

**POLICE AND CRIME COMMISSIONER FOR WILTSHIRE
AND CHIEF CONSTABLE OF WILTSHIRE POLICE**

**Minutes of the
JOINT INDEPENDENT GOVERNANCE, RISK AND AUDIT COMMITTEE
held on Friday 26 November 2021 at 10.00am via Microsoft Teams**

Present: Mr K Bellamy (Chairman), Ms K Amey, Mr A Blair, Mr J Colquhoun, Mr D Line

In Attendance: Mr C Barker (Chief Finance Officer), Mr N Darwish (OPCC Deputy Chief Executive), Ms A Walling (Grant Thornton), Ms G Hawkins (Grant Thornton), Mr D Hill (South West Audit Partnership), Ms L Wicks (South West Audit Partnership), Miss S Kyte (minutes), Supt S Cox (Professional Standards – Item 6), Temp D/Supt Chris Hanson (Crime Standards and Justice – Item 7)

PART I: Items to be considered whilst the meeting is open to the public

1. Appointment of Chair

Resolved: To appoint Keith Bellamy as Chair for the ensuing year.

2. Apologies Police and Crime Commissioner and the Chief Constable

3. Declarations of Interest There were no declarations of interest.

4. Minutes of the Joint Independent Audit Committee meeting held on 23 September 2021

Resolved: To approve the minutes of the meeting held on 23 September 2021 as an accurate record and for the Chair to sign the minutes.

5. Outstanding Actions

Meeting Date: 23 September 2021

Minute 8 (PCC Risk Register): Ongoing

Minute 18 (Force Risk Register): The CFO provided an update to Members and informed them a meeting would be taking place in December to discuss this matter further. An update on progress would be brought to the next JIGRAC meeting.

Resolved: To note the updates provided with regard to the outstanding actions and for these to be updated accordingly.

6. Professional Standards Presentation

Supt Steve Cox, Head of the Professional Standards Department, attended the meeting to give an overview on misconduct procedures to Members. The following key points were noted:

- The Code of Ethics provides the policing principles and these were being amended
- A detailed briefing on misconduct matters and proceedings was given to new recruits

- The OPCC receives all complaints and looks to rectify the complaint immediately, where this is not possible the complaint enters the 'complaint system' – investigation of complaint has to be done by PSD
- The OPCC manages appeals or the 'right to review' process from complainants if they were not satisfied with the investigation
- There had been a 20-30% increase on complaints locally each year but this was a national trend – forces are more contactable and this was thought to be part of the reason alongside high profile national / international issues which reflect on the public's confidence in policing
- There were approximately 30-40 internal conduct reviews each year
- Wiltshire was the highest user of the 'Reflective Practice Review Process' in the country and the IOPC was championing the Wiltshire approach as best practice
- Average number of days to complete an investigation in Wiltshire was 67 days
- 31 reviews had been submitted to the OPCC for low level matters and 10 reviews submitted to the IOPC (only 4 were upheld)
- In recent times, 4 police officers, 4 police staff and 1 police staff / special constable had been dismissed
- Police Officer hearings were held in public unless the Legally Qualified Chair of the Hearing agreed that it could be held in private – the media were invited to attend these and the outcomes published on the Force website
- Police Staff hearings cannot legally be held in public
- For those misconduct matters which were criminal and the individual goes to trial, the burden of proof is beyond reasonable doubt to be found guilty but for an internal hearing it is the balance of probability

Questions from Members:

David Line asked whether there was a timeframe in which the Code of Ethics would be revised. Supt Cox stated this was being looked at now and that a two year period had been allowed for the work to take place. This would require significant consultation and a legal process in order to complete the review.

In response to a question from Members, Supt Cox confirmed that guidance was issued to police officers and police staff on the use of social media. The IOPC had also just published some guidance on this which would be uploaded to the internal PSD portal.

