peet asked that the Chair, Mr Peet and Ms Hughes get together beforehand to discuss exactly what the JARAP want from the briefing.

**Action: Ms Hughes to arrange a meeting with Mr Peet and Mr Pulford to discuss the OPCC led briefing.**

The Chair requested that the report is formatted so that it is easily readable when printed and flows in across the pages including page breaks etc.

- Risk OPCC012 and Risk OPCC013 - the chair commented whether there should be a separate deterioration of trust and confidence in the OPCC risk? Also was the safety of elected officials an OPCC risk or an operational risk? Mr Peet stated that there are a number of risks that may sit on either the OPCCs or the Force or both. As discuss previously in order to better align with the force's risks the OPCC will work on aligning the two going forward. May need to put in additional risk for the trust and confidence in the OPCC which sits on the OPCC risk register.

#### **69/22 Annual Effectiveness Review**

The panel received a report from Ms Hughes on the JARAP Annual Effectiveness Review. The report marked 'F' is filed with the minutes.

Ms Hughes stated that the Chair of JARAP, Mr Lunn and herself met in early January to go through the Effectiveness of JARAP.

The Chair agreed to take the report as read and to take any questions.

No further comments or questions raised.

#### **70/22 JARAP Terms of Reference**

The panel received a report from Ms Hughes on the JARAP Terms of Reference. The report marked 'G' is filed with the minutes

Ms Hughes stated that there were minor changes to the Terms of Reference and changes could be seen through the tracked changes on the report.

The Chair agreed to take the report as read and to take any questions.

No further comments or questions raised.

The Chair thanked Ms Hughes for chasing and enacting both the Annual Effectiveness Review and the Terms of Reference.

#### **71/22 Work Programme**

The panel received a copy of the work programme. This was subject to change based on new dates which Ms Kilbourne was rearranging.

Identified future briefings. Need to rearrange the L&D briefing offline.

**Action: Mr Nixon to arrange a L&D succession planning briefing offline for April.**

Ms Pallas requested that a briefing on succession planning could be arranged for July and maybe a video could be done and circulated to members.

Ms Pallas would like a briefing on Power BI and presented by a user as well as the person running the project. Who is benefiting from it and has it made a difference? Ms Pallas would like assurance that people are not just relying on the dashboard and that audits are taking place.

**Action: Power BI and others from the idea section slotted into July and October meetings.**



Mr Nixon states that it would be useful for members to see how Power BI is linked to the broader performance framework.

Mr Nixon suggests the Force Management Statement and Force planning cycle is linked to how the force is going to deliver the Police and Crime Plan and therefore present as one.

VCOP update can be moved to October as can the Terms of Reference.

**Action: Ms Hughes and Mr Pulford to discuss the workplan for October offline**

**72/22 Any other Business**

Nothing raised.

**Date of next meeting**

Wednesday 27 April 2022

13:30 – 15:30

TBC

**Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP)  
held via Microsoft Teams at 13:30pm on Wednesday April 27 2022**

*Committee members received no pre-briefing.*

**Present**

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

**Also in attendance**

**Office of the Police and Crime Commissioner (OPCC)**

Ms Kira Hughes (Interim Chief Finance Officer)  
Mrs Nimisha Padhiar (Operational and Compliance Manager/ Minute Taker)

**Office of the Chief Constable (OCC)**

Ms Julia Debenham (Deputy Chief Constable)  
Mr Paul Dawkins (Chief Finance Officer)  
Mr Peter Coogan (Health, Safety and Risk Advisor)  
Ms Suzanne Nicholls (Force Liaison Officer and Research Project Officer)

**Auditors**

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

**73/22 Apologies**

The Chair began the meeting.

Apologies were received from Mr Roy Mollett and Ms Janette Pallas

**74/22 Urgent Business**

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

Chair provided his appreciation and condolences for Ex Chief Constable Simon Cole. Chair wished to record that Ex Chief Constable had been a great servant for Leicestershire and Rutland inside and out of the Force. He was supportive and facilitated the work of JARAP.

Chair commented and raised concern regarding the support and committee administration currently provided to JARAP. Ms Hughes has noted the Chairs concerns and will work with JARAP to get the issues resolved.

**Action: Meeting to be arranged with Ms Hughes to discuss the future support and SLA.**

**75/22 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.

No such declarations were made.

