

Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP)
held at FHQ on Tuesday 17 January 2023 at 14:00hrs

Members received a pre-briefing from Ms Hughes and Mr Veale regarding an update on the progress of the Police and Crime Panel. Members also received a second briefing from Ms Hughes and Mr Dawkins on MTFP.

Present

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

Also in attendance

Office of the Police and Crime Commissioner (OPCC)

Ms Kira Hughes (Interim Chief Finance Officer)
Mrs Rani Mahal (Deputy Police and Crime Commissioner)
Mr Mike Veale (Interim Chief Executive)
Ms Abbey Dearden (Business Staff Officer)

Office of the Chief Constable (OCC)

Ms Kerry Smith (Assistant Chief Constable)
Mr Paul Dawkins (Assistant Chief Officer - Resources)
Mr Roy Mollett (Internal Inspection and Audit)
Mr Peter Coogan (Principle Health and Safety Advisor)

Auditors

Ms Hayley Clark (Ernst Young)
Mr Suyash Maharaj (Ernst Young)

1/23 Apologies

Apologies were noted for Mr Mark Lunn (Mazars) and Nimisha Padhiar (OPCC)

2/23 Urgent Business

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

None raised.

3/23 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.

None raised.

4/23 Minutes of the meeting held on 27 October 2022 and Rolling Action Sheet

The minutes of the meeting held on 27 October 2022 were discussed. The following points were raised:

Ms Yeadon highlighted on pages 4/5, there's reference to a briefing to be provided to JARAP regarding the effectiveness of the OPCC, this did not get captured as an action so was missed off the rolling action sheet and has not been complete.

Mr Veale discussed a paper is being presented to the Police and Crime panel on 1st February 2023 regarding the structure of the OPCC, and this will be shared with JARAP papers after the meeting. **Action** Share PCP paper with JARAP members after 1st Feb 23.

Rolling action sheet

It was agreed that an update on all actions will be provided prior to the next meeting.

- 37/20: Ms Yeadon queried if there is another collaboration meeting (Chairs) scheduled as no one could attend the Sept 22 one due to short notice. another one. Collaboration between all the Chairs **Action: Kira to ask around the region to find out when the next meeting is taking place.**
- 71/22: Ms Pallas discussed the panel have had a briefing on L&D and requested the panel have another pre-briefing in January 2024. **Action: Abbey to update the workplan to include “Update on progress, L&D planning and succession planning” for January 2024.** ACC Kerry Smith informed the Panel they will receive another update prior to January 2024.
- 79/22: this action has been covered in the report. Agreed to close.
- 98/22: update to be provided to panel re OPCC exit packages over the years
- 99/22: Ms Yeadon thanked the Force for the flow chart of force structure of meetings but also requested details of topics which are included in those meetings, which JARAP may attend, dates and cycles of these meetings. **Action: ACC Kerry Smith to ensure Panel members receive a copy of request (Adam Slonecki to obtain all this information).** The Chair also queried if the OPCC Ethics Panel had yet met, Ms Hughes confirmed the first meeting took place in December and a Chair has been appointed. **Action: to share contact details of Ethics Chair to Mr Pulford (JARAP Chair).** It was also agreed to share the Ethics Police and Crime Panel report after the meeting takes place on 1st Feb 23. **Action: Share OPCC Ethics Panel report**
- Ms Hughes highlighted all risk register actions will be merged to one action rather than multiple **Action: merge all risk register actions into one action.**
- 92/22: to remove from the rolling action log, as it was signed off in October.

Mr Veale suggested as the OPCC own the action log, it would be beneficial to schedule a call with the Chair to go through each action. **Action: Abbey to schedule a call between Mr Veale and the Chair**

5/23 Internal Audit Recommendations & Tracking

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

The Chair made a comment regarding not receiving a report from Mazars and requested that a report is submitted to Panel members ahead of the next meeting. Never not received a report. Take the report offline.

The Chair raised a concern regarding risks which are proposed close but there is a disagreement within the recommendation. Queried if 'proposed close' is the appropriate terminology.

