



Joint Audit and Standards Committee

OPEN Minutes 18th January 2023

Meeting Record:

Chair	John Anderson (JA), Audit Committee Member
Audit Committee	Attendees: John Anderson (JA), Gavin McArthur (GM), David Carter (DC), Helen Knee (HK), Andy Heath (AH)
Police and Crime Commissioner	Attendees: Polly Reed (PR), Sara Ansell (SA) Teams: Philip Seccombe (PCC), Claire Morris (CM) Minutes: Imogen Forrest
Warwickshire Police	Attendees: Debbie Tedds (CC), Alex Franklin-Smith (AFS), Jeff Carruthers (JC), Mike Kaine (MK), Teams: Steve Russell (SR)
Internal Audit	Attendees: Paul Clarke (PC)
External Audit	Attendees: Siobhan Barnard (SB) – teams Apologies: Jackson Murray (JM)
Date of Next Meeting	Wednesday 15 th March 2023

Actions and Matters Arising

Reference	Discussion	Action
05.18/01/2023	The minutes of the open meeting dated 29 th November 2022 were agreed as a true and accurate record, with an amendment to be made by IF. Action: provide detail of the amendment to the minutes of November 2022.	IF

Presentation by the Chief Constable

Reference	Discussion	Action
06.18/01/2023	<p>CC thanked the committee members for inviting her to the meeting to discuss the force's performance over the last year, and to look forward to the next 12 months.</p> <p>CC advised that she holds a national portfolio for Vetting and Firearms Licensing, both have been busy portfolios recently with significant public interest.</p>	
	<p>Past 12 Months</p> <p>Evolve</p> <p>The first half of the year was focused around purchasing new IT resulting from coming out of the Alliance, which happened in March 2021. The force transitioned 32 departments and each has their own governance arrangements. CC stated that it has been a unique journey as no other force has undertaken this transition.</p> <p>Stuart Ross House</p> <p>The setup of the new OCC based at SRH was successful and had an immediate impact on the health and wellbeing of staff.</p> <p>There is an increasing use nationally of 101/999 calls. Regularly an average of 2000 999 calls are received each week. Whereas during covid, the highest number of calls received was around 1300 a week. The increase in calls is due to not only crimes being reported but this service is picking up incidents that are not really the remit of 101/999 calls.</p> <p>Increased demand on the force from events in the region.</p> <ul style="list-style-type: none"> • Just Stop Oil - Warwickshire had several protests at the Kingsbury Oil terminal. Costs for incidents such as this are borne locally, but a special grant application can be submitted once specific criteria are met. 	

	<ul style="list-style-type: none"> • Commonwealth Games The force helped police two events during the 2022 Commonwealth Games - Bowls and the Cycling Road Race. CC advised that the feedback from the officers who were involved said they enjoyed it and it helped build relationships and engage with the residents of Warwickshire. • Queen Elizabeth II Funeral The force sent over 100 officers to London to help police the Queens funeral, all who attended represented Warwickshire extremely well. <p>Officer Uplift</p> <p>The force is on target to hit the 1100 officers by the end of March 2023. If the target is not met there will be financial penalties.</p>	
	<p>Next 12 Months</p> <p>Empower</p> <p>Several inputs of Empower; People, Tech and Place have been delivered to key stakeholders, the main headlines being a new local policing model to be implemented from April 2023 onwards. CC advised when she was appointed to be Chief Constable, she had 6 identified areas for improvement in order for Warwickshire to be the best it could be.</p> <ol style="list-style-type: none"> 1. Visibility 2. Public Confidence 3. Victim Care 4. Proactive 5. Prevention 6. Health & Wellbeing <p>With the new policing model being implemented from April 2023, the force is hopeful to see step changes around victim outcomes and public confidence. This will be achieved through a new geographically based policing model, with dedicated Chief Inspector leads in the three areas – north, east and south. It will also include separate patrol and investigations teams to enhance service delivery for lower level crimes and resolution centres, with longer opening times. The resolution</p>	

