

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 31st 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 31st 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 22nd 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

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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>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	27.4.21 - 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>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	27.4.21 – 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	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
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
21.07.21	33/21	<u>Declarations of Interest</u> Declaration of Interest form to be sent to Ms Yeadon to complete	Ms Dearden	17.08.21 – Abbey emailed Kira/Nish to get the document distributed Form returned -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	Mr Lunn	

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		Operational Plan ahead of the next meeting		
21.07.21	37/21	<u>Internal Audit Recommendations & 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	15/10/2021 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	10/01/22 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	10/01/22 Reference to 38/21- Update on VFM Meeting which took place 5/11/21. Reference to 24/21 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	