

Warwickshire Joint Audit and Standards Committee Meeting

Open Minutes

Date:	Tuesday 28 th September 2021
Time:	14:00
Location:	Executive Meeting Room at Leek Wootton (controlled numbers)
Chair:	John Anderson
Vice Chair:	Gavin McArthur
Minute Taker:	Nargis Begum

Attendees

Audit Committee Members

Name:	Capacity:	Person	Teams
John Anderson	Chair	X	
David Carter	Member	X	
Helen Knee	Member	X	
Andy Heath	New Member		X

Offices of the Police and Crime Commissioner

Name:	Capacity:	Person	Teams
Philip Seccombe (PS)	Police & Crime Commissioner	X	
Debbie Mullis (DM)	Development Lead for Standards & Integrity, OPCC		X
Sara Ansell (SA)	Treasurer, OPCC	X	

Force

Name:	Capacity:	Person	Teams
Alex Franklin-Smith (AFS)	T/Deputy Chief Constable	X	
Jeff Carruthers (JC)	Director of Finance	X	
Andrew Shipman (AS)	AS & I	X	

Tania Coppola	Director of Enabling Services	X	
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Internal Audit

Name:	Capacity:	Person	Teams
Paul Clarke (PC)	Head of Internal Audit for Warwickshire CC		X

External Audit

Name:	Capacity:	Person	Teams
Jackson Murray	Grant Thornton		X

Apologies

Name:	Capacity:
Gavin McArthur	Vice Chair
Debbie Tedds (DT)	Chief Constable
Polly Reed (PR)	Chief Executive, OPCC
Steve Russell	Head of ASI
Andy Reid	Grant Thornton
Wendy Knox (WK)	Head of Accounting & Financial Control

Items for Discussion

No	Item	Actions
01/28/09/2021	Welcome and introductions were made to Andy Heath, new committee member.	
	There were no declaration of personal prejudicial interests.	
08/28/09/2021	<p>Minutes of the open meeting of 6th July 2021</p> <p>The Minutes of the open meeting dated 6 July 2021 were agreed as a true and accurate record with all actions discharged.</p>	
09/28/09/2021	<p>Standards Report update by HK and DM</p> <p>HK updated members on the Internal Ethics Committee meeting held on 7 September 2021.</p> <p>Two main areas discussed:</p>	

	<ul style="list-style-type: none"> • Should officers in relationships be deployed alongside each other; and • Stop and Search data <p>HK to continue to liaise with DM on monitoring.</p> <p>The Standards Report was noted by members.</p>	
10/28/09/2021	<p>External Audit progress report and sector update (Paper)</p> <p>Briefing given by JM on the external audit progress report</p> <ul style="list-style-type: none"> • Timetable for the delivery of the financial statement audits has been moved due to resource and capacity restraints. • Work on the financial statements and Value for Money will be completed by the end of October, subject to no other significant challenges. • Grant Thornton continues to work on audit progress with OPCC/Force finance teams. It was confirmed relevant papers have been received with Grant Thornton continuing to collate documentation on the value for money element. • Challenges faced by Grant Thornton with capacity and demand were discussed briefly. • JASC members to have an extraordinary meeting prior to sign off of the Accounts around the end of October, date to be confirmed in due course. 	
11/28/09/2021	<p>Internal Audit Progress report</p> <p>Update was given by PC on the progress and work of the Internal Audit Plan. It was confirmed there were no emerging issues to report:</p> <ul style="list-style-type: none"> • Work has commenced on the delivery of the agreed audit plan 2021/22. • Analysis of the overdue actions arising from Internal Audit work shows some progress in completing long outstanding items relating to ICT controls. It will be important to ensure that as the new ICT provision is put in place robust controls are included in the design and then implemented. <p>2020/21 Audits</p> <p>Work has been finalised on the use of consultants for the</p>	