	<p>centres will enhance the level of service provided to local communities as officers will be available at front offices, with their increased powers and ability to deal with issues reported, rather than police staff who may have to feedback to officers and seek responses. The new policing model will provide greater visibility through the shift changes, geographically based teams, enhanced protective service teams, and manned local resolution centres, thus increasing public confidence.</p> <p>Within the new policing model new protective service teams including RASSO, DART, cyber and child exploitation have been enhanced and extra resources have been allocated to these serious crime teams.</p> <p>HMICFRS</p> <p>The force has had their first inspection after exiting the Alliance. CC advised that it was a difficult inspection but useful and informative. The next inspection will take place in January 2025 which will give the force time to address the recommendations from the recent inspection.</p> <p>JASC thanked CC for her update.</p> <p>PS stated the implementation of Empower will have a positive impact and will be a subject topic discussed at all holding to account meetings with the CC. He also advised he has provided funding to enable all these changes/improvements to be delivered.</p> <p>Precept</p> <p>AH highlighted that the PCC's precept proposal 12 months ago was rejected and asked if the PCC expects the same challenges again this year, and if challenged what would be the affect. PCC advised that the new policing model would be affected:</p> <ul style="list-style-type: none">• the local policing model was based on 3 geographical areas.• Police Officers would have to cover duties that could be covered by police staff, taking Officers off the front line.	
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	<p>AFS added that the maintenance of technology would be at risk, areas in the geographical model would need to be looked into along with the set up of resolution centres.</p> <p>Questions from the Committee</p> <p>HK noted there had been a lot of pressures on staff and officers around the Alliance, Evolve and Empower projects and asked if there was a people strategy to support these changes. CC confirmed there was and Empower is built around this strategy but it is yet to be signed off and this would be shared with the committee.</p> <p>Action: People Strategy to be shared with JASC – date to be confirmed</p> <p>DC highlighted that many things are prioritised but questioned how legitimacy issues balance out against local crimes. CC advised the force has good partnership working and attends numerous regular meetings with partners to locally manage lower level crimes like burglary, ASB, theft etc as these are the crimes that most often affect our communities. Key partners include WCC, criminal justice and community safety partnerships, amongst others. CC stated that there has always been tension around traditional and other crimes. The intention is that the new local policing model and specifically the patrol investigation team will improve outcomes in these more traditional crime types.</p> <p>AFS noted calls are directed to the force due to external events such as national emergency service strikes. He also highlighted that a national figure of 68% of calls are non-crime calls. This causes concern as the answering of 101/999 calls is part of what the force are held to account on, but this 'extra' demand needs to be managed, and if it can be even in part removed, this will create capacity to deal with 'crime' related incidents.</p> <p>GM questioned how confident the force is in having a balanced governance structure. CC confirmed she is confident and advised that governance works well in respect of AFIs and HMICFRS recommendations. CC also advised that she had held the Chief Officer</p>	<p>TC</p>
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	<p>team stable, this was done deliberately, as it was and is a strong team.</p> <p>AFS stated that having a strong stable leadership team had impacted positively resulting in all work being done on time and to a good standard. The OPCC, in recent months, have changed the way in which they hold the force to account and this had also had a positive impact on performance. It was also noted that ACC interviews are going ahead on 25th January 2023.</p> <p>The recently reported Metropolitan Police issues were discussed and the potential impacts of this on the Vetting Service. CC advised that the number and frequency of vetting reviews and requirements could increase.</p> <p>Action: AFS to provide a report on the Vetting Service to the JASC in March 2023.</p> <p>AFS stated a paper will be brought to the March 2023 JASC meeting around the concerns raised by the publicly reported issues in the Metropolitan Police Force.</p> <p>JA thanked both the CC and AFS for the update and how recent work has been handled.</p> <p><i>CC left the meeting.</i></p>	<p>AFS</p> <p>AFS</p>
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External Audit Progress Report and Sector Update

Reference	Discussion	Action
07.18/01/2023	<p>SB gave a brief update on progress since the last JASC meeting on the 2021/22 financial statements audits and Value for Money work. The deadline of 30 November 2022 for completion of the audits had been met except for completion of the Whole of Government Accounts certificate.</p> <p>SB stated that the Audit Template for the Whole of Government Accounts Certification process had not yet been received from the Treasury and therefore GT could not complete their certificate. She noted that the Audit Certificate for 2020/21 had only been</p>	

	<p>issued by GT in August 2022 because of the delay in the issue of the Audit Template by the Treasury.</p> <p>DC requested that once the CIPFA guidance for Audit Committees had been issued, it was shared with the committee.</p> <p>Action: JC/SA to circulate CIPFA guidance on Audit Committees to JASC Committee members.</p> <p>JASC noted the External Auditors report.</p>	<p>JC/SA</p>
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Gifts and Hospitality Report

