

Minutes of a meeting of the Joint Audit, Risk and Assurance Panel (JARAP)
held via Teams on Thursday 13st February 2025 at 14:00 hrs

Members received a pre-briefing: Update on The Transport Strategy

Present

Ms Wendy Yeadon, Mr Kitesh Patel, Mr Pradeep Khuti and Ms Janette Pallas

Also in attendance

Office of the Police and Crime Commissioner (OPCC)

Mrs Claire Trewartha (Chief Executive Office)
Mrs Nimisha Padhiar (Policy and Compliance)
Mrs Clare Hornbuckle (Evaluation and Scrutiny Officer)
Mrs Caroline Weaver (Caseworker)

Office of the Chief Constable (OCC)

Mr Paul Dawkins (Assistant Chief Officer - Resources)
Mr Matthew Jones (Head of Safety, Sustainability and Risk)

Auditors

Mr Alexander Campbell (Mazars)
Ms Laurelin Griffiths (Grant Thornton)

01/25 Apologies

Mr Luke Pulford – Chair
Mrs Kira Knott Chief Finance Officer
Mr David Sandall (Deputy Chief Constable)
Mr Roy Mollett -Inspection Liaison and Project Officer.

02/25 Urgent Business

The Chair invited members to raise any items of urgent business that they felt necessary.

None raised.

03/25 Declarations of Interest

The Chair invited members to make declarations of any interests in respect of items on the agenda for the meeting, should they wish to do so.

None raised.

04/25 Ms Yeadon on behalf of the Chair and the Panel extended a public thank you to Chief Constable Rob Nixon and wished him well on his retirement. Ms Yeadon on behalf of the chair expressed how grateful they were for all the support Chief Constable Rob Nixon had provided to JARAP both in his previous role as Deputy Chief Constable and as Chief Constable. The Chair Mr Pulford also expressed that the Chief Constable was a fantastic servant to the people of Leicester, Leicestershire and Rutland.

Ms Yeadon also officially welcomed the Deputy PCC Charlotte Chirico.

Ms Yeadon also asked for some administration points to be amended for the next meeting.

05/25 Minutes of the meeting held on 31st October 2024 and Rolling Action Sheet

The minutes of the meeting held on 31st October 2024 were discussed and following amendments agreed.

04/25 The minutes of the meeting should have read minutes of 31st October 2024 instead of the 1st August 2024.

38/24 – Should have read the Internal Audit Report for the Savings Plan would be presented by MAZAR's in February.

38/24 - New Action departmental leads should look into staffing levels and single point of failures and report back to Mr. Jones and for Mr. Jones then to provide the update to the next JARAP meeting.

41/24 - STR0482 – Ms Pallas enquired regarding the Red Fox and whether a new contract was in place.

Mr Dawkins was not aware of the position.

New Action: Mr Jones to provide an update to JARAP regarding the current position of the Red Fox contract.

Rolling action sheet

- Anything proposed closed, accept as closed if not discussed.
- Action 42/24 – 37 - Action to remain open.
- Action 5/23.4 – 3- Ms Yeadon confirmed that the action to be closed.
- Acton 23.24.4 -27 – Mr Khuti requested comparative % figures against the different Forces. Panel agreed to close this action and to create a new action for an annual report showing the figures to be presented to the panel.
New Action – Annual Complaints (Force and OPCC) / Anti-Corruption and Fraud report with comparators against the other forces included in the forward plan annually.

06/25 Internal Audit Progress Report

The panel received a report from Mr Alexander Campbell (MAZARS) on the Internal Audit Progress Report. The report marked 'B' is filed within the minutes.

Ms Yeadon on behalf of Mr Pulford the Chair wished to express his recognition for the good work that had taken place to achieve the good result considering the current financial position.

Page 14 Ms Pallas raised the issue regarding the seized property – concerning that the root cause is human error. Mr Patel also sought clarification raised whether 16 out of 40 items were incorrect. Ms Pallas stated that If human error was the cause, then this raised concerns.

Mr Campbell explained that in relation to human error the system is in place but that there are opportunities within the system for errors to slip through in relation to recording the correct location of items. Also, making sure that the location was updated when items were moved. Mr Campbell confirmed that this was the issue that had been raised within the report and the issues regarding items being returned to owners.

Mr Campbell stated that 16 out of 34 missing was in relation to items in transit. This was a common issue found within Niche implemented in the East Midlands. The transit location will resolve the issue.

Mr Dawkins provided context around the assurance levels and confirmed that the current assurance level was moderate and compared to where the assurance levels had been previously the current position is good and this assurance had been sustained. The Niche error appears to be a generic issue with other East Midlands Forces too.

Mr Patels asked what the implications of the errors were. Mr Dawkins stated that it depended on the errors. If the error was because of a human error than these were lessons of learning for the staff and the issues were assessed and dealt with seriously.

Ms Yeadon expressed that the update was reassuring.

Mr Campbell confirmed that the GDPR report had been issued in draft.

Mr Dawkins also stated that the Core Financials audit which has received substantial assurance would also be included in the next meeting.

07/25 Joint Audit Findings Report

The panel agreed to defer this item until the report has been finalised.

08/25 Auditors Annual Report

The panel agreed to defer this item until the report has been finalised.

09/25 Force Risk Register

The panel received a report from Mr Jones on the Risk Register. The report marked 'E' is filed with the minutes.

Mr Patel sought assurances around the business continuity arrangements in relation to a number of the risks within the report.

Mr Jones advised that a lot of work had taken place and that several of his team had received training. A member of this team had started to review and create business continuity plans, they have also put together a schedule for review.

Mr Jones advised that JARAP members would be invited to the Business Continuity Pan exercise as per the outstanding action in the action log. Mr Patel requested that the dates be circulated by Mr Jones.

Mr Patel asked what type of business continuity scenario will be looked at around power outages scenario. Mr Jones advised that all types of scenarios will be looked at covering loss of buildings, loss of people, loss of