The Chair also raised a previous complaint of the report not being accessible with embedded documents. Questions were raised if documents could be shared via in hard copy during pre-meets. **Action: Kira to explore if a Teams channel could be created for JARAP to ensure all documents are easily accessible.**

The panel considered the detailed recommendations within the report and highlighted the following points:

- **Fleet Management – Satisfactory Assurance September 2018**
 - Ms Pallas was pleased to see that things are moving forward. Mr Dawkins agreed that C/Insp Handcock is doing a great job and will feed this back.

- **Workforce Planning – Satisfactory Assurance May 2021**
 - 4.1 Key roles mapping
 - The Chair raised a concern that there is a fairly consistent occurrence throughout the report about a lack of access to people working on Power Bi and queried if this will be a long-term problem. ACC Kerry Smith highlighted they have put in an application for an additional member of staff to help with Power Bi. However due to the current budget changes this need to be relooked at. Ms Pallas referred to another section of the report which refers to upskilling somebody but ACC Kerry Smith highlighted that they need someone to have a ‘super user level’ individual.
 - The Chair explained there has been a lot of work carried out and it would be a shame if there were to be no compliance checks (to ensure it is being used for purpose). **Action: ACC Kerry Smith to feedback to Sarah Taylor to ensure this could be included in the pre-briefing.**
Action: To add to workplan suggestions – to invite ACO Alastair Kelly (HR) to provide an update on the toolkit

- **Seized Property – Satisfactory Assurance January 2022**
 - 4.3 Officer Training
 - The Chair noted that this is proposed closed however, queries were raised if this was to close the process efficiency section (pages 22-24) or the whole section as some wording indicates it is not ready to be closed “I feel this could be proposed closed”. ACC Kerry Smith clarified that this section is complete but agreed the wording needs to be checked. **Action: section to be updated with correct wording, then to come back to the next JARAP to be signed off.**

- **Health and Safety – Satisfactory Assurance September 2022**
 - 4.2 Display Screen Equipment (DSE) assessments
 - The Chair confirmed he is happy this is complete and agrees with it being proposed closed however, would like some reassurance that the forms are being used. ACC Kerry Smith confirmed there will be evidence of the forms being used in the minutes of health and safety meetings as they are discussed there.
 - ACC Kerry Smith welcomed panel members to join a health and safety meeting, the Chair agreed this would be beneficial and a former JARAP member Mr Prince used to regularly sit on the board.

- **Complaints Management – Satisfactory Assurance September 2022**
 - 4.1 Timely updates of Progress to Complainants
 - 4.2 Summary Reports for the OPCC
 - The Chair queried if a risk is proposed close, will Mr Lunn (MAZARS) ever have sight of these again. Mr Mollett confirmed that when a draft report comes to them, a meeting take place where each risk will be discussed.

- **Counter Fraud – Limited Assurance November 2022**
 - 4.3 Lack of Fraud Training
 - Ms Yeadon queried that ‘lack of fraud training’ is proposed close which is a high risk, but the wording within the update is not provided any reassurance “presumably MAZARS will review”. It was agreed that this risk is NOT to be closed. **Action: Dip sampling of evidence to be provided to show that the work is being carried out and is working**
 - ACC Kerry Smith noted that there is a calendar the Force work to with listed dates of internal audits they are going to complete. **Action: Calendar to be shared with JARAP members for reassurance**

The Chair agreed anything proposed close that is not discussed is agreed close.

6/23 External Audit Progress Update

The panel received a verbal update from Ms Clark (Ernst & Young). Ms Clark and Mr Maharaj introduced themselves to the Panel due to it being their first meeting.

Ms Clark explained that Mr Harris signed off the 2021 accounts at the end of August 2022, and the opinion was finalised on this. One element unable to conclude was the auditors annual report which replaces the annual audit letter, this allows EY to provide value for money commentary which is still outstanding. 21/22 audit: looking to start the audit mid-February and will try to complete it in a continuous block.

