

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

Members received a pre-briefing from ACO Alastair Kelly regarding an update on uplift officers and ACO Paul Dawkins on an update on the MTFP.

Present

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

Also in attendance

Office of the Police and Crime Commissioner (OPCC)

Mrs Rani Mahal (Deputy Police and Crime Commissioner)
Mr Andrew Champness (Interim Chief Executive)
Mrs Nimisha Padhiar (Policy and Compliance Officer)
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 Daniel Cooper (Assistant Health and Safety Advisor (Risk))

Auditors

Ms Hayley Clark (Ernst Young)
Mr Mark Lunn (Mazars)

14/23 Apologies

Apologies were noted for Ms Kira Hughes (OPCC) and Mr Peter Coogan (Force).

15/23 Urgent Business

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

None raised.

16/23 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.

17/23 Minutes of the meeting held on 17 April 2023 and Rolling Action Sheet

The minutes of the meeting held on 17 April 2023 were discussed and agreed as a true accurate record.

Rolling action sheet

- A general update was provided regarding the format. It was suggested to set completion target dates which are realistic. **Action: Abbey to reformat the Action Log to include 'target date'**

- 45/18: Ms Pallas raised a query on the pay remodelling: it's due to be implemented in January 2024 and queried if there is a plan in place. ACC Kerry Smith confirmed there is a place for implantation during April 2024. The modelling is complete and the next stage is to go out to consultation. If successful implementation will go ahead.
- 24/21: Fraud and Corruption: workplan to be updated to be included in future meeting dates.
- 92/22.1: Proposed close as this action relates to the OPCC and was marked as complete during the last meeting held in January 2023
- **Action: add a section to the workplan to include longer term topics. If something is agreed to come back to the Panel in January 2025, this needs to be noted on the workplan so it is not forgotten**
- 98/22: cost of exit packages. **Action: Andy agreed to provide a summary document to the Panel outside of the meeting. COMPLETE.**
- 6/23: to get this booked in ASAP (July meeting)
- 7/23: Mr Dawkins highlighted that the IT Strategy links to issues relating to this. The report is going to the Corporate Governance Board on Wednesday and will be shared afterwards. **Action: Abbey to share IT Strategy Report**
- 99/22: Governance meetings. ACC Kerry Smith explained that the Chief Officer Team has had a change of portfolios. **Action: ACC Kerry Smith agreed to share updated COT portfolio holdings**

It was agreed anything proposed closed which was not discussed is agreed close

18/23 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 provided a summary of the report to panel members and highlighted:

- There has been updates to the report since distribution
- 5 final reports included in the report, but the real figure is now 7 (2 additional reports: Commissioning report and contract management)
- All reports have been issued with the exception of the IT Strategy
- It was noted for the audit of asset management, Mr Mollett has already started some internal work

Mr Khuti queried if it would be possible to include what the last audit assurance was to be able to compare movement if appropriate. It was suggested that a summary document will be created to show date of last audit, what the assurance was and to include the recommendations to ensure they are all complete and to see if the same recommendations are highlighted. **Action: Mr Lunn to provide previous audit assurance details in the report**

Mr Patel questioned if the OPCC Recruitment Audit has been completed before and if it would be possible to benchmark this audit against other OPCC's. Mr Lunn explained that this was a standalone audit so unable to compare.

Ms Pallas queried if the OPCC have a future recruitment planned. Mr Champness explained that staff levels are stabilizing and that there had been a variety of delays in recruiting people. Mr Champness went on to highlight that since his arrival in February the OPCC have been waiting for 3 people to commence who had been appointed, 2 of whom are now in post. Delays are down to Occupational Health and Vetting.

19/23 Internal Audit Plan 23-24

The panel received a report from Mr Lunn (MAZARS) on the Internal Audit Plan 23-24. The report marked 'C' is filed within the minutes.

Mr Lunn explained that the plan is pulled together following a number of meetings with Mr Dawkins, Ms Hughes and Mr Mollett to review the risk registers. Mr Lunn notes that he attended the Police Order Group which is a national lead of internal audit, for all forces nationally.

