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

Last updated: 12/08/2026

Meeting Date	Minute No.	Action No.	Action	Person Responsible	Target Date	Update
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 12th November. Will be shared with Jarap as soon as finished. 13/05/2026 – Ms Trewartha has circulated the OPCC Recruitment and Retention Strategy. **Propose Close**
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 11/08/2026 - ToR updated. Awaiting meeting dates with Chair to discuss working protocol. Working protocol/SLA to be written into ToR once agreed with Chair
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. 09/02/26 – A verbal update was provided by DCC Kerr and she has recommended a compliance rate of 75%. **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. 09/02/26 - Written documentation to be circulated by DCC Kerr 26/03/26 - Mr Dawkins mentioned that a new board had been set up called Transformation and Change Board linked to Operational Marshal the Forces latest change programme. This would look at the

						fiscal changes looking at the service offer and the Police and Crime Plan. Mr Dawkins confirmed that the CEO and the section 151 officer should be members of this board. Mr Dawkins advised that he had already spoken to T/DCC M Kerr. **Action: Mr Dawkins to forward on the Force Governance meeting dates and to share the Terms of Reference for this meeting.** 06/05/2026 – TOR document circulated. Meetings scheduled for the last Thursday of every month, between 10.30 and 12.30.
24.11.2025	59/25	59	Report from both the OPCC and the Force on the transition 2027/28.	Mrs Knott T/DCC Kerr		06/05/2026 – Still waiting for confirmation of timeline, requirements and arrangements. Most recent update suggested for more clarity in June, so Ms Knott & T/DCC Kerr unable to provide report at this time outlining the proposed approach. This has been added to the respective risk registers.
09.02.2026		60	Estates Compliance – The Chair requested a written further assurance summary.	T/DCC Kerr		09/02/2026 - Provide further written assurance on fire risk assessment scheduling and prioritisation. Explore potential regional/shared fire risk assessor model. HMICFRS liaison to provide benchmarking views. 10/05/2026 - Fire Risk Assessment improvements. This is now overseen by a nominated lead within our Health and Safety Team (our business continuity lead) and progressed as a dedicated item in the departmental Health and safety committees, with exceptions and out of date checks reported into the Force Strategic Health and safety Board. SharePoint is now being used to track compliance, with all the links available on our updated Health and Safety Board **Propose Close**
09.02.2026		61	Training Compliance - Arrange a future training briefing for the Panel.	T/DCC Kerr		09/02/2026 - Produce full training programme schedule with compliance levels and classifications.
09.02.2026		62	Risk Register Development - Engage with Kitesh Patel to convene a strategic risk workshop.	T/DCC Kerr		09/02/2026 - Update financial risk following precept decision. 06/05/2026 – Completed, although this is subject to ongoing review and variations are monitored via both the joint Financial Oversight Board, our quarterly budget monitoring and the Medium-Term Financial Planning arrangements.

						Propose Close
09.02.2026		63	Business Continuity Redact sensitive departmental details from any public-facing documents.	T/DCC Kerr		06/05/2026 - **Action completed**, however is an ongoing requirement. **Propose Close**
09.02.2026		64	Vetting	T/DCC Kerr		06/05/2026 - Update provided
09.02.2026		65	Panel to raise STR559 commissioning concerns directly with OPCC.	Mr Pulford		
26.03.2026	64/25	66	Mrs Knott to ensure that the next agenda pack includes both sets of minutes.	Mrs Knott	May 2026	14/05/2026 – Both sets of minutes were included in the May agenda bundle. **Propose Close**
26.03.2026	68/25	67	External Audit Progress Update - Mrs Knott to check and confirm the date for the accounts to be presented to JARAP.	Mrs Knott	May 2026	11/08/2026 – Statutory Accounts to be presented at JARAP on 26th August 2026. **Propose Close**
26.03.2026	69/25	68	JARAP Terms of Reference, working protocol - Mrs Knott to draft the working protocol, to include escalation process. The Terms of Reference to include the quorate required for a meeting to take place.	Mrs Knott	May 2026	11/08/2026 – ToR updated. Awaiting meeting dates with Chair to discuss working protocol. Working protocol/SLA to be written into ToR once agreed with Chair