Ms Pallas queried if starting planning in mid-February, should we be finished last year's accounts by July. Ms Clark agreed that is what they are aiming for. Ms Clark confirmed the plan will come to JARAP in April and queried if an adhoc meeting could take place in July to cover the report. **Action: to schedule a one item agenda for July 23 to sign off the accounts (liaise with Ms Clark)**

7/23 Force Risk Register

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

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

The Chair agreed anything proposed close that is not discussed is able to be closed.

It was noted that any achieved risks or risks which are moved to different registers are still reviewed in other meetings (Organised Risk Board (ORB)).

STR0307: Risk to network storage

Ms Yeadon agreed if going to reach capacity in March 2023 they must increase the storage but wondered if it was worth exploring in more detail what they are mitigating and how. ACC Kerry Smith explained the RRD gold group meet up on a regular basis to come up with ways to increase the storage capacity temporarily. There was a network stability paper which is going to executive group which can be shared with JARAP to show how they plan to mitigate it. **Action: Network stability paper to be shared with JARAP**

STR0243: Frequent failures of the BOXI system are having a significant effect on the efficiency of the performance team

The Chair queried the term 'BOXI'. ACC Kerry Smith explained this refers to Business Objects and sits behind the Forces performance framework. It occasionally causes problems in relation to breaking down which results in them not obtaining up to date data. Work is taking place to resolve this issue.

Ms Yeadon raised a general point around receiving the papers on the same day as ORB. It was agreed when the next cycles are created, to align them with each other.

Ms Pallas made a positive comment that it is good to see that risks are being achieved and good updates are being provided.

8/23 OPCC Risk register

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

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

Mr Veale introduced the paper explaining there the OPCC are continuously making improvements but there needs to be a cultural shift in the OPCC to ensure this is at the forefront of people's minds.

OPCC011 – Lack of Engagement Strategy...

Ms Yeadon queried that the OPCC are looking to close this risk however the risk will still be live even if there is an interim risk implemented. Lack of engagement strategy to stay on the risk register until it is superseded by another (partnership and engagement strategy).

The Chair queried the next key date on reports being 'April 23'. Mr Veale confirmed all this refers to when an update will come to JARAP, the risks are reviewed monthly by the OPCC's Senior Management Team. The Chair confirmed the more detail provided, the better it will be for JARAP to provide reassurance.

Action: it was agreed to include more detail in the information provided; to provide a summary of where the risk came from

Ms Hughes explained to the panel that the OPCC now also have departmental risk registers and also have included shared risks with the Force (eg IT). The Chair highlighted re departmental registers that it would provide reassurance to show the panel these and to evidence how the reviews occur regularly. **Action: pre-briefing to be arranged to go through the OPCC risk register, to include dept. registers (screenshare) 30 minutes of briefing.**

OPCC014 Failure to meet the General Data Protection Regulations (GDPR)

Mr Patel queried why the risk score has increased from 9 to 16. Mr Veale explained a plan had been devised regarding GDPR, however the plan was never executed (due to staff changes etc). The OPCC are going to revisit all the control measures and risk factors, and foresee employing someone specifically for a 6 month period to concentrate on this.

Mr Veale raised a suggestion that the OPCC sit on the ORB to ensure all risks are covered. As some risks apply to the OPCC as well as the Force. **Action: Abbey to obtain future ORB dates and share with Ms Padhiar / Ms Hughes**

OPCC022 Economic impact of the current foreign political unrest

Mr Patel queried if strike action should be included within this risk.

OPCC031 The Financial Challenge 2022/2023 -2025/26 Force Risk ST0278

Mr Patel queried if risk OPCC017 Value for money should be the same risk score. Ms Hughes clarified OPCC0176 refers to risks around commissioning.