## **76/22 Minutes of the meeting held on 20<sup>th</sup> January 2022 and Rolling Action Sheet**

The minutes of the meeting held on 20 January 2022 were not in the correct format and the rolling action sheet not updated. Therefore, the Chair agreed that the minutes of the meeting for 20<sup>th</sup> January and the updated action log will be reviewed at the next JARAP meeting. **Action: Minutes of the meeting for 20<sup>th</sup> January to be amended, the action sheet updated and circulated for the next meeting in July.**

## **77/22 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:

- Page 4 of the report has the detail of the progress update.
- Collaboration Workforce Planning Audit, which was delayed due to the management response, has been issued. Full recommendations and management response included in the report to give full clarity on the 2020/21 audit.
- For 2021/22 audit have issued 2 final reports for core financials and payroll included in the report.
- Have also issued 2 reports in draft for Counter Fraud and Collaboration EMSOU wellbeing report.
- Remaining audit of Health and Safety and Governance took place in March and are now going through internal quality review before they are issued. These completed Leicestershire's audit plan for 2021/22.
- A number of amendments to the plan have been included within the report which have been agreed with management.
- Collaboration audit plan has had the greatest number of amendments. EMSOT collaboration unit will cease to exist therefore it felt that it would be better to defer the audit until 2022/23 and reshape the audit, which were going to take place on this audit to include the closedown procedures and project management plan.
- 3 audits due to take place in March; EMSOU Risk Management, EMSOU Business Continuity and Learning and Development Team Hub Governance Audit are delayed due to resourcing issues at Mazars and are due to start in May 2022.
- Have 3 staff fully vetted now so hopefully no further delays and provide some resilience.
- Further update since papers issued is that the 2 audits for EMCJS have been cancelled due to the disbandment of the collaboration and was agreed recently at the Regional CFO Board.
- On the Core Financials report a dashboard has been developed to show comparison to the previous year for the different areas and gives a feel to how the audit went.

Mr Patel raised a query relating to the actions on page 15 which states that the majority of debt is with other public bodies and police forces and therefore low risk. He queried where management have not followed debt policy are management concentrating on high risk debt or what is the approach taken? Mr Dawkins stated that due to staff turnover and covid recovery of debt has slowed down. Despite the challenges faced the average levels of outstanding debt to previous years is no different. Gone over current procedures and retraining for staff to continue success rate around the recovery of debt. Concluded with Mr Lunn that analysis has been done in relation to the impact on debt recovery and there was no issue.

Mr Patel queried the time lapse which had occurred between the quarterly access review of which Mr Lunn confirmed was September 2020.

Mr Dawkins hoped the panel were assured by the level of assurance provided for the core financials audit and the payroll audit; which received significant assurance with no recommendations; considering the challenges faced in relation to Covid and the consistent performance of the finance department. Mr Lunn shared that Leicestershire sits amongst the highest for core financials audit with low levels of recommendations when compared to other forces.

The Chair queried how much would the 4% of non-public body debt relate to in the overall debt of which Mr Dawkins confirmed that it was ranging from a hundred to a couple of thousand pounds and debt rarely gets written off.

#### **78/22 Internal Audit Plan 2022-23**

The panel received a report from Mr Lunn (MAZARS) on the Internal Audit Plan 2022-23. The report marked 'C' is filed within the minutes.

Mr Lunn highlighted the following key points:

- Process involves a round table discussion with the Chief Finance Officers; Mr Dawkins and Ms Hughes; with the head of inspection and audit; Roy Mollett and Mr Lunn. Review historic internal audit work that has been done and the outcomes of that work. Mr Lunn attends the police audit group to get insights and horizon scan for issues. Review the risk register as part of the planning activity and put the plan together as a collective.

The start date for the OPCC recruitment stated August 2023. Mr Lunn confirmed that it should read August 2022.

The Chair raised a query on behalf of Ms Pallas in relation to the workforce planning audit and whether the audit includes looking at skills and training needs of those in succession plans and is it informed by the wellbeing findings e.g. absence levels? Mr Lunn stated that the workforce planning audit is scoped up nearer the start date and in previous audits succession planning and training have been included. It includes all the factors that feed into workforce planning therefore succession planning and training would be picked up as part of that.