Reference	Discussion	Action
08.18/01/2023	<p>OPCC</p> <p>PR presented the draft Gifts and Hospitality policy along with a report on information requested previously by the JASC Committee members.</p> <p>HK highlighted several suggested changes to wording within the policy which PR welcomed and advised she would make the corrections.</p> <p>Action: updates as noted to be made to the Gifts and Hospitality policy</p> <p>PCC stated that he is happy with the current process, as anything received/consumed is declared and published on the website.</p> <p>JA asked if any gifts or hospitality had been received by PR or SA. PR confirmed no gifts or hospitality had been received by any other members of staff besides the PCC and confirmed the policy applies to all members of staff.</p> <p>HK referenced section 4 and questioned how receiving gifts/hospitality is tracked. PR advised it is based on trust that the individual will declare any/all gifts and hospitality received.</p> <p>WKP</p> <p>AFS discussed the force's gifts and hospitality report and advised that the new Head of Professional</p>	<p>PR</p>

	<p>Standards, Jill Fowler, will present the physical register at the next meeting and provide a brief summary of the policy, process and reporting applied to the recording of gifts and hospitality within the force.</p> <p>Action: Force Register and Policy to come to the March 2023 JASC meeting</p> <p>AFS stated that it is down to the staff/officers to declare anything they may have received but also them understanding what gifts and hospitality need to be declared.</p> <p>DC questioned if the register is a public document. AFS advised he was unsure but confirmed that all Chief Officer expenses can be found on the website.</p> <p>GM questioned if there were annual declarations by officers and staff for understanding the policy. AFS advised there is but there are a lot of staff who do not understand what gifts offered should be recorded. The policy is more for senior staff who attended events, but all staff have a duty to record all gifts and hospitality received.</p> <p>SA advised that she had added the final sentence on the report regarding the public register, as it included names of officers and staff but was unsure of publication of the report. She advised that 27 declarations had been recorded.</p> <p>JASC noted the policies and reports.</p>	<p>AFS</p>
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Draft OPCC Whistle-Blowing Policy

Reference	Discussion	Action
09.18/01/2023	<p>PR advised that the policy has been brought to the JASC meeting as the committee are mentioned as an avenue to raise issues externally.</p> <p>JA questioned if the PCC is happy to be named as a point of contact. PCC confirmed he is.</p> <p>GM questioned if the JASC Committee should be involved in the process. PCC advised that</p>	

	<p>complaints are dealt by the CEX initially and any complaint about CEX/CC would be passed to the PCC and any complaint about the PCC would go to the Police and Crime Panel.</p> <p>PR welcomed all comments and advised that there are processes in place for specific areas.</p> <p>AFS highlighted that Jill Fowler will be attending the next meeting and suggested that she presents the forces Whistle-Blowing Policy. JA welcomed this and asked for the number of reports and their outcomes to be included.</p> <p>Action: JF to present the Force Whistle-Blowing Policy and number of reports and outcomes at the March 2023 meeting.</p> <p>JASC noted the OPCC whistle blowing policy.</p>	<p>JF</p>
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Year-End Treasury Report 2021/22

Reference	Discussion	Action
10.18/01/2023	<p>MK presented the report in detail and informed the Panel that the 2022/23 year-end report will be brought to July 2023 meeting.</p> <p>The Panel endorsed the report, subject to the minor breaches outlined.</p> <p>Action: 2022/23 year-end Treasury Report to be submitted to the JASC meeting in July 2023.</p>	<p>MK</p>

Mid-Year Treasury Report 2022/23

Reference	Discussion	Action
11.18/01/2023	<p>MK presented the report in detail. The position regarding the recent investment with a local authority and whether any additional controls are necessary to avoid future issues was discussed.</p> <p>JASC noted the controls in place and the report contents.</p>	

JASC Annual Report

Reference	Discussion	Action
12.18/01/2023	<p>JA advised that the committee members have reviewed and commented on the report. JA thanked GM and all for their inputs and advised there are no changes to the Terms of Reference.</p> <p>SA thanked all members for the report and the work they have undertaken during the last 12 months. She particularly welcomed the endorsement regarding the provision of financial information to the Committee.</p> <p>Action: JASC confirmed their annual report be forwarded to the PCC and CC and sent for information to the Police and Crime Panel.</p>	IF

2022/23 Forecast Outturn Position

Reference	Discussion	Action
13.18/01/2023	<p>The 2022/23 forecast outturn as at periods 7 and 8 were discussed in detail. Since the production of the period 8 report, other more recent changes have been notified and these will be fed into the period 9 report.</p> <p>JC confirmed that the 2nd instalment of the income for the sale of Leek Wootton land will be received in February 2023. This will be used to finance capital in the most cost effective way by being targeted at shorter term assets.</p> <p>JASC noted the report.</p>	

Consult with JASC on Draft Budget 2023/24

Reference	Discussion	Action
14.18/01/2023	SA informed the meeting that Committee members had been given a detailed overview of the 2023/24	

draft budget in an earlier pre-meet session.