OPCC020 Delayed recruitment of OPCC staff impairing service delivery

The Chair requested if there could be some statistics provided to see where the OPCC are at, headcount, void rate, turnaround, vacancies etc. **Action: to update the report going forward to include statistics on where the OPCC are currently at**

The Chair discussed the Forces register is good as it shows new risks, high risks, risks that are moving, risks that are suggested to remove, and queried if the SLA is the same for the OPCC. Mr Veale explained the OPCC are light on departmental risks, currently querying with such a small team is it necessary for departmental registers, project risks aren't shared on the register and agreed more work is needed to be complete. SLA agreement so everyone sees what is being shared and what is not etc. **Action: SLA agreement to be created for OPCC risks**

9/23 Annual Effectiveness Review

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

Ms Hughes explained that herself, Mr Lunn, Mr Dawkins and the Chair all met to go through the questionnaire. The findings were that JARAP is effective. Scored 189/200 for effectiveness which means there are moderate improvements. Overall a really good result.

Mr Dawkins highlighted that it is a really good result and some praise should be made to the panel members.

10/23 Report to those charged with Governance

Not discussed.

11/23 Refreshed Transport Strategy

The panel received a report from Mr Dawkins on the Refreshed Transport Strategy. The report marked 'F' is filed with the minutes.

Mr Dawkins provided an overview of the report to the panel. Ms Pallas queried who sponsors vehicles, as could this be a risk. Mr Dawkins explained they vet the organisations. The Force have now trailed a number of electric vehicles, and are expected to test 3 this month. There will be no electric vehicle which will be appropriate for 999 calls, but will be suitable for general operational usage.

Conversations are taking place with the PCC to implement a small solar farm looking to go onsite.

12/23 Work Programme

The Panel received a report from Ms Hughes on the Work Programme. The report marked 'G' is filed within the minutes.

Action: Abbey to set future meeting dates (to avoid school holidays, and arrange for afternoons)

13/23 Any Other Business

Nothing raised.

Date of next meeting

Monday 17 April 2022
Main Conference Room, FHQ

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

Last updated: 31.3.23

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 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>

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

				<p>25.8.22 - Remodelling of pay assimilation continues. No estimated completion time currently as consultation is ongoing.</p> <p>17.4.23 – Remodelling complete. Agreed implementation April 2024</p>
16.10.20	37/20	<p><u>Annual Collaboration Update</u> Mr Dawkins and Chair to meet to discuss annual collaboration meeting of JARAP Chairs</p>	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> <p>25.8.22 – Need to confirm regional Audit Committee Chairs appetite for this moving forward. Chair to confirm if other Chairs still meet annually. A meeting is taking place in September a member of JARAP is to attend and then feedback to JARAP with any key notifications</p> <p>17.01.23 – Ms Hughes to ask around the region to find out when the next meeting is taking place (members were unable to attend Sept 22 meeting due to short notice)</p> <p>30.03.23 – Enquiry made with the Regional Collaboration Manager. Update to be provided in due course.</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>26.10.21- The Chair confirmed a written report was required.</p> <p>25.8.22 – Chair to confirm information required. Agreed that this report is to be included in the workplan prior to the Chairs JARAP annual report.</p> <p>28.2.23 – Fraud and Corruption included on the agenda for April 23.</p> <p>PROPOSE CLOSE</p>
26.10.21	48/21	<p><u>Partnership Landscape</u> Update on partnership landscape to be provided outside of the meeting</p>	Ms Hughes	<p>10/08/22 – Members to bring their diaries along to the August meeting so date can be set for a briefing.</p> <p>28.02.23 – Ms Hughes to arrange a briefing from the Director of Partnership, Strategy and Commissioning.</p>
26.10.21	57/21	<p><u>Police and Crime Plan</u></p>	Ms Hughes	<p>04.08.22 – Included on the work plan as a briefing for the meeting in January.</p> <p>17.01.23 – complete; pre-briefing took place on 17/02/23</p>


