



Philip Seccombe
Police and Crime
Commissioner
for Warwickshire

Joint Audit and Standards Committee

OPEN Minutes 29th November 2022

Meeting Record:

Chair	John Anderson (JH), Audit Committee Member
Audit Committee	Attendees: John Anderson (JA), David Carter (DC), Helen Knee (HK), Andy Heath (AH) Apologies : Gavin McArthur (GM)
Police and Crime Commissioner	Attendees: Philip Seccombe (PCC), Polly Reed (PR), Sara Ansell (SA), David Patterson (DP) Apologies: Emma Daniell (DPCC), Claire Morris (CM) Minutes: Imogen Forrest
Warwickshire Police	Attendees: Alex Franklin-Smith (AFS), Jeff Carruthers (JC), Mike Kaine (MK), Steve Russell (SR), James Davies (JD), Helen Minett (HM), Andrew Shipman (AS) Apologies: Debbie Tedds (DT), Tania Coppola (TC)
Internal Audit	Attendees: Paul Clarke (PC)
External Audit	Attendees: Jackson Murray (JM), Siobhan Barnard (SB)
Date of Next Meeting	Wednesday 18 th January 2022

Actions and Matters Arising

Reference	Discussion	Action
06.29/11/2022	<ul style="list-style-type: none">The minutes of the open meeting dated 6th July 2022 were agreed as a true and accurate record.	

Warwickshire Police 12 month review

Reference	Discussion	Action
07.29/11/2022	<p>AFS advised that the CC will be presenting the 12 month review in January's meeting, but due to CC's absence he gave a brief overview of the forces current issues and a brief history of key events.</p> <p>Empower</p> <p>AFS highlighted that empower has three elements; People, Place and Technology. AFS advised that Empower Technology and Place have been presented to the OPCC and Empower People will be presented on 6th December at the monthly Governance and Performance Board meeting in detail.</p> <p>AFS gave a brief overview of Empower People. The new model will ensure that policing is more localised to provide the most efficient and effective way to protect the residents of Warwickshire.</p> <p>HMIC</p> <p>AFS highlighted that HMIC were inspecting the force for a considerable amount of time and the report was produced a few weeks ago, which is in the process of being shared with key people. AFS stated that there were no areas of cause for concern but there were areas for improvement, which will be acted on. The report made fair assessments and an action plan has been produced with delivery leads assigned.</p> <p>AFS informed the members that HMIC decided that there would be a three year cycle of inspections resulting in Warwickshire potentially being re-inspected in January. The members were advised that the force are pushing back on this as it would not leave enough time for the force to act on the recommendations.</p> <p>Vetting</p> <p>AFS highlighted that CC is the national lead for vetting, which has a positive impact on the force.</p>	

	<p>The current media coverage regarding the level of vetting for officers is being monitored.</p> <p>Professional Standards Department</p> <p>Panel members were advised that there is a PSD action plan and process whereby officers and staff are able to challenge inappropriate behaviour and actions that happen within the workplace or out on patrol.</p> <p>A discussion took place around the workforce and it was highlighted that it contains a high number of young and inexperienced officers. AFS advised that training is provided to ensure that the students understand what is expected of them and how to adapt to becoming an officer. CC, AFS and the PCC do visit the student officers and reinforce the standards they are committing to.</p> <p>Operational Policing</p> <p>AFS advised that there has been an upturn in violence recently, but it is not obvious why this has occurred. There has been 2 murders and 2 attempted murders. However a suspect has been arrested in relation to one of the murders, has be remanded in custody and awaiting trial.</p> <p>Vehicle Crime</p> <p>AFS stated that vehicle crime is increasing and it is a challenge to the force. However, the force are cooperating with the West Midlands around this, who are also experiencing a spike.</p> <p>OCC</p> <p>AFS advised that the performance data has improved recently with 90% of calls being answered in 10 seconds. The demand of calls has been lower but it is expected the demand with increase over the Christmas period and new year.</p> <p>JASC noted the update.</p>	
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Standards Update