	<p>Evolve programme.</p> <p>The final audit, Treasury Management, has been issued in draft and will be finalised once the management response has been received and the action plan is agreed.</p> <p>2021/22 Audits</p> <p>A total of 59 audit days have been delivered to the end of August. Whilst most time was directed to 2020/21 work in Q1, the focus is now on delivery of the agreed plan for 2021/22. Work is progressing based on the indicative quarterly plan as summarised below:</p> <p>Q2 (July – September)</p> <ul style="list-style-type: none"> • PCC – Commissioned Services • PCC – MoJ sign off • Force – Budget management • Force – Business continuity <p>Q3 (October – December)</p> <ul style="list-style-type: none"> • PCC – Complaints • Force – Key financial systems • Force – Estates <p>Q4 (January – March)</p> <ul style="list-style-type: none"> • Force – Information governance • Force – Performance management <p>Members raised concerns on the impact to the 2021/22 audits caused by the the backlog on completing the 2020/21 audit.</p> <p>Members requested further details on what is outstanding, and it was agreed this would be added to the report presented at the next meeting.</p> <p>The review of ‘Change Programme Governance’ is intended to continue to look at this throughout the year providing real time assurance in a critical friend capacity.</p> <p>The Audit Report progress was noted by members.</p>	
12/28/09/2021	<p>ASI Assurance and Action Plan – Progress Report Update provided by AS</p> <p>The current progress of the scheduled audits was noted along with the findings of recent audits.</p> <p>All audits scheduled for the period April – September 2021 have been completed or started as planned. Some additional capacity was created following the early completion of the</p>	

	<p>Anti-Social Behaviour Incident audit.</p> <p>Two additional audits have been added to the schedule at the request of business leads:</p> <ul style="list-style-type: none"> • A monthly audit of 10 child protection investigations undertaken by Patrol and CID officers. The purpose is to audit the investigative and safeguarding response against criteria provided by the Chief Inspector Vulnerability and Safeguarding. • A quarterly audit of Victim Code compliance. The force is expected to undertake regular audits to establish compliance against the 12 entitlements contained in the Code. <p>Planned Future Audits</p> <p>The following audits have either been completed and are awaiting presentation to the Warwickshire Assurance Board or have recently started:</p> <ul style="list-style-type: none"> • Non-crime investigations audit. An audit of child protection, adult at risk and hate investigations where the force has determined that a notifiable crime has not been committed. • Audit of reported incidents of violence. The audit reviews a large sample of incidents recorded on the command-and-control system to confirm whether all reported crimes have been correctly recorded in the force investigations application, Athena. • Cancelled crimes. This audit reviews notifiable crimes that have been cancelled by Designated Decision Makers (DDMs) in the force Resolution Centre to ensure they have been done correctly in accordance with HOCR. • The FCIR has also commenced a monthly audit of child protection investigations to support the Vulnerability and Safeguarding Department. Ten investigations a month covering a range of victim ages are being undertaken to assess the investigative and safeguarding response by Patrol and CID officers. <p>Members asked if there would be any impact of the new ICT system once up and running. It was noted there may be some possible risks to access during the transition, but this has been factored into the process to ensure a better user experience.</p> <p>JASC Members noted the report.</p>	
13/28/09/2021	<p>HMICFRS Action Plan Update Report</p> <p>Briefing given by AS on the Action Plan</p>	