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

		Response to questions raised and a briefing to be provided to JARAP Members		PROPOSE CLOSE
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	Ms Hughes/Mr Pulford	<p>10/08/22 – Members to bring their diaries along to the August meeting so date can be set for a briefing.</p> <p>28.02.23 – Ms Hughes met with Mr Pulford to discuss content of the briefing. Briefing paper to be arranged with ACC Kerry Smith explaining the governance arrangements for managing risk for both the force and OPCC inc. how this fits with the decision making process, a list of force/OPCC meetings and how they fit in the bigger picture around risk and how the JARAP can be engaged and involved in these meetings.</p> <p>21.2.23 - Update received from Pete Coogan Risk Management: The force will be generating a risk register for all of the key meetings through keto the force system. This will also be underpinned by risk briefings sent to senior leadership team meetings based on risks of interest at Strategic, directorate and team level. Through this we can more regularly identify current risks; their scoring, management/mitigation and which level of risk register they should be included within.</p> <p>The force will retain keto as the force received a favourable risk management audit from Mazars Auditors and there has been a number of favourable occasions of positive feedback from JARAP in terms of how we manage and present risk.</p>
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/Mr Dawkins	<p>15/12/22 – I had email exchanges with Paul Dawkins and Sgt Crisp on 5th August in regards to sending that report to Mr Patel, I understood that it had been sent so can be marked as completed but may need to double check with Paul and Sgt Crisp.</p> <p>17.4.23 – Completed</p> <p>PROPOSE CLOSE</p>
20.01.22	71/22	<u>L&D Succession planning Briefing</u> Mr Nixon to arrange a L&D succession planning briefing with the members offline	Mr Sandall	<p>25.08.22 - Remains ongoing.</p> <p>20/12/22</p> <ul style="list-style-type: none"> Near to completion, delayed due to long term sickness within the team.



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

				<ul style="list-style-type: none"> Finalised framework and guidance will be in place March 2023. Go live 1st April 2023. Access to material will be on Digital Academy. Will brief HRBP's to support comms and engagement. Head of TLA and Head of HR will review and monitor each quarter. <p>17.01.23 – action is complete and also requested for the panel to have another pre-briefing in January 2024. Abbey has updated the workplan accordingly.</p> <p>PROPOSE CLOSE</p>				
27.04.22	82/22.2	<u>OPCC Risk register</u> Meeting to be arranged with Mr Pulford to discuss the OPCC Risk register in more detail.		<p>10/08/22 – Members to bring their diaries along to the August meeting so date can be set for a briefing.</p> <p>27/10/22 – AD to include this on the workplan for a future meeting date.</p> <p>03/01/23 – OPCC monthly reporting on recruitment to be produced from February 23.</p> <p>17.1.23 - Ms Dearden to schedule a call between the Chair and Mr Veale) to go through the OPCC action log</p> <p>20.03.23 – Ms Hughes met with Mr Pulford to discuss the Action log. OPCC Risk Register delivery plan in progress and will be submitted to the JARAP members</p>				
25.08.22	92/22.1	<u>Internal Audit Progress Report</u> Governance: Recommendation 2 – to share review due dates within the table	Mr Lunn	<p>15/12/22 – The Governance report highlighted a table of policies that were overdue for review and I believe the action was to provide a date when these would be completed, but I may be wrong on that.</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Review due date</th> </tr> </thead> <tbody> <tr> <td>Volunteer Policy</td> <td>May 2020</td> </tr> </tbody> </table>	Title	Review due date	Volunteer Policy	May 2020
Title	Review due date							
Volunteer Policy	May 2020							