The Chair raised the following points:

- Clarification if the Asset management audit will take place next year. Mr Lunn confirmed this was the case
- A suggestion made that it would be useful to look at, and potentially track over previous years what has been included previously and when these were last completed and the assurance level
- Who the risks originated from (Police, OPCC, Police Order Group, National etc)
- It would be useful to know what areas were considered but not carried forward, and the rationale for not bringing them forward and potential future dates for these (if applicable)

20/23 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.

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

- **Fleet Management – Satisfactory Assurance September 2018**
4.2 Sample Check of Service Details
 - The Chair noted that great progress has been made and thanked the team for their hard work
- **Vetting – Satisfactory Assurance February 2021**
4.3 Performance reporting
 - Ms Yeadon noted there seems to be a significant risk in terms of IT compatibility and staffing levels to support processes of vetting. ACC Kerry Smith explained vetting have been completing a huge data wash but currently the vetting timescale sits at 4 to 6 weeks which is normal business delivery. ACC Kerry Smith noted that even though the team have had a lot more to do, the team are delivering on target at the moment.
- **Workforce Planning – Satisfactory Assurance May 2021**
4.2 Key roles mapping
 - Ms Yeadon noted that there has been a lot of new managers appointed to the various HR processes and highlighted she is keen for there to be corporate memory. ACC Kerry Smith confirmed that 2 of the 3 appointees are a result of internal promotions so knowledge is being retained.
- **Seized Property – Satisfactory Assurance January 2022**
4.2 Audit Regime – Main Store
 - Queries around if one member of staff is sufficient to process so many items a year with the reduced back log. The Chair wondered if the Force will be able to retain the rate or if the backlog will start piling back up. ACC Kerry Smith highlighted that the backlog was incurred during COVID.
Action: Mr Mollett to look through the FMS to see if there is anything linked
- **IT Risk Management – Satisfactory Assurance August 2022**
4.1 Ongoing Risk Management review
 - The Chair noted that this item is proposed closed however, there's a reference within the report which states "example papers requested". It was agreed to share copies of the two board meetings to provide

assurance. **Action: Mr Mollett to share copies of “The Digital and Data Board” referenced to in the update**

- It was agreed to not propose close and to review at the next meeting

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

21/23 External Audit Annual Report 2020/21

The panel received a report from Ms Clark (Ernst & Young) on the External Audit Annual Report 20/21. The report is marked ‘E’ is filed within the minutes.

Ms Clark explained that the report summarises the conclusions reached and noted one key change which came about as a result of changes in the trade of practice which is the value for money commentary.

It was highlighted that one thing which is still outstanding is the certificate. Ms Pallas queried when the Certificate may arrive. Ms Clark explained that she has no real indication of when this may be.

22/23 External Audit Planning Report 2021/22

The panel received a report from Ms Clark (Ernst & Young) on the External Audit Planning Report 21/22. The report is marked ‘F’ is filed within the minutes.

Ms Clark highlighted a couple of changes:

- EY set out a high level risk assessment for the year which should look broadly similar to previous years
- As part of the planning this year, EY will be looking at those risks and revisiting them and looked to see if there are any other risks which need to be included
- Reduced the risk on the valuation of property equipment
- Large turnover at the senior officer level which will be an area of focus (higher risk)
- materiality levels are all remained broadly consistent

23/23 Force Risk Register

The panel received a report from Mr Jones on the Risk Register. The report marked ‘G’ 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.

STR0350: Risk associated with a transition to an alternatively fuelled fleet

The Chair raised concerns that this does not appear financially viable at the moment and queried: if there is a timeline for this, how will it be funded and what is driving the change. Mr Dawkins explained the drive is the government policy around emissions (2030) and all vehicles to be hybrid by 2035.

ACC Kerry Smith raised some additional risks:

- The demand appears to be outweighing resources which they have to deal with – demands are more complex rather than the amount of the demand (social demographics changing). As a result, the Deputy CC is beginning a new board specifically to look at the demand and what the Force can do to adapt the way to work around it
- Casey review – need to look at as an organisation. Corp Services team are monitoring this and have produced a tracker to be able to benchmark them against other Forces
- Firearms licensing audit: there are clear pieces for the Force to pick up on

- East Leicester Disorder (2022): The Force are keeping a close eye on the situation to see if there are any increased tensions to be able to respond efficiently

Ms Pallas queried if they have audited social media usage. ACC Kerry Smith highlighted they do use Social Media and the Chair queried if performance data could be provided.