#### **79/22 Internal Audit Recommendations & Tracking**

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

**Chair agreed to raise points by exception only.**

**Chair agreed that all proposed closed items agreed unless raised as a query.**

**Vetting** –The Chair raised a query relating to 4.1 Internal Vetting guidance (Page 9) progress update and how the force plan to track usage and engagement of the inhouse training pack rather than it being published widely and not being read by people? **Action: Ms Debenham to provide an update to the panel outside the meeting.**

The Chair also raised that the target date on page 9 and page 10 states May 2021. This should read May 2022.

**Workforce Planning** – The Chair raised a query relating to 4.1 Key Roles mapping (page 14) and whether the Succession Planning Framework pilot was for 12 months or within the 12-month period? Ms Debenham stated that the pilot was originally for 6 months but understanding is it will be for longer in order to embed the processes. There is a toolkit for managers and changing the PDR processes. The Chair queried if this was something similar in the OPCC or is there any plan to implement in the future. Ms Hughes informed the panel that there isn't anything in place at the moment but something the OPCC would consider in the future once the OPCC has gone through its current transition of change.

**IT Security** – The Chair queried the proposed closure of the recommendation on page 15/16 as it is still an operational risk on the risk register and therefore what the view is in relation to this? Ms Debenham stated that there is ongoing penetration testing and Nessus provides that additional capability. This does remain a risk but there is an ongoing programme to manage this risk. The recommendation has proposed closure due to managing this risk via the risk register. The Chair queried if IT Security is on the audit plan for next year. Mr Lunn stated that an audit is planned for Digital transformation which may touch on this area but not a specific audit in this area.

**Fleet Management** – The Chair raised a query on behalf of Ms Pallas relating to the number of target dates set at October 2022 and are these achievable? Mr Dawkins stated that Fleet is in a state of Flux and it is unlikely to be completed by October 2022 as the Head of Transport is still suspended. Professional Standards investigation unlikely to conclude soon. Interim Head of Transport is due to leave in April but a replacement in the form of a Chief Inspector will be filling the role temporarily. A number of pressures in the department at the moment.

**Seized Property** – The Chair raised a point relating to Audit regime - Main Store (Page 22) and is concerned around one member being acceptable to undertake an audit when there should be two. The Chair requested information relating to how often this happens? **Action: Ms Debenham to provide an update to Mr Pulford on the frequency of audits undertaken by one member of staff.**

The Chair also queried whether the Evidential Property review (page 22) was on track and Ms Debenham had no reason to believe it wouldn't be. **Action: a recruitment update to be provided for the next meeting.**

The Chair requested that the PDFs are sent out with the embedded documents. Ms Hughes stated that this particular document will be sent out as a word document in future meetings so embedded documents can be accessed. **Action: Ms Hughes to circulate word document of paper D.**

**Recruitment** – Appendix B – The Chair stated that the statistics were useful but queried what the KPIs or targets were for these statistics. How do these compare to historically and against most similar forces and give some context to the statistics? **Action: Mr Pulford to send the queries relating to Appendix B of Paper D to Ms Debenham for clarity outside the meeting.**

## **80/22 External Audit Annual Audit Letter and ISA 260 for FY 2020-21**

The panel received a report from Mr Harris (Ernst Young) on the External Audit Annual Audit Letter and ISA 260. The report marked 'E' is filed with the minutes.

Mr Harris highlighted the following key points:

- The report is a provisional Audit Results Report for the audit of the PCC and CC financial Statements and assessment of arrangements for value for money for the financial year ended 31<sup>st</sup> March 2021.
- Mr Harris apologised for the protraction of the audit due to resourcing issues in the Midlands office.
- Mr Harris thanked Ms Hughes, Mr Dawkins, Ms Ruth Gilbert and all those involved in the audit for the cooperation and assistance that have been provided.
- Audit been ongoing since before Christmas and the audit has been drawn out due to delays and poor handover from the audit managers in relation to works of the real estate team and the value for money arrangements.
- Audit is now substantially concluded and based on the work completed to date heading towards a issuing a unqualified audit opinion.
- Some final bits of documents to conclude and review processes. Work around the value for money arrangements has concluded and no significant weaknesses.