- Resolved:**
- a) For a copy of the presentation to be circulated to Members.*
 - b) To request an annual report on the key statistics for misconduct matters be presented to the Committee.*
 - c) To note the update provided.*

7. Stores Integration into Stores Management

Temporary D/Supt Chris Hanson (Head of Crime, Standards and Justice), attended the meeting to provide an update to Members. The following key points were noted:

- Essentially more property, in a range of sizes, was being received than was being destroyed

- Looking to change mindset of staff so that once the crime report was filed, the Officer in Charge (OIC) would be tasked to return any outstanding property linked to that crime to the owner or seek authority to destroy it
- Temporary staff would be recruited to help with stores management in the short term
- A Project Manager had been appointed and a report would be submitted to Force ELT in March 2022 setting out options for managing property going forward
- An upgrade to the Niche system was scheduled for May 2022 which would provide some capability for a barcoding facility allowing for a proper stocktaking process
- There were two entries on the Force risk register associated with this issue but these were difficult to mitigate against until investment was made
- The Chief Constable had signed up to the need to invest in people and culture change in order to resolve these issues
- The MTFs set aside £750k in earmarked reserves to help with this and business cases would identify how these funds would be used

Questions from Members:

Members questioned whether a two year programme would be long enough to get this matter in hand. T/D/Supt Hanson stated that the additional staff would be specifically targeting legacy property and once this piece of work had been completed, it would be easier to manage.

A benchmarking exercise had been undertaken and the vast majority of Forces appeared to be in a similar position. There were some outliers to this but these Forces had spent a vast amount of money and looked to others to implement some of their processes.

The Chairman requested an update on this matter in twelve months to report on the progress of the two year programme.

- Resolved:**
- a) *That an update on the progress of the management of special property programme would be provided to the Committee in twelve months' time.*
 - b) *To note the update provided.*

8. Police and Crime Commissioner Update

In the unavoidable absence of the Commissioner, the Deputy Chief Executive provided the update. The following key points were noted:

- The Commissioner was hugely impressed by the OPCC ELT team and Force ELT and felt there was already a good platform in place from which to launch his new Police and Crime Plan.
- Consultation on the new Police and Crime Plan closed on 22 November. This was the first phase in the development of a new Plan and around 4,000 responses had been received alongside a range of organisational responses. The responses would feed into the draft Plan which was being presented to the Police and Crime Panel meeting in December. The second phase would be the consultation of a draft Plan with the precept consultation process running alongside this. The Commissioner does not see engagement as a one-off event with the public but as something which would continue through the life of the Plan in order to gauge the successful delivery of the Plan and his priorities.

- The Commissioner's Monitoring Board had been renamed to Executive Leadership Group (ELG) and Terms of Reference had been revised accordingly – these would be circulated to Members for information.
- The OPCC Chief Executive had announced his retirement which would take effect from 1 March 2022. The Commissioner had already commenced a recruitment process for his replacement. It was anticipated the Commissioner would announce his preferred candidate to the December Police and Crime Panel.

Resolved: a) *Executive Leadership Group Terms of Reference to be circulated to Members for information.*

b) *To note the update provided by the Deputy Chief Executive.*

9. Chief Constable Update

In the unavoidable absence of the Chief Constable, the CFO provided the update. The following key points were noted:

- *Covid19:* The Local Resilience Forum was still in response phase and the Force was still being impacted by front line staff falling ill with Covid and issues with track and trace. Restrictions on ways of working (eg. social distance, operating and wearing of PPE) had been extended to Spring 2022.
- HMICFRS – PEEL grading now has five levels instead of the previous four (Outstanding, Good, Adequate, Requires Improvement, Inadequate). Discussions were taking place with the Commissioner around how much effort should be put into aiming to achieve a good grade. HMICFRS would be conducting fieldwork for Wiltshire inspection in January with debrief taking place in March. It was expected that the report would be published end of May 2022.
- The Force Management Strategy had been developed and was over 200 pages in length. It identified growth requests totalling £6.5m which had now resulted in a piece of work to look at whether the right questions were being asked.
- The Comprehensive Spending Review had been announced at end of October but the detail was still awaited. PCCs would be able to increase council tax by £10 for each of the next three years (this equated to a 4.3% increase in Wiltshire). Financial settlement was due mid-December.

Resolved: *To note the update provided by the CFO.*

10. PCC Risk Register

The Deputy Chief Executive advised Members that an overhaul of the current risk register and policy was planned for January to make it more relevant to the new Police and Crime Plan. The risks themselves were unlikely to be significantly different although they would be reworded so they were more specific as to what the actual risk was. There would be engagement with JIGRAC and Panel Members through this process.