24/23 OPCC Risk register

The panel received a report from Ms Hughes on the OPCC Risk Register. The report marked 'H' is filed with the minutes.

Mr Champness highlighted the following:

- There has been a significant review of the register and several new risks have been added
- There's an error on some of the updates which state the last update took place on 23rd September 2023, which is incorrect and should read 23rd March 2023
- Whilst the framework is sound, it is not consistently implemented within the office and there are plans for someone from the Force to deliver some training for staff members. It was highlighted that it not a lack of knowledge, but a lack of application

OPCC038 – Impact on public trust and confidence arising from negative national coverage

Mr Patel queried if there are any local media reports or coverage concerns which may warrant this risk being assessed higher than it currently is. Mr Champness confirmed he is not aware of any local issues which require this risk to be higher than it currently is.

OPCC037 – Failure to adhere to our own governance standards

Mr Patel questioned what triggered this risk being recorded. Mr Champness clarified that the churn in senior leadership is actually only at the Chief Exec level which has resulted in inconsistent application of standards, and noted that there has not always been an internal challenge. Mr Champness noted that he is acting in an interim capacity, and therefore this risk will be an ongoing risk until his successor is properly embedded.

OPCC036 - Failure to follow leavers process

Ms Pallas questioned how this was identified. Mr Champness could not clarify why this risk was created. Mr Champness believes somebody left and the kit was not handed back. Ms Padhiar provided clarity that this risk was related to leavers and payroll; payments were not stopped when leavers left the organisation. Mr Dawkins explained that payroll were not updated about the leaver, hence making payments to individuals. Ms Pallas queried if the funds were recovered. It was agreed Ms Hughes will provide more information at the next meeting around this risk (timelines, amounts).

The Chair made a comment about the risk score being a 16 which means that the risk is likely and the impact very high. Using the score matrix (appendix D) this would indicate that there is "severe financial impact (above £1m /budget implication)". **Action: Kira to provide more information (timelines, amounts) during the next meeting**

The Chair stated that the Panel would welcome if going forward, issues arise please can JARAP be notified about them at the time it occurs, rather than in the formal meeting.

The Chair also raised without any real allusion to the realistic truth of what's happened (following some recent conversations about the importance of relationships and working together), for the Panel to have to unpick some of the stuff within the report does not sit well.

It was discussed that the proposed risk score gives a total number and it was highlighted it would be useful to get more information about the number – how this score has been achieved as per the risk matrix. This would provide more assurance to the Panel.

Ms Pallas explained the update states 'an external consultant has been sourced to review OPCC policies and re-draft' and questioned if this is all policies as it states. Mr Champness clarified that they will be only looking at HR policies. Ms Pallas went on to question how the policies will then be implemented. Mr Champness explained that the OPCC will do what they say, but will first go through Unison for formal sign off. The Chair queried why the OPCC are outsourcing the HR consultant and not using one from the Force. Mr Champness explained he is clear on why they have used an external HR Consultant but he is unsure why the OPCC are having separate policies. **Action: rationale and costings to be provided to JARAP.** Mr Dawkins noted that the Force would not have charged for this.

OPCC007 - Partner Relationships deteriorate as a result of a change in strategic direction

Ms Pallas asked for clarity on why the risk has increased. Mr Champness explained there are a couple of things coming up, such as funding rounds (critical if not successful), local elections. The other reason for the increase, it to ensure the OPCC's relationship with partners is long term sustainable irrespective of individual personalities.

OPCC020 – Police and Crime Plan commitments not delivered

Ms Pallas requested a copy of the gap analysis. Mr Champness highlighted this has not yet completed.

Ms Yeadon made a general comment highlighting there are a lot of reports due to be presented to JARAP in August 2023 and asked if there could be additional time added to this meeting to ensure everything is covered. **Action: Abbey to extend the meeting time of August 2023 meeting.**

OPCC039 - Delays in the recommissioning of Victim Support Services

Ms Pallas queried if there are timescales, if full skills are in the team etc. Mr Champness explained the new service has to go live 1st April 2024, the OPCC have the skills and access to the procurement team, but do have some capacity issues and is seeking to get additional capacity in order to address that (part time expertise).