	<p>JASC Members noted the report which provides an update with regards to the following HMICFRS (and joint inspectorate) publications and highlights recommendations that have been provided to forces, nationally.</p> <p>The relevant publications are:</p> <ul style="list-style-type: none">• Joint Thematic Inspection of the Police and CPS response to Rape (Phase 1 – from Report to No further Action)• State of Policing 2020• HMICFRS Publication: A Duty to Protect – Police use of Protective Measures in Cases Involving Violence Against Women and Girls <p>It was noted a HMICFRS inspection of the force’s custody facilities was completed on the 17 September 2021 a verbal debrief was given but the force is waiting for a written report. It was noted that there were no significant areas of concern with any identified areas for improvements being addressed.</p> <p>Members raised Sir Thomas Winsor’s assessment of policing and issues faced by victims due to the backlog in bringing matters to trial.</p> <p>The PCC noted there is a significant backlog in Crown Courts but continues to hold all involved in the judicial system to account to improve the efficiency and experience of victims and witnesses. It was noted:</p> <ul style="list-style-type: none">• The PCC is meeting with a senior Judge at Leamington Justice Centre.• The PCC chairs the Criminal Justice Board.• The PCC is pushing for a Nightingale Court in Warwick. <p>The PCC acknowledges there is still a lot of work to be done in this area but noted the Magistrates Court have dealt with the backlog and is working on bringing magistrate hearings back to Warwickshire as these are all presently being heard in Coventry.</p> <p>Mental Health Services – the PCC noted:</p> <ul style="list-style-type: none">• The force triage system is working well.• Coventry and Warwickshire Mental Health Trust Partnership working well with the force.• The Mental Health Board has joined the Bluelight Collaboration Board which is chaired by the PCC where he is able to hold the board to account.	
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	Members raised the issue of public safety within custody suites. PCC/AFS confirmed that public safety is monitored, and regular reporting is given to the PCC and CC. PCC noted that Independent Custody Visitors carry out regular unannounced visits which is reported back to the PCC's office.	
14/28/09/2021	<p style="text-align: center;">Quarterly Health and Safety Report</p> <p>Brief overview given by TC on the Quarter Report produced in June 2020</p> <p>The following was noted:</p> <ul style="list-style-type: none"> • The Strategic Health and Safety Board is chaired by the t/DCC sitting underneath this board are 2 tactical meetings one on operational services which is chaired by SI Mike Smith, the other covering professional services chaired by TC. • A small team with representatives from across the force manages any H&S concerns. • Health and Wellbeing in work is part of the force Fit for the Future plan which places key deliverables specific to H&S and governance. <p>It was noted there has been a relaunch of H&S to the workplace with access to all H&S information for staff available on the intranet providing greater visibility, easier access to policies and procedures.</p> <p>Incidents and investigations continue to be tracked through operational H&S meetings providing greater analysis on physical assaults on officer and improving accident reporting.</p> <p>Priority H&S areas of focus are:</p> <ul style="list-style-type: none"> • Training, • Risk Assessments, • Accident Reporting and Investigations and Management of Contractors. • Fortnightly Covid-secure audits also continue to take place <p>The force has been recognised together with Warwickshire partners for their leadership strategy work regarding health and wellbeing winning a national award in last quarter.</p> <p>A review of the H&S policy and procedure has also been undertaken which is undergoing consultation.</p> <p>JASC Member HK will link to H&S for the members and coordinate with TC further on specific details.</p>	

	<p>The Report was noted with an awareness of the approach taken in dealing and monitoring H&S issues at Warwickshire Police.</p> <p>Members thanked TC for the report and detailed update.</p>	
15/28/09/2021	<p>Update on the forces approach to cyber crime</p> <p>Briefing provided by t/DCC AFS.</p> <p>The Warwickshire Police CCU provides local delivery of the response to Cybercrime across the Pursue, Protect, Prepare and Prevent Strands of the National Cyber Security Strategy.</p> <p>There is a focus on:</p> <ul style="list-style-type: none"> • Improved victim experience. • Effective investigative response. • Targeted local cybercrime prevention messaging. • Diverting young people who are vulnerable to going down a path of cybercrime. • Working with businesses to help them develop effective incident response plans and to test them. <p>Warwickshire Cybercrime Unit was set up following the termination of the alliance. This is a complex and growing area to which the force has access to regional (ROCU) and national capabilities to meet standards.</p> <p>AFS noted cybercrime is becoming less complex as more money is invested into understanding and tackling it.</p> <p>It was noted cybercrime is part of the Police and Crime Plan with the PCC funding 2x full time cybercrime advisors who provide learning and educate businesses, schools, and care homes to understand how to protect themselves.</p> <p>Action: 12-month time update to feature in work plan</p> <p>It was confirmed the force have the capacity to meet the Minimum Capability Standards.</p> <p>The report was noted by JASC members.</p>	
16/28/09/2021	<p>Joint Audit and Standards Committee work plan (paper)</p> <ul style="list-style-type: none"> • It was agreed to arrange an additional meeting in October to deal with the sign off of the Accounts. SA to liaise with Chair to arrange before signing off audit. • Members requested an Evolve update before next 	

	<p>meeting.</p> <ul style="list-style-type: none"> JASC annual report to be moved to January 2022. 	
17/28/09/2021	<p>Members Points</p> <p>Written Briefing provided by GM of the last Police and Crime Panel attendance to be forwarded to the SA.</p>	
18/28/09/2021	<p>AOB</p> <p>Meeting dates for 2021/22:</p> <p>Wednesday 19th January 2022 – 2pm – 4pm Wednesday 16th March 2022 – 2pm – 4pm</p> <p>Police and Crime Panel meeting dates:</p> <p>15th November 2021– 2pm 27th January 2022 – 10.30am</p>	
<p>Next Meeting : Wednesday 19th January 2022 at 2pm at Leek Wootton or virtual meeting (tbc – dependent on current restrictions)</p>		