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

				<table border="1"> <tr> <td>Risk Management Policy</td> <td>September 2021</td> <td rowspan="5" style="text-align: center; vertical-align: middle;">PROPOSE CLOSE</td> </tr> <tr> <td>Force Management Statement</td> <td>Requires formal review date</td> </tr> <tr> <td>Police Staff Standards of Professional Behaviour</td> <td>Still in draft</td> </tr> <tr> <td>Diversity Inclusion and Fairness Strategy 2021-25</td> <td>Still in draft</td> </tr> <tr> <td>Making and publication of decisions of significant public interest protocol and procedures</td> <td>March 2021</td> </tr> </table>	Risk Management Policy	September 2021	PROPOSE CLOSE	Force Management Statement	Requires formal review date	Police Staff Standards of Professional Behaviour	Still in draft	Diversity Inclusion and Fairness Strategy 2021-25	Still in draft	Making and publication of decisions of significant public interest protocol and procedures	March 2021
Risk Management Policy	September 2021	PROPOSE CLOSE													
Force Management Statement	Requires formal review date														
Police Staff Standards of Professional Behaviour	Still in draft														
Diversity Inclusion and Fairness Strategy 2021-25	Still in draft														
Making and publication of decisions of significant public interest protocol and procedures	March 2021														
25.08.22	92/22.2	<u>Internal Audit Progress Report</u> Collaboration: EMSOU Wellbeing 21/22 – to obtain an update from Paul Gibson if the timescales listed within the report have been met	ACC Kerry Smith	<p>2/11/2022 - The response from Andrew Price (Director of Corporate Forensic and Technical Services) was that it has been ‘updated and agreed’.</p> <p>04/01/2023 – see attachment</p> <p> Action 92 JARAP Update.docx</p> <p>28/3/23 – update from D/Sgt Dickens: I have sent a further email to Ch/Supt Nikki Mayo for an update on the Wellbeing procedures being moved onto Power Bi. The last update was that this was an ongoing process with an unknown completion date. I will update you when I have a response.</p>											
25.08.22	98/22	<u>Statement of Accounts</u> To provide summary of costings per year on exit packages (new PCC)	Ms Hughes	17.01.23 – update to be provided to the Panel re OPCC exit packages over the years.											
25.08.22	99/22	<u>Force Meetings 2022</u> Distribute a diagram highlight the different levels of meetings within the Force (to enable JARAP members to highlight which they wish to attend)	Mr Mollett	<p>27.10.22 – Ms Hughes and ACC Smith to include a flowchart of meetings from Force and OPCC</p> <p>09/01/23 - Following the action below that has come out of the JARAP, I have attached a draft as-is meetings structure through a PowerPoint slide deck. It is draft</p>											



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

				<p>and has not had any ratification so there may be some gaps, or some things may not be in the right place hierarchically.</p>  <p>20230109 As Is Draft Structure.pptx</p> <p>17.01.23 – Ms Yeadon explained they would like details of topics included in the meetings listed. ACC Kerry Smith confirmed this information will be shared (Adam Slonecki)</p> <p>30/3/23: meeting structure with summarised objectives/Terms of Reference included. The meeting structure is currently under review by Chris Kealey and some changes are in process with others likely</p>  <p>202303 As Is Draft Structure (1).pptx</p>
	107/22.2	<p><u>Internal Audit Recommendations & Tracking</u> Pre-briefing to be arranged for Aug 23 on HR Wellbeing. To cover how staff are supported in general, how staff are being supported through the current cost of living crisis and benefits.</p>		<p>28.02.23 – Briefing added to workplan for Aug 23</p> <p>PROPOSE CLOSE</p>
	109/22	<p><u>OPCC Risk Register</u> Kira to arrange a briefing around the outcome of the OPCC organisational structure review and to also include a brief on risks</p>	Ms Hughes	<p>28.02.23 – To be merged with risk 82/22.2</p> <p>PROPOSE CLOSE</p>
17.01.23	4/23.1	<p>“Effectiveness of the OPCC” was missed off the action log</p>	Mr Veale	<p>17.01.23 – Mr Veale explained that a report is going to the Police and Crime Panel on 1st Feb where it will then be shared with Panel members.</p> <p>27.02.23 – Action complete, report shared with Mr Pulford (sent via Lizzie Starr)</p>