The Chair explained that with the Force there is an agreed documented process for the closing of risks (how they come about, who is involved, confirmation they come to JARAP etc), and agreed it would be useful to have an SLA for the OPCC also. **Action: Mr Champness to liaise with Mr Dawkins to obtain a copy of the Forces' process.**

Mr Khuti sought clarity on how often the risks are reviewed. Mr Champness confirmed they are reviewed monthly by the senior management team but updates are provided to JARAP every quarter (when the meeting takes place). Mr Khuti also asked if a Risk Manager is involved in the updates or if the OPCC are considering hiring someone. Mr Champness highlights the OPCC are not considering employing a separate risk manager, as the Force has some good ones that the PCC is already paying for. ACC Kerry Smith highlighted that the Force will have to look at the capacity around this.

25/23 Fraud and Corruption

The panel received a report from the Chief Constable on Fraud and Corruption. The report marked 'I' is filed with the minutes.

Mr Dawkins provided a brief summary of the report to the Panel noting that they do not believe there has been any fraud in the last financial year.

The Chair suggested if a template could produced (not public) looking at levels/occurrences/values which have been found to be true compared to previous years, the number of reports which go through bad apple and the data and evidence behind these. Mr Dakwins explained this information could be shared 'behind closed doors'.

Mr Champness explained the biggest risk of fraud for the OPCC would be around grants/commissioning. Internal audit reviews do take place which mitigate the risk.

Mr Dawkins highlighted that JARAP Panel members have previously had a pre-briefing from the Economic Crime Unit. **Action: Economic Crime Unit to provide an update to JARAP**

Mr Patel questioned the grant / commissioning piece. Commenting that corruption could also be non-financial and abuse of power or position, which is harder to pick up but just as relevant when discussing corruption.

26/23 Update on Progress against the Victim Code of Practice

The panel received a report from the Chief Constable on an Update on Progress against the Victim Code of Practice. The report marked 'J' is filed with the minutes.

ACC Kerry Smith noted:

- Revised code of Practice in November 2020
- Feedback from PEEL that the Force could have been doing more
- Chief allocated a Chief Detective Supt in charge of the oversight of the service
- Significant changes have been made

Ms Yeadon praised the uplift as it has gone from 36% to 85% but questioned what the future looks like (as they currently have dedicated resources to drive this through). ACC Kerry Smith explained that the Chief is currently doing Leadership Briefings and visits are being made to different Departments highlighting the importance of victims and the service delivery that the Force are giving to people. The aim is to change the culture and the way officers see things and encourage them to put themselves in the victims shoes.

27/23 Annual Collaboration Update

The panel received a verbal update from ACC Kerry Smith on the Annual Collaboration Update.

ACC Kerry Smith highlighted that there are not many Collaborations left with the Force and highlighted the following:

- EMSOU
- Desegregation of occupation health (now back in house)
- Specialist operations training
- Desegregation of Criminal Justice
- HRSC for payroll services

28/23 Work Programme

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

It was agreed Abbey will populate the workplan and sort future meeting dates (to be arranged for the afternoons and avoiding school holidays)

29/23 Any Other Business

The Panel acknowledged that this would be ACC Kerry Smiths' last JARAP meeting prior to retiring and thanked her for her contribution to the Panel.

Date of next meeting

1 August 2023
Main Conference Room, FHQ

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Last updated: 25.07.23

Meeting Date	Minute No.	Action	Person Responsible	Target Date	Update
19.09.18	45/18	Mr Dawkins to provide information on the job evaluation process when the exercise has been finalised.	Mr Dawkins	April 2024	<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>

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				<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> <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> <p>1.8.23 – No change</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>	<p>Mr Dawkins / Mr Pulford</p>	<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</p>


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					<p>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> <p>1.8.23 – Propose close</p> <p><u>PROPOSE CLOSE</u></p>
26.10.21	48/21	<u>Partnership Landscape</u> Update on partnership landscape to be provided outside of the meeting	Ms Hughes	October 2023	<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> <p>17.07.23 – Director of Strategy, Partnerships and Commissioning has returned to the force and post has gone out for recruitment. Briefing to be arranged once post is filled and postholder is up to speed with the Partnership landscape.</p>
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>