- Satisfied that there are no weaknesses of which need to be drawn to the attention of JARAP. At this stage there are no specific recommendations.
- A good audit in terms of quality of working papers, the timeliness of the finance team and the responses to queries.
- There are no material adjustments at this stage, one uncorrected difference around an item classified as Asset under construction which is not material. Mr Harris is satisfied that it isn't representative of a prior year misstatement or material that will impair the opinion at this point.
- Working with the audit manager to conclude the file review and will then be in a position to issue the final audit results report.

Mr Harris stated that he is content for JARAP to make a recommendation to the PCC and CC to authorise the accounts for issue providing that there isn't anything else material from this point. Mr Dawkins stated that from his view he wishes to see more of the audit concluded before authorising the accounts for issue.

Mr Dawkins stated that in consultation with Ms Hughes the accounts will not be restating the accounts to adjust for the Asset Under Construction which went live in the prior year and a formal written response will be sent to Mr Harris to that effect.

Mr Dawkins stated that it would be useful to clarify when the intention is to start the 2021/22 audit in order to avoid a repeat of the 2020/21 audit. Mr Harris stated that he has given his commitment as part of his notice period to EY that this particular audit will be concluded before his departure in October 2022.

Ms Hughes queried whether the 2021/22 will be concluded by the end of May which Mr Harris confirmed was the intention.

## 81/22 Force Risk Register

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

Chair agreed to take the report as read and answer any questions the panel may have.

- **STR0307** – Mr Patel queried how this is it affecting day to day operations and colleagues but also is the risk affected by the IT Capacity risk? Ms Debenham stated that the storage is part of the digital transformation strategy and been using traditional storage such as servers. But the amount of data expected to retain and generate as part of an investigation is exponential. Servers are getting up to capacity which has brought about this risk. Need to either buy more servers or migrate to the cloud to manage and mitigate the risk. The risks are related.
- The chair queried the number of new risks identified in the report and whether there was a change in process. Mr Coogan informed the Chair that more capacity within his department has resulted in developing the departmental risk registers.
- **STR025** – Ms Yeadon stated the risk control mentions a consultation is expected in May however as the next meeting is in July could an update be given offline before the next meeting. **Action: Mr Dawkins to provide an update re: parking levy consultation offline.**
- **STR0380** – Ms Yeadon requested that as a gold group meeting was due to take place on the 27<sup>th</sup> April could the JARAP receive an update offline before the next meeting. Ms Debenham stated that the there won't be any conclusion following that meeting but will provide an update if there is anything significant to update on.
- **STR0304** – The Chair asked whether the force has put in a non-pursuit policy and how many vehicles is it impacting. Ms Debenham updated the panel that the

issue was affecting specialist fleet however replacement vehicles have been secured and acquiring alternative vehicles. The issue is affecting fewer than 10 vehicles.

#### **82/22 OPCC Risk register**

The panel received a report from Mrs Padhiar on the OPCC Risk Register. The report marked 'G' is filed with the minutes.

Chair agreed to take the report as read and answer any questions the panel may have.

- OPCC012 – Mr Patel stated that this risk is subjective so how are the improvements going to be measured? Ms Padhiar stated that this risk was proposed to be closed and replaced with a new risk around accountability and holding the force to account. However rather than remove the risk and lose sight of the issue a review is being undertaken to ensure that it remains a priority but the risk reflects can be measured and mitigating controls can be put in place.
- OPCC014 – Mr Patel queried whether the risk is affected by capacity in the network risk which sits on the force risk register. Ms Padhiar stated that the risk is OPCC specific and therefore does not relate. There will be some work taking place to look at the OPCC risk register in conjunction with the Force's risk register. The Chair asked whether the OPCC uses the force policies relating to GDPR of which Ms Padhiar confirmed was the case. The data protection officer is the same as the force but the data controller is the Chief Executive.
- OPCC006 – The chair queried whether the OPCC uses the force HR processes and recruitment. Ms Padhiar confirmed it was. The Chair requested stats relating to recruitment and vacancies within the OPCC. **Action: Ms Padhiar to provide Mr Pulford with recruitment and HR data for the OPCC.**

The Chair requested a meeting to discuss the OPCC risk register in more detail. **Action: Ms Hughes to arrange a meeting with Mr Pulford and Ms Padhiar to discuss the OPCC risk register.**

#### **83/22 Fraud and Corruption Update**

Verbal Update received from Ms Debenham - Nothing to report.

