

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

Last updated: 29/09/2025

Meeting Date	Minute No.	Action No.	Action	Person Responsible	Target Date	Update
31.10.2024	42/24	37	OPCC Risk Register	Mrs Knott, Mrs Trewartha, Mr Pulford	Feb 2025	31/10/2024 - ACTION: Mr Pulford and Mrs Knott and Mrs Trewartha to review the OPCC Risk register. 28/01/2025 - Meeting to be rearranged. 14/08/2025 – Meeting arranged for 5 th September 05/09/2025 – meeting took place on 5 th September. PROPOSE CLOSE
31.10.2024	45/24	38	Annual Report of JARAP	Mrs Knott, Mrs Trewartha, Mr Pulford	Jan 2025	31/10/2024 - ACTION: Mr Pulford, Mrs Knott and Mrs Trewartha to meet early next year to discuss this. 14/08/2025 – Meeting arranged for 5 th September 05/09/2025 – meeting took place on 5 th September. PROPOSE CLOSE
14.05.2025	16/25	44	Wellbeing thematic data – data analysis to be sent to panel member prior to next meeting	T/DCC Kerr	Aug 2025	Update – completed action, relates to a Mazars audit and response has been provided. PROPOSE CLOSE

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14.05.2025	23/25	47	Ms Trewartha to share the OPCC People Strategy with the panel when completed at the end of the summer and the risk action plan is updated to reflect the update.	Ms Trewartha	Nov 2025	17/11/2025 - Strategy is drafted and will be finalised at the staff away day on the 12 th November. Will be shared with Jarap as soon as finished.
14.05.2025	26/25	48	Mrs Knott make necessary amendments to ToR	Ms Knott	Aug 2025	14/08/2025 - ToR amended and emailed to panel members. 27/08/2025 – Panel requested action to remain open
27.08.2025	34/25	49	Panel to write to Forvis Mazars with the questions based on CIPFA guidance and Forvis Mazars to provide a response by writing.	Mr Pulford/Ms Knowles	Nov 2025	14/11/2025 - letter has been received and verbal update to be provided by Sarah at upcoming meeting.
27.08.2025	34/25	50	Add wellbeing update to the workplan.	Ms Knott	Nov 2025	04/11/2025 – wellbeing briefing added to the workplan form meeting in February Propose Close

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27.08.2025	36/25	53	Mr Campbell to break the IA report down into OPCC, Force, and audits that are for both.	Mr Campbell/Ms Knowles	Nov 2025	14/11/2025 - progress report for November meeting shows split between Joint (OPCC and Force) and Force audits. Propose Close
27.08.2025	37/25	54	T/DCC to look into the issues of files being stored on personal SharePoint.	T/DCC Kerr	Nov 2025	Update November 2025 - New governance rules for the management of documents within SharePoint have been approved at Force Exec. This will see clear and consistent rules regarding what can and cannot be stored in personal drives, along with a storage size limit. Network scans take place to identify documents that should not be in personal drives and targeted action taken where necessary. Wider Comms campaign to take place, starting with an input to all senior leaders on records management at the December Strategic Chief Officer Team meeting.
27.08.2025	37/25	55	T/DCC Kerr to set compliance rates for anti-fraud, bribery, and corruption training in consultation with TLA colleagues.	T/DCC Kerr	Nov 2025	Update November 2025 – A verbal update will be provided on the progress at the November meeting.
27.08.2025	37/25	56	Update to be provided on the contract management audit.	Mr Dawkins	Nov 2025	Update November 2025 - completed action, relates to a Mazars audit and response has been provided. Propose Close

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27.08.2025	39/25	57	Mr Jones to inform Ms Knott if there are any past reports that need to be redacted from the OPCC website.	Mr Jones	Nov 2025	05/11/2025 – Force Risk reports removed from the website from the last 2 years. Propose Close
27.08.2025	40/25	58	T/DCC Kerr to arrange for a bullet list of meetings content to be composed and circulated, together with the timing of each meeting.	T/DCC Kerr	Nov 2025	Update November 2025 – a list of meetings, content and how regular will be provided at the JARAP meeting.