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

				PROPOSE CLOSE
17.01.23	4/23.2	Ms Dearden to share contact details of Ethics Panel Chair. It was also agreed to share the Ethics Police and Crime Panel report after the meeting on 1 st Feb.	Ms Dearden	27.02.23 – Ms Dearden contacted Ethics chair to gain consent of sharing details. Ethics Panel report has been shared with Mr Pulford (sent via Lizzie Starr) PROPOSE CLOSE
17.01.23	5/23.1	Ms Hughes to explore if a Teams channel could be created to ensure all documents are easily accessible	Ms Hughes	30.03.23 – Ms Hughes explored the option with the IT department however due to information security this maybe difficult to implement. Ms Hughes to liaise with Information Management to explore further options.
17.01.23	5/23.2	To invite ACO Alastair Kelly (HR) to a pre-briefing to provide an update on the toolkit	Ms Dearden	
17.01.23	5/23.3	<u>Seized Property - 4.3 Officer Training</u> This section of the report is to be updated with correct wording and to then come back to April JARAP to be signed off	ACC Kerry Smith	16.03.23 - This section of the progress report has been amended with the correct wording as requested by the JARAP panel in January 2023. A further update on progress has been provided by the force Evidential Property and Archives Manager who has proposed the recommendation completed and closed. PROPOSE CLOSE
17.01.23	5/23.4	<u>Counter Fraud – 4.3 Lack of Fraud Training</u> Dip sampling of evidence to be provided to show that the work is being carried out and is working	ACC Kerry Smith	16.03.23 - The force’s comprehensive prevention campaign which centred on training/development inputs in relation to the ‘Ten Standards of Professional Behaviour for Police Officers and Staff’ [including Fraud] concluded recently. Dip-sampling is planned to take place within the 2 nd quarter of 2023 and reported mid-July 2023.
17.01.23	5/23.5	ACC Kerry Smith to share the calendar which the Force work to with listed dates of internal audits	ACC Kerry Smith	02.03.23 – Fiona Morley update: “Please see attached the audit schedule. This was set and agreed at Exec when the new Corporate Audit Team was being scoped, this was based on 7 Auditors (with the hope of bidding for an additional 2 once the concept was proved). Unfortunately, we did not get

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

				<p>authorisation for the growth of the team and therefore we currently only have 5 auditors and one is on long term sick. Therefore its worth baring in mind that there will be items on the schedule that we have not been able to audit due to lack of capacity.</p> <p>I am starting to re-plan the schedule for 23/24 over the next few weeks, and so once this has been signed off I can let you have a copy.”</p>  <p>Proposed Audit Schedule August 2022</p> <p>PROPOSE CLOSE</p>
17.01.23	6/23.	To schedule a one agenda item for July 2023 to sign off the accounts	Ms Dearden	
17.01.23	7/23	Network stability paper to be shared with the Panel	ACC Kerry Smith	<p>28.03.23 – network stability paper shared with JARAP members</p>  <p>20230313-IM_RM_Reporting_RM_Digital_D:</p> <p>PROPOSE CLOSE</p>
17.01.23	8/23.1	Agreed to include more detail in the OPCC risk register – to include a summary of where the risk came from. Also agreed a 30 minute pre-briefing for April 2023 to go through the OPCC risk register	Ms Padhiar	<p>28.02.23 – Risk Register updated to include source of risk, threat and consequence. Briefing is duplicate of action 82/22.2</p> <p>PROPOSE CLOSE</p>
17.01.23	8/23.2	Ms Dearden to obtain future ORB dates and share with Ms Padhiar / Ms Hughes. Agreed a member of the OPCC will sit on the board to ensure all risks are covered	Ms Dearden	<p>22.3.23 – ORB dates have been shared and Nimisha Padhiar is now on the distribution list to attend from the OPCC</p> <p>PROPOSE CLOSE</p>

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

		(some risks apply to the OPCC as well as the Force)		
17.01.23	8/23.3	<u>OPCC020 Delayed recruitment of OPCC staff impairing service delivery</u> Going forward the report is to include statistics to see where the OPCC are at in terms of headcount, void rate, turnaround, vacancies etc	Ms Padhiar	28.12.22 – Service improvement currently working on upgrading reporting model. Force dashboard should be complete end of Jan/beginning of Feb then OPCC version to be created.
17.01.23	8/23.4	A document / agreement to be produced to lay out which risks would be contained within the OPCC risk register, and which other risks would be recorded elsewhere (so there is no slippage between the two)	OPCC	
17.01.23	12/23	Future meeting dates to be set (avoid school holidays and afternoon meetings preferential)	Ms Dearden	