Mr Dawkins and Ms Hughes confirmed that no instances to report as Section 151 officers.

#### **84/22 Force Management Statement and Force Planning Cycle**

Verbal update received from Ms Debenham. Publication of the HMIC inspection report on 28<sup>th</sup> April 2022. Align planning cycle with the priorities, the budget and the Police and Crime Plan. Overarching priorities around trust and confidence and victims and there is a schedule of activity which brings together the different strands of priorities within the rich picture. Rather than a 300 page document, there will be a plan with strategic themes and the delivery plans sitting beneath them which the HMIC are keen on. Have senior owners in terms of delivery going forward. Visibility of the national priorities, PCCs plan as well as force assessment of threat and risk; both organisationally and operationally.

The Chair stated that it would be a good future briefing. **Action: Ms Hughes to add the briefing to the work programme for a future meeting.**

#### **85/22 Regional Collaboration**

Verbal Update received from Ms Debenham.

Ms Debenham highlighted the following key points:

- EMCJS is being disaggregated.
- EMSOT which was formally EMOpss has also been disaggregated.
- EMSOU, OHU and major crime are ongoing.

**86/22 Work Programme**

**Action: Ms Hughes and Mr Pulford to meet to discuss the work programme and forward plan**

**Any other Business**

Nothing raised.

**Date of next meeting**

Tuesday 29 July 2022  
TBC



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Last updated: 24/05/2022

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><b>27.11.18</b> – 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><b>11.12.18</b> – Action ongoing. Hays job evaluation, DCC currently working through negotiation strategy and awaiting data from Unison.</p> <p><b>02.04.19</b> – HAY job evaluation process still ongoing</p> <p><b>20.05.19</b> – HAY job evaluation process still ongoing</p> <p><b>10.10.19</b> – HAY job evaluation process still ongoing</p> <p><b>23.10.19</b> -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><b>23.01.20</b> – 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><b>16.10.20</b> - 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><b>26.1.21</b> – 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><b>27.4.21</b> – dedicated HR team to progress new pay assimilation modelling during 2021/22. Outcome and implementation time scales are currently unknown.</p> <p><b>21.7.21</b> – No change to 27.4.21</p> <p><b>26.10.21</b> – Remodelling of pay assimilation has begun. Estimated 6 month completion time before consultation resumes.</p> <p><b>25.8.22</b> - Remodelling of pay assimilation continues. No estimated completion time currently as consultation is ongoing.</p>
29.07.20	22/20	<u>Internal Audit Progress Report</u> To confirm figures on page 7 (significant & housekeeping priorities)	Mr Lunn	<p><b>27.4.21</b> - Final Report of Leadership &amp; Management Development had one Priority 2 and two Priority 3 recommendations.</p> <p><b>PROPOSE CLOSE</b></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><b>27.4.21</b> – 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><b>21.7.21</b> – meeting being arranged</p>


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				<p><b>26.10.21</b> – date to be confirmed</p> <p><b>25.8.22</b> – Need to confirm regional Audit Committee Chairs appetite for this moving forward. Chair to confirm if other Chairs still meet annually.</p>
27.04.21	18/21	<p><u>Internal Audit Progress Report</u> To link in with Elaine (collaboration manager) to provide clarity on the two final reports</p>	Mr Lunn	<p><b>27.4.21</b> – Email from Elaine shared with Chair of JARAP to outline how recommendations are tracked.</p> <p><b>PROPOSE CLOSE</b></p>
27.04.21	24/21	<p><u>Fraud and Corruption</u> Chair to confirm if members would like a written report on fraud and corruption (annually – after a HMIC inspection)</p>	Chair / Panel	<p><b>26/10/21</b>- The Chair confirmed a written report was required.</p> <p><b>25.8.22</b> – Chair to confirm information required.</p>
27.04.21	25/21	<p><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.</p>	Chair / Panel	<p><b>21.07.21</b> – agreed to include JARAP ToR back to the October 2021 meeting.</p> <p><b>26/10/21</b> - The Chair proposed to deal with this action offline with Mr Nixon and Mr Dawkins</p> <p><b>20.01.22</b> - Updated ToR presented and agreed at panel meeting on 20<sup>th</sup> Jan 2022.</p> <p><b>PROPOSE CLOSE</b></p>
27.04.21	28/21	<p><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</p>	Ms Dearden / Mr Nixon	<p><b>07.07.21</b> – to be added to Jan 22 agenda; for completeness action 33/20 the force has shared the current ongoing work on VCOP</p> <p><b>20.01.22</b> – VCOP briefing provided.</p> <p><b>PROPOSE CLOSE</b></p>