Reference	Discussion	Action
08.29/11/2022	<p>DP presented the Standards Update report which is in place to provide an update to the JASC board on matters relating to police standards and ethics, in order for them to have an oversight and provide an independent review.</p> <p>DP highlighted the main points within the report:</p> <ul style="list-style-type: none"> • Complaint Reviews – DP explained what a complaint review was and advised that since that last JASC meeting in July, the reviews have been taken in house and a total of 18 applications have been made. 8 complaints have been upheld, 5 were not and 3 are awaiting completion. <p>DC asked on behalf of GM, once a recommendation has been made to the force how do you know if they have accepted and actioned those recommendations? DP advised that the force have 28 days to respond to the OPCC and we have access to the final outcome of the complaint data.</p> <ul style="list-style-type: none"> • Complaint review dip-sampling – HK recently conducted dip-sampling of the completed complaint reviews to provide assurance regarding the quality of the decision making and the content of the correspondence. HK noted that has been significant improvement with the way in which the office correspond with the public. • Internal complaint review audit – DP advised that all 9 recommendations made in the Nov/Dec 2021 report to improve the position have now been completed. • PSD – DP advised that a meeting took place in the summer with the PCC and head of PSD to discuss performance and issues. A further meeting will take place next week to discuss themes identified from complaint reviews, along with IOPC data. PCC advised 	

	<p>this will also be discussed at his meeting with Derek Campbell.</p> <ul style="list-style-type: none"> • Police Ethics Committee – On 12 October 2022, a meeting of the A Police Ethics Committee was held on 12th October, there were several issues discussed which included the forces Empower programme and Annual Integrity test. <p>Empower – the officers expressed their preferences for where they will be posted within the new model. AFS advised everyone was asked and most successful got the position they request but some did not, but it was considered.</p> <p>Integrity Test –All force personnel have been asked to disclose their use of substances as per the force policy on drug use, as part of the Annual Integrity Health Check (AIHC)</p> <p>JASC noted the report.</p> <p><i>DP left the meeting.</i></p>	
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Informing the Audit risk Assessment

Reference	Discussion	Action
09.29/11/2022	<p>JM discussed the report that had been circulated prior to the meeting and advised the report relates only to the matters brought to their attention and that needed to be reported back to this meeting. The report includes a series of questions on each area with the response received from the PCC and CC's management.</p> <p>DC highlighted GM's queries regarding missing responses provided but JM clarified it was a printing issue.</p> <p>DC stated that he did not feel that Q12's response answered the question clearly and adequately.</p> <p>JASC Members noted the contents of the report.</p>	

2021/22 External Audit Annual report statement

Reference	Discussion	Action
10.29/11/2022	<p>JM provided an overview of the report. He outlined that there were no significant concerns and the report generally indicates a positive direction of travel, with one improvement recommendation on governance regarding the review of policies. However it was acknowledged that this is the lowest level of recommendation, which is positive.</p> <p>JASC noted the Annual External Audit Report.</p>	

2021/22 Joint Audit Findings Report

Reference	Discussion	Action
11.29/11/2022	<p>JM discussed the AFR in more detail at the pre-meet. He anticipates giving an unmodified opinion on the financial statements. Some minor work is still outstanding but the intention is that the accounts will be signed off by the 30th November 2022.</p> <p>Action: JC/SA to finalise and sign off the accounts with JM by 30/11/2022.</p> <p>The JASC noted the contents of the report and welcome site of the completed audited accounts by 30/11/2022.</p> <p>Action: SA to keep JA updated on progress.</p>	<p>JC/SA</p> <p>SA</p>

2021/22 Audited Draft Statement of Accounts and Joint Annual Governance Statements

Reference	Discussion	Action
12.29/11/2022	<p>JM, SA, MK and JC all confirmed with Panel members that they had received a full and satisfactory update on the Accounts in the closed pre-meet session.</p>	

Internal Audit Progress report update

Reference	Discussion	Action
13.29/11/2022	<p>PC presented the Internal Audit Report which summarised the progress towards completion of the agreed internal audit plan 2022/23 and provided an update on the implementation of agreed recommendations.</p> <p>PC advised that there is good progression on addressing most actions, which puts force in a positive position for the delivery of the plan within the year.</p> <p>JASC noted the Audit report.</p> <p>Action: Force and OPCC staff to meet with internal audit to prepare 2023/24 internal audit plan, noting action re business continuity.</p>	WKP/OPCC