26.03.2026	69/25	69	Panel support and administration - Mrs Knott to recirculate the SLA	Mrs Knott	May 2026	11/08/2026 – Awaiting meeting dates with Chair to discuss SLA and working protocol. Working protocol/SLA to be written into ToR once agreed with Chair
26.03.2026	70/25	70	Corporate Governance Framework Mrs Knott to include a revision/tracking of change spreadsheet for ease of reference.	Mrs Knott	May 2026	12/08/2026 – CGF including tracked changes circulated to members. **Propose Close**
26.03.2026	71/25	71	Ms Trewartha to circulate the Recruitment and Retention Strategy when signed off.	Ms Trewartha		13/05/2026 – Ms Trewartha has circulated the OPCC Recruitment and Retention Strategy. **Propose Close**
26.03.2026	72/25	72	Mrs Knott to update the Work Programme and review structure.	Mrs Knott	May 2026	11/08/2026 – Work Programme Updated **Propose Close**
26.03.2026	73/25	73	Ms Trewartha to arrange introductions with the Chair of the Ethics and Transparency Panel	Ms Trewartha		14/05/2026 – Introductions between Chair of JARAP and Chair of Ethics and Transparency Panel completed. **Propose close**
14.05.2026	4/26	74	Minutes 9th Feb and 26th March - page numbers to be added and misspelling of Ms Yeadon's name to be amended. All Actions from these two sets of minutes to be added to the rolling action sheet and assigned owners, along with the VCOP report and actions.	Ms Lee	May 2026	28/05/2026 – Report on Service to victims and VCOP performance circulated. 11/08/2026 – All amendments completed and actions added to rolling action sheet. **Propose Close**
14.05.2026	5/26	75	Chair to have an introduction meeting with new Chair of Ethics and	Ms Trewartha	Aug 2026	14/05/2026 – Introductions between Chair of JARAP and Chair of Ethics and Transparency Panel completed. **Propose close**

			Transparency Panel to align.			
14.05.2026	5/26	76	Mr Campbell to share with the panel the requirement of staff to complete the training and whether they have done so within the required timescales before the next meeting.	Mr Campbell	Aug 2026	14/07/2026 – GDPR Training Summary circulate to JARAP members. **Propose Close**
14.05.2026	6/26	76	Future reports to distinguish between mandatory and non-mandatory training requirements and completion dates,	Mr Campbell	Aug 2026	14/07/2026 – GDPR Training Summary circulate to JARAP members. **Propose Close**
14.05.2026	7/26	77	T/DCC to write to panel members as and when any new developments emerge in relation to police reform	T/DCC Kerr	TBC	09/07/2026 – Update provide by email by T/DCC Kerr including indicative timeline for Police reform bill.
14.05.2026	8/26	78	External Audit Plan 2025/26 - clarification of whether assurance for the CC accounts would be quicker and a return to unqualified opinion sooner than for the PCC/Group accounts.	Mr Chaisewa	Aug 2026	
14.05.2026	10/26	79	T/DCC invite JARAP members to Performance Board	T/DCC Kerr	Aug 2026	14/07/2026 – Update provided. **Propose Close**

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14.05.2026	10/26	80	Fleet Management Plan	Mr Dawkins	Aug 2026	
14.05.2026	11/26	81	Code of Ethics Training	T/DCC Kerr	Aug 2026	
14.05.2026	12/26	82	Force Risk Register – AI permissions	Mr Jones	Aug 2026	
14.05.2026	12/26	83	Risk STR0580 - Rationale.	Mr Jones	Aug 2026	
14.05.2026	13/26	84	PCC to be invited to attend the next JARAP meeting	Ms Trewartha	Aug 2026	08/07/2026 – PCC invited to attend the next JARAP meeting and scheduled in the diary.
14.05.2026	13/26	85	OPCC111 and OPCC108	Ms Trewartha	Aug 2026	11/08/2026 – Update Provided. **Propose Close**
14.05.2026	14/26	86	Future Work Programme – to provide a report/briefing on how the wellbeing offer is intended to mitigate, reduce and improve the impact on the workforce.	T/DCC Kerr	Aug 2026	11/08/2026 – Added to briefing section of workplan.
14.04.2026	14/26	87	Future Work Programme – Terms of Reference to be signed off by JARAP	Mrs Knott	Aug 2026	Same as Action 68 and 69. **Propose Close as duplicate**
14.05.2026	14/26	87	Meeting administration, working protocol and SLA - Ms Lee to meet with the Chair to discuss.	Ms Lee	Aug 2026	Same as Action 68 and 69. **Propose Close as duplicate**