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21.07.21	33/21	<u>Declarations of Interest</u> Declaration of Interest form to be sent to Ms Yeadon to complete	Ms Dearden	<b>17.08.21</b> – Abbey emailed Kira/Nish to get the document distributed  <b>Form returned –</b>  <b>PROPOSE CLOSE</b>
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	<b>26.10.21</b> – Report temporarily removed. In the process of being redacted and re-uploaded.  <b>Updated and uploaded to website –</b>  <b>PROPOSE CLOSE</b>
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	<b>20.01.22</b> – Final Internal Audit Plan presented at the meeting on 20 <sup>th</sup> January 2022.  <b>PROPOSE CLOSE</b>
21.07.21	37/21	<u>Internal Audit Recommendations &amp; Tracking</u> “housekeeping recommendations have been omitted by SORB” – to investigate why these were omitted. Once clarified, to email Committee members	Mr Nixon / Mr Mollett	<b>15/10/2021</b> My sincere apologies, Because the MTFP audit report received ‘ <u>Significant Assurance</u> ’ and <u>only</u> received 1 ‘Housekeeping’ Recommendation the report should have stated ‘1’ Housekeeping recommendation submitted for consideration by SORB and where appropriate signed off as complete – These particular recommendations are indicated at the end of the update report so that JARAP do not lose sight of them as previously agreed with panel members.  <b>PROPOSE CLOSE</b>
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	<b>10/01/22</b> - Complete  <b>PROPOSE CLOSE</b>

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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 <b>PROPOSE CLOSE</b>
26.10.21	48/21	<u>Partnership Landscape</u> Update on partnership landscape to be provided outside of the meeting	Ms Hughes	10/08/22 – Members to bring their diaries along to the August meeting so date can be set for a briefing.
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	25.8.22 – Complete. <b>PROPOSE CLOSE.</b>
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	25.8.22 - Recommendations were considered by ACO Kelly who has discussed with his team. These have now been implemented for recruitment processes. <b>PROPOSE CLOSE</b>
26.10.21	49/21	<u>Audit Scopes</u> Share the audit scopes with the panel before the next meeting	Mr Lunn	25.8.22 - Collaboration Audit Scopes emailed to Chair of JARAP on 21 <sup>st</sup> Jan 2022. <b>PROPOSE CLOSE</b>
26.10.21	51/21	<u>External audit scope of plans to be circulated to members</u>	Mr Harris	25.8.22 - Action superseded by 20/21 Audit Plan and ISA 260. <b>PROPOSE CLOSE</b>
26.10.21	52/21	<u>Force Risk Register</u> Executive Meeting Agenda to be shared with JARAP members	Mr Nixon	 Force Executive Agenda - 25th July 2  Executive Agenda provided above. (July 2022) <b>PROPOSE CLOSE</b>

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26.10.21	53/21	<u>OPCC Risk Register</u> OPCC risk register to be shared outside the meeting.	Ms Hughes	<b>20.01.22</b> - OPCC risk register was presented at the meeting on 20 <sup>th</sup> Jan 2022.  <b>PROPOSE CLOSE</b>
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	<b>04.08.22</b> – Included on the work plan as a briefing for the meeting in January.
26.10.21	58/21	<u>Work Programme</u> <u>Future dates to be reviewed</u>	Ms Hughes	<b>04.08.22</b> – Work Programme Reviewed with the Chair of JARAP  <b>PROPOSE CLOSE</b>
20.01.22	63/22	<u>Governance and Risk Briefing</u> Governance and Risk Structure Briefing to be added to the workplan. Meeting to be arranged with the chair, Mr Peet and Ms Hughes to discuss the content of the briefing	Mr Peet/Ms Hughes/Mr Pulford	<b>10/08/22</b> – Members to bring their diaries along to the August meeting so date can be set for a briefing.
20.01.22	64/22	<u>Internal Audit Plan</u> Mr Lunn to email changes to the audit plan to the Chair	Mr Lunn	<b>25.08.22</b> - All updates and changes to the IA Plan are presented as part of the IA progress report every meeting.  <b>PROPOSE CLOSE</b>
20.01.22	64/22	<u>Seized Property Audit</u> Mr Lunn to share full seized property report including the appendix with Mr Patel	Mr Lunn	
20.01.22	65/22	<u>Internal Audit Tracking report</u> Mr Mollett and Mr Patel to meet and review the format of the current report	Mr Mollett/Mr Patel	<b>25.08.22</b> - One audit recommendation mistakenly omitted from the progress update report. I will ensure in future that all recommendations are included in the report as understandably where these are omitted it is difficult to reflect back on the specific requirements of the Mazars audit recommendation.  <b>PROPOSE CLOSE.</b>