OPCC Performance Framework Overview

Reference	Discussion	Action
14.29/11/2022	<p>PR advised that the OPCC has completed the new restructure of the office with all positions being filled. One of the PCC's main roles is to hold the force to account, so CM has produced a new performance framework which will be explained in detail at the January meeting.</p> <p>PR advised the framework is in place to enable the PCC to identify the performance of the force but also identify areas of required improvement. Each priority will be assessed each month</p> <p>Each priority will be assessed every month via intelligence and feedback from the OPCC and priority will then be given to specific target areas/topics via the monthly governance and performance board meetings, whereby detailed information, accountability, scrutiny, and account of an efficient and effective police service takes place on progress towards achieving the key milestones; this is reflected by RAG ratings.</p>	

	<p>AH asked how it would be assessed. PR advised that it will initially be reviewed by the OPCC, then presented to the force and panel.</p> <p>AH asked the time frame of it being completed and added that if it was done well, it would be a good piece of work. PR advised that the intention is to bring a further report to the January meeting.</p> <p>JASC noted the overview of the OPCC Performance Framework.</p> <p>Action: CM to present a more detailed update at the 18th Jan 2023 meeting.</p>	CM
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Evolve Programme Closure Report

Reference	Discussion	Action
15.29/11/2022	<p>SR advised the purpose of bringing the report to the JASC meeting today, was due to depth of conversations around Evolve in previous meetings.</p> <p>SR highlighted that the Evolve programme was a huge success and achievement for the force, which has now allowed the force to focus on the next transition journey as an independent force through the Empower programme.</p> <p>HK questioned if the Evolve programme was closed? SR advised the programme has closed and any outstanding lessons learnt/deliverables have rolled into the Empower programme.</p> <p>DC acknowledged all the hard work done by the force in difficult circumstances. JA agreed.</p> <p>JASC Members noted the contents of the report.</p>	

Empower Place Presentation

Reference	Discussion	Action
16.29/11/2022	<i>JD & HM joined the meeting.</i>	

	<p>JD highlighted the prioritised activities discussed under the 5 key aims of the programme and gave a brief overview of each.</p> <p>Estate and location planning - to update the estate in line with policing requirements post transition out of the alliance and into the future.</p> <p>Agile working – to maximise utilisation of our freehold estate by embracing new technologies and supporting agile working.</p> <p>Maintenance and modernisation – to improve working conditions and the appearance of the estate, with focuses on safety and wellbeing, in line with staff and public expectations.</p> <p>Sustainability – to adapt our estate in order to ensure that we are fit for a sustainable future.</p> <p>Security – to align our physical security provisions to modern information assurance requirements and physical threat profiles.</p> <p>JASC noted contents of the presentation.</p>	
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Sustainability Work Presentation

Reference	Discussion	Action
17.29/11/2022	<p>JD briefly discussed the forces current sustainability position. JD stated that sustainability is identified as a key theme within the 'fit for future plan' which includes committing to a greener force to positively contribute to a sustainable environment.</p> <p>JD identified the 5 pillars to this plan and explained briefly each one:</p> <ol style="list-style-type: none"> 1. Sustainability culture and governance within the force – establish a clear and recognised sustainability culture within the force and ensure they have an understanding of their sustainability obligations as an individual and an organisation. 	

	<p>2. Carbon emission reduction – adapt physical infrastructure and working practices to reduce the overall ecological impact.</p> <p>3. Waste reduction – minimise overall creation of waste and ensure we are applying the waste hierarchy effectively.</p> <p>4. Sustainable, ethical and compliant procurement - evidence a clear and transparent commitment to our responsible procurement obligations</p> <p>5. Supporting the prosperity of local organisations, charities and people - play a role in developing a prosperous community in Warwickshire and surrounding areas.</p> <p>JD then presented the improvement plan which included short, medium/long term examples of ways in which would contribute to a sustainable environment. There are 86 potential activities across the 5 pillars.</p> <p>JASC Members noted contents of presentation.</p>	
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Health and Safety Presentation