SA advised the committee of the budget priorities which included:

- Increase in Officers and PCSOs
- Improved Public Contact
- Improved Efficiency
- Improved Infrastructure

SA outlined that she and the PCC had attended a number of Budget Consultation meetings with different groups to receive feedback on the budget proposals.

SA advised that the OPCC had run a consultation budget survey for the public from September to December 2022 gathering views from 1,351 people. SA highlighted that there is a majority support for an increase in the precept.

SA explained any decision on the precept is yet to be made by the PCC. The current band D charge is £262.71 pa. SA highlighted:

- Each £1 increase would generate approx. £0.215m
- Each 1% increase would generate approx. £0.560m
- £10 precept increase = 3.81%, 19p increase per week or 83p per month.
- £15 precept increase = 5.71%, 29p increase per week or £1.25 per month.

PCC stated that this year had been particularly difficult due to the cost-of-living challenges.

GM highlighted that the agenda stated that the JASC will be consulted regarding the budget but suggested it is not down to the committee to form a view on the budget.

AH questioned when the decision will be made about the precept. SA advised that the PCC would propose his precept by the 1st February 2023 and it will be discussed by the Police and Crime Panel at their meeting on 6th February 2023. If they veto the proposal, a revised proposal and further meeting will

	take place on the 20 th February 2023. JASC noted the report.	
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JASC Workplan

Reference	Discussion	Action
15.18/01/2023	<p>SA advised she has updated the workplan and the correction regarding the risk security/maturity model will be made and brought to the March 2023 meeting.</p> <p>Action: Risk maturity model to be brought to the meeting in March 2023</p> <p>Action: HK requested that the annual review of the Estates & Health and Safety Strategy be added to the plan and brought to the July 2023 meeting.</p> <p>JA asked for a paper on Fraud, Bribery and Corruption be brought to either the March or July 2023 meeting.</p> <p>Action: AH to provide terms of reference for this paper.</p>	<p>SA</p> <p>SA</p> <p>AH</p>

Members Points

Reference	Discussion	Action
16.18/01/2023	<p>GM asked that all reports brought to the JASC meetings use the correct template that the JASC members created.</p> <p>Action: IF/SA to circulate JASC template.</p>	IF/SA

Meeting Actions

Reference	Action	Action Deadline	Action Status	Action Owner
5.18/01/2023	IF to provide the detail of the amendment to the minutes of	Mar 23		IF

	November 2022.			
6.18/01/2023	People Strategy to be shared with JASC.	TBA		TC
6.18/01/2023	Provide a report on the Vetting Service to JASC in March 2023.	Mar 23		AFS
6.18/01/2023	A paper on the publicly reported issues in the Metropolitan Police Force.	Mar23		AFS
7.18/01/2023	Circulate CIPFA guidance on Audit Committees to JASC Committee members.	Mar 23		JC/SA
8.18/01/2023	Updates as noted to be made to the Gifts and Hospitality policy.	Mar 23		PR
8.18/01/2023	Provide the Force Gifts and Hospitality Register and Policy.	Mar 23		AFS/JF
9.18/01/2023	JF to present Force Whistle-Blowing Policy and reports at March 2023 meeting.	Mar 23		AFS/JF
10.18/01/2023	2022/23 year-end Treasury Report to the meeting in July 2023.	July 23		MK
12.18/01/2023	The JASC annual report to be forwarded to the PCC and CC and sent for information to the Police and Crime Panel.	Mar 23		IF
15.18/01/2023	AH to provide terms of reference for the Fraud, Bribery and Corruption paper.	Mar/Jul 23		AH
15.18/01/2023	Risk maturity model report to be brought to the meeting in March 2023.	Mar 23		SA
15.18/01/2023	Annual review of the Estates & Health and Safety Strategy be added to the JASC workplan and brought to the July 2023 meeting	July 23		TC

16.18/01/2023	IF/SA to circulate the JASC report template.	Mar 23		IF/SA
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Approval



by John Anderson on 15.03.23