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					<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>
27.04.22	82/22.2	<p><u>OPCC Risk register</u> Meeting to be arranged with Mr Pulford to discuss the OPCC Risk register in more detail.</p>	Mr Champness	August 2023	<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> <p>17.07.23 – Risk action plan update will be presented at the next meeting in August.</p> <p><u>PROPOSE CLOSE</u></p>
25.08.22	92/22.2	<u>Internal Audit Progress Report</u>	ACC Kerry Smith		02.11.22 - The response from Andrew Price (Director of Corporate Forensic and Technical Services) was that it has been 'updated and agreed'.

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		Collaboration: EMSOU Wellbeing 21/22 – to obtain an update from Paul Gibson if the timescales listed within the report have been met			<p>04.01.23 – 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> <p>04.07.23 - Further update - Action 92 – DCC Sandall Internal Audit Progress Report Collaboration: EMSOU Wellbeing 21/22 – to obtain an update from Paul Gibson if the timescales listed within the report have been met “EMSOU Wellbeing 21/22: Ms Pallas questioned if developing apps is in the plan (recommendation 4) for Power Bi. Mr Sandall confirmed that it is in the plan for Power Bi along with a lot of other data. The Chair questioned if the timescales listed within the report have been met. Mr Sandall explained he is not sure, and will obtain and update from Paul Gibson who leads this at EMSOU and report back prior to October’s meeting”</p> <p>Dated: 31.03.23 “Yes we have now moved to Power Bi dashboards for most of the HR wellbeing and mental health data. There is further work to be done in terms of presentation of personal data, as the DPIA for the Power Bi programme of work does not cover personal information. The dashboards around mental health covers data including reasons, calendar days lost, age group- this enables us to ask questions and a deeper dive into particular areas to understand the issues.” Nikki (Ch/Supt Nikki Mayo)</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 / Mr Champness	April 2023	17.01.23 – update to be provided to the Panel re OPCC exit packages over the years.

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				<p>17.4.23 – Mr Champness to provide a summary document to the panel of costings outside of the meeting</p> <p><u>PROPOSE CLOSE</u></p>
25.08.22	99/22	<p><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)</p>	<p>ACC Smith / Mr Mollett</p>	<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 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></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></p> <p>202303 As Is Draft Structure (1).pptx</p> <p>6.07.23 - With the force TOM layer approach being implemented the governance and terms of reference for boards is being refreshed to align with the model.</p>



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					<p>The above draft details the current boards and if members wish to attend a meeting, we will be aware of what the new board is called and can direct them to the correct meeting.</p> <p>The new meeting structure is due to be in place for September 2023. As there will be a transition period over the summer members might not get the best flavour of the meeting during this period due to the changes. Therefore it might be better to await the new meeting structure in September.</p>
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	August 2023	<p>30.03.23 – Ms Hughes explored the option with the IT department however due to information security this may be difficult to implement. Ms Hughes to liaise with Information Management to explore further options.</p> <p>17.07.23 – Due to information management access to teams for JARAP members is not viable and therefore will continue with the current process.</p> <p><u>PROPOSE CLOSE</u></p>
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		25.07.23 – pre-briefing date to be determined by panel members
17.01.23	5/23.4	<p><u>Counter Fraud – 4.3 Lack of Fraud Training</u></p> <p>Dip sampling of evidence to be provided to show that the work is being carried out and is working</p>	ACC Kerry Smith		<p>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.</p> <p>Dip-sampling is planned to take place within the 2nd quarter of 2023 and reported mid-July 2023.</p> <p>03.07.23 - Dip-sampling results delayed due to other competing workstream demands – results of dip-sampling anticipated end September 2023. To be reported at the next JARAP meeting.</p> <p>04.07.23 – This report is due mid-late July, it should be ready for the next meeting.</p>