Reference	Discussion	Action
18.29/11/2022	<p>HM introduced herself to the meeting and presented the health and safety report which had been circulated prior to the meeting.</p> <p>HM highlighted the main points, which included:</p> <ul style="list-style-type: none"> • Between 1st April – September 2022, 629 incidents were reported. 229 reports of being ‘physically assaulted by a person’ and 129 near misses. Although some might expect Police Officer assaults to be part of the role, it should not be tolerated, and the numbers outlined are high. • Between 1st July – 30 September 2022, 46 incidents were reported. Again being ‘physically assaulted by a person’ was the highest reported incident. • 11 health and safety inspections took place between July-September. Findings were that 	

	<p>there were housekeeping issues, so the estates team have had several skips delivered and it is a process of getting rid of a lot of unnecessary equipment.</p> <ul style="list-style-type: none"> • An new action plan has been created and gaps have been identified. There are 72 actions on the plan currently. It will be monitored and reported to H&S committee meeting quarterly. • It was noted that HK sits on a health and safety group. <p>ACTION: HM to provide an update to the panel on that meeting to JASC.</p> <p>JASC noted contents of presentation.</p> <p><i>JD & HM left the meeting.</i></p>	<p>HM</p>
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AS&I Assurance and Action Plan

Reference	Discussion	Action
19.29/11/2022	<p>SR discussed the report which had been circulated prior to the meeting. The report provides an overview of progress with the Force Crime Data Integrity and Assurance Audit Schedule. The current progress is noted along with the findings of recent audits.</p> <p>The report was presented and accepted at the Warwickshire Assurance Board in September 2022.</p>	

HMICFRS Update Report

Reference	Discussion	Action
20.29/11/2022	<p>SR advised that the report has been brought to the meeting so that the current activity is noted by the members of JASC. The report provides an overview of activity in relation to the HMICFRS inspection which assessed the effectiveness and efficiency of the force.</p>	

	<p>Warwickshire Police had a significant amount of HMCIFRS inspections throughout the last financial year 2021/22. Details of each inspection are recorded in the report:</p> <ul style="list-style-type: none"> • National Child Protection Inspection • Custody Inspection • PEEL Inspection 	
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JASC Letter

Reference	Discussion	Action
21.29/11/2022	<p>SA advised a letter was received from JASC members regarding the assurance they were seeking on the new auditor appointment form 2023/24 onwards. SA confirmed that they had responded to the PSAA process, and had received a subsequent response. PSAA have also more recently confirmed that they will be recommending the auditor appointment of Azets for Warwickshire PCC and CC from 2023/24 onwards.</p> <p>Some discussion followed regarding the contents of the letter from PSAA. JASC acknowledged the exchange of correspondence and will be working with officers and staff to ensure that the transitional process and new auditor appointment is seamless and successful.</p> <p>JASC Members noted the report and the subsequent update from PSAA recommending as the external auditor from 23/24.</p>	

JASC Workplan

Reference	Discussion	Action
22.29/11/2022	The committee advised that any comments, amendments and adjustments have been made to the workplan.	

Members Points

Reference	Discussion	Action
23.29/11/2022	<p>DC advised that he wanted to raise issues around the Police and Crime Panel meeting but this has already been discussed.</p> <p>Members agreed that if Standard reports are not available to be presented in January, it is understood due to the Christmas period and they can be presented in March meeting.</p>	

Any Other Business

Reference	Discussion	Action
24.29/11/2022	There were no items of AOB raised.	

Meeting Actions

Reference	Action	Action Status	Action Owner
17.16/03/2022	SA to look into potential training for Treasury Management for members	C/Fwd	SA
10.06/07/2022	JM to confirm if the annual Grant Thornton conference may take place in future years	C/Fwd	JM
11.06/07/2022	AFS/SA to reconsider the inclusion of a business continuity audit in 2023/24	C/Fwd	AFS/SA
13.29/11/2022	Force and OPCC staff to meet with internal audit to prepare 2023/24 internal audit plan.	Jan/Feb 23	WKP/OPCC
14.29/11/2022	CM to present a more detailed update at the 18 th Jan 2023 meeting.	Jan 23	CM

Approval

A handwritten signature in black ink, appearing to read 'John Anderson', with a horizontal line underneath.

by John Anderson on 18.01.2023