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20.01.22	71/22	<u>L&amp;D Succession planning Briefing</u> Mr Nixon to arrange a L&D succession planning briefing with the members offline	Mr Nixon	<b>25.08.22</b> - Remains ongoing.
20.01.22	71/22	<u>Workplan</u> Ms Hughes and Mr Pulford to discuss workplan for October meeting	Ms Hughes/Mr Pulford	<b>04.08.22</b> – Work Programme Reviewed with the Chair of JARAP  <b>PROPOSE CLOSE</b>
27.04.22	74/22	<u>Administrative Support</u> Ms Hughes and Mr Pulford to arrange a meeting to discuss SLA and future administrative support	Ms Hughes/Mr Pulford	<b>10.08.22</b> – Meeting arranged with Chair of JARAP for 23 Aug 2022  <b>PROPOSE CLOSE</b>
27.04.22	76/22	<u>Minutes to meeting dated 20.01.22</u> Minutes to the meeting to be amended and circulated to members	Ms Hughes	<b>11.08.22</b> – Minutes amended and circulated with the August agenda bundle.  <b>PROPOSE CLOSE</b>
27.04.22	79/22	<u>Vetting recommendation</u> Update to be provided to members on tracking of the inhouse training pack	Ms Debenham	<b>25.08.22</b> - New Corevet Version 5 Vetting Software was successfully on-boarded 05/07/2022.  A Corevet User Guide has been created and added to the Departmental Training and Operating Procedures. There is no requirement to publish the documentation outside of the Vetting Department  <b>PROPOSE CLOSE</b>
27.04.22	79/22	<u>Seized Property Recommendation</u> Update to be provided to the chair on the frequency of audits on seized property by one member of staff	Ms Debenham	<b>25.08.22</b> - Audits within the EPAC are being reviewed alongside the Corporate Audit regime. Procedures are being revised and a detailed audit regime is being compiled for the EPAC.
27.04.22	79/22	<u>Evidential property review</u> Update on the recruitment as part of the evidential review recommendation to be included for the next meeting	Mr Mollett/Ms Debenham	<b>25.08.22</b> - 3 FTE post are with the agency for recruiting in to. 1 FTE are in pre-employment checks, with another 1 agency staff member starting within the role on the 8 <sup>th</sup> August. The Active

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				Resource Management team are aware of the need for 3 FTE restricted officers.
27.04.22	79/22	<u>Ms Hughes to circulate paper D as word document</u>	Ms Hughes	
27.04.22	79/22	<u>Recruitment</u> Mr Pulford to provide Ms Debenham with a list of queries relating to Appendix B stats	Mr Pulford	<b>27.04.22</b> – List of queries were sent after the meeting on the 27 <sup>th</sup> April.  <b>PROPOSE CLOSE</b>
27.04.22	82/22	<u>OPCC HR Data</u> Ms Padhiar to provide recruitment and HR data for the OPCC to Mr Pulford	Ms Padhiar	
27.04.22	82/22	<u>OPCC Risk register</u> Meeting to be arranged with Mr Pulford to discuss the OPCC Risk register in more detail.	Ms Hughes/Ms Padhiar	<b>10/08/22</b> – Members to bring their diaries along to the August meeting so date can be set for a briefing.
27.04.22	84/22	<u>Rich Picture Briefing</u> Rich picture briefing to be added to the workplan	Ms Hughes	<b>04.08.22</b> – Included on the work plan as a briefing for the meeting in January as part of the Police and Crime Panel Briefing.