

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

Last updated: 15/11/21

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>
29.07.20	22/20	<u>Internal Audit Progress Report</u> To confirm figures on page 7 (significant & housekeeping priorities)	Mr Lunn	<b>27.4.21</b> - Final Report of Leadership & Management Development had one Priority 2 and two Priority 3 recommendations.
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> <p><b>26.10.21</b> – date to be confirmed</p>
27.04.21	18/21	<u>Internal Audit Progress Report</u>	Mr Lunn	<b>27.4.21</b> – Email from Elaine shared with Chair of JARAP to outline how recommendations are tracked.

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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	<b>26/10/21</b> - 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	<b>21.07.21</b> – agreed to include JARAP ToR back to the October 2021 meeting.  <b>26/10/21</b> - The Chair proposed to deal with this action offline with Mr Nixon and Mr Dawkins
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	<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
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 -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 – 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	Mr Lunn	

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		Operational Plan ahead of the next meeting		
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 ‘Significant Assurance’ 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.
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 Propose close</b>
21.07.21	42/21	<u>Force Management Statement</u> To share link to FMS with committee members	Mr Nixon	<b>26/10/21 -Shared link in meeting</b> <b>Propose close</b>
26.10.21	48.21	<u>Partnership Landscape</u> Update on partnership landscape to be provided outside of the meeting	Mr Dawkins/Ms Hughes	<b>10/01/22</b> Reference to 38/21- Update on VFM Meeting which took place 5/11/21. <b>Reference to 24/21</b> Report request on Fraud and Corruption
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	
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	

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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	
26.10.21	52.21	<u>Force Risk Register</u> Executive Meeting Agenda to be shared with JARAP members	Mr Nixon	
26.10.21	53.21	<u>OPCC Risk Register</u> OPCC risk register to be shared outside the meeting.	Ms Hughes	
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	
26.10.21	58.21	<u>Work Programme</u>  <u>Future dates to be reviewed</u>	Ms Hughes	