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17.01.23	6/23.	To schedule a one agenda item for July 2023 to sign off the accounts	Ms Dearden		10.5.23 – Abbey has contacted Ms Clark requesting dates. Awaiting a response. It was agreed a one agenda item meeting in July will not go ahead. <u>PROPOSE CLOSE</u>
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	April 2023	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		11.5.23 – Complete <u>PROPOSE CLOSE</u>
17.4.23	17/23	Abbey to reformat the action log to include target date	Ms Dearden	June 2023	11.5.23 – Complete <u>PROPOSE CLOSE</u>
17.4.23	17/23.1	Add a section to the workplan to include longer term topics	Ms Dearden		11.5.23 – Complete <u>PROPOSE CLOSE</u>
17.4.23	17/23.2	Mr Dawkins to share IT Strategy Report once it has gone to CGB	Mr Dawkins	May 2023	30.06.23 – see attached document

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					 8a - Leics Police DDaT Strategy 2022.p <u>PROPOSE CLOSE</u>
17.4.23	17/23.3	ACC Kerry Smith to share update COT Portfolios	ACC Kerry Smith	April 2023	04.07.23 - Current COT Portfolios  COT PORTFOLIOS LEICS March 2023.docx <u>PROPOSE CLOSE</u>
17.4.23	18/23	Mr Lunn to include previous audit assurance details for all future reports	Mr Lunn	August 2023	<u>PROPOSE CLOSE</u>
17.4.23	20/23	Mr Mollett to look at the FMS to see if it discusses backlog (seized property)	Mr Mollett	August 2023	03.07.23 The current Force Management Statement FMS does indeed outline current demand and the following extract specifically covers the backlog: <i>“Large workstream to clear backlogs of property awaiting disposal - phased approach to manage this backlog is currently being implemented. Backlogs are reducing as a result Apr 22 70,600, Dec 22, 41,000, Feb 23 17,000”</i> The FMS covers the following aspects of business: <ul style="list-style-type: none"> • Current Demand and Understanding • Future Demand forecast • Capacity and Security of Supply • Capability • Equipment Wellbeing and Resilience • Performance • Initial Demand Shortfall • Plans over 2023-24 • Associated Costs

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					<ul style="list-style-type: none"> • Summary  <p>FMS Property.docx</p> <p><u>PROPOSE CLOSE</u></p>
17.4.23	20/23.1	ACC Kerry Smith / Roy Mollett: 'IT Risk Management – 4.1 Ongoing Risk Management Review - obtain papers previously requested in order to support and evidence closure of this significant recommendation'	Mr Mollett	May 2023	<p>03.07.23 The relevant documents have been requested a number of times – 4th chaser sent, however the documents are as yet not forthcoming from Steve Morris the Head of Information Management. Meeting to be requested to understand any issues.</p>  <p>FW_ 4th REQUEST - FW_ JARAP requested</p> <p>04.07.23 - Report provided as an agenda item by Roy Mollett / Steve Morris. Progress update report with documents inserted for review which should provide the evidence for closure</p> <p><u>PROPOSE CLOSE</u></p>
17.4.23	24/23	Ms Hughes to provide more information re 'failure to follow leavers process'. To include timelines, amounts etc.	Ms Hughes	August 2023	<p>17.07.23 – Update provided to chair during a catch-up meeting. The risk has been reviewed and proposed close as part of the OPCC risk report.</p> <p><u>PROPOSE CLOSE</u></p>
17.4.23	24/23.1	OPCC: outsourcing HR Consultant. A rationale and costings to be provided	Mr Champness	August 2023	<p>25.07.2023 - To summarise the decision was made to revisit our own policies as there were a few cases where the accountable lines were different and therefore the policies weren't fit for purpose. This happened in the grievance and misconduct procedures specifically.</p>

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HR Business case
Template.docx

PROPOSE CLOSE

					 HR Business case Template.docx <u>PROPOSE CLOSE</u>
17.4.23	24/23.2	Abbey to extend the length of August 2023 JARAP meeting by 30 minutes	Ms Dearden	June 2023	1.06.23 – complete <u>PROPOSE CLOSE</u>
17.4.23	24/23.3	Mr Champness to liaise with Mr Dawkins to obtain a copy of the Forces' 'closing risk' process.	Mr Champness	June 2023	
17.4.23	25/23	Abbey to organise a pre-briefing from the Economic Crime Unit	Ms Dearden		25.7.23 – pre-briefing date to be determined by panel members