David Line requested more information on timeframes was included for each risk. He also challenged the reduction in score for risk T6 (*support services do not have the capacity or are not meeting the organisational needs*) and asked that where risk scores were changed, a concise explanation was provided in the summary column.

Resolved: *To note the report, Members comments on timeframes, and the update provided by the Deputy Chief Executive.*

11. External Audit: Progress Report

Alex Walling introduced the report and stated that the accounts for Wiltshire were the first ones Grant Thornton signed off this year. The Value for Money work was progressing well with the report to be issued before Christmas. This would be circulated to Members at that time and in advance of the March JIGRAC meeting. The proposed timescales for the 2021-22 audit were noted and that it was planned the auditors would issue an opinion on the accounts prior to the end of September 2022.

In response to a question from Alex Blair, the Deputy Chief Executive stated that the OPCC continued to look at different applications for different rounds of Safer Streets Funding. Swindon Borough Council had been successful in some of their bids to this funding.

- Resolved:**
- a) *That the Value for Money report would be circulated to Members once this became available.*
 - b) *To note the content of the report and the update provided by Grant Thornton.*

12. Internal Audit: Update Report

Updates were given on the two reports currently in draft and that some audits scheduled for quarter three had been moved to quarter 4 to allow for the embedding of the new ERP system. There had been some difficulty in obtaining some information from one of the pensions administrator for the regional piece of work on pensions. Regional Directors of Finance were aware of this.

The Chairman stated he had noticed a big improvement since the 2020 September meeting in terms of work completed and thanked SWAP for this. He reminded the Committee of the S151 assurance mapping work that was being worked on. SWAP said they would provide an update for the next meeting.

- Resolved:**
- a) *SWAP to provide an update on assurance mapping at March meeting.*
 - b) *To note the content of the report.*

13. Outstanding Audit Recommendations

Following the earlier presentation on special property, there was only one other item that remained outstanding with a revised target date and that related to Learning and Development. The CFO stated an update on this was due early 2022 and that an updated to JIGRAC would be provided then.

- Resolved:** *To note the content of the report.*

14. OPCC Whistleblowing Policy

- Resolved:** *To note the content of the policy.*

15. JIGRAC Annual Report

The Chairman introduced this item and all Members unanimously agreed to approve the content.

- Resolved:** *To agree the content of the Annual Report and for this to be signed by the Chairman.*

16. Date of Future Meetings

Thursday 24 March 2022 at 2pm
Tuesday 14 June 2022 at 2pm
Monday 18 July 2022 at 2pm
Thursday 22 September 2022 at 2pm
Thursday 8 December 2022 at 2pm

17. Exclusion of Public

Resolved: *In accordance with Standing Order 6 of the Committee’s Standing Orders to exclude the public from the meeting for the business specified in Item 18 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in paragraph 7 (information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime) of Appendix 2 of the Committee’s Standing Orders.*

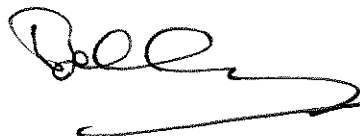
18. Force Risk Register

The CFO spoke to the previously circulated reported and the following key points were noted:

- *PSD Investigative Capability:* The PSD Superintendent had provided an update to the CFO which resulted in the risk being reviewed and scoring reduced to 24

Resolved: *To note the content of the report.*

The meeting commenced at 2.00pm
and concluded at 4.15pm



Keith Bellamy
JIGRAC Chairman

GLOSSARY

CFO	Chief Finance Officer
ELG	Executive Leadership Group
ELT	Executive Leadership Team
ERP	Enterprise Resource Planning
HMICFRS	Her Majesty’s Inspectorate of Constabulary and Fire & Rescue Services
IOPC	Independent Office for Police Conduct
JIGRAC	Joint Independent, Governance, Risk and Audit Committee
MTFS	Medium Term Financial Strategy
OPCC	Office of Police and Crime Commissioner
PCC	Police and Crime Commissioner
PEEL	Police Effectiveness, Efficiency and Legitimacy
PPE	Public Protection Equipment
PSD	Professional Standards Department
SWAP	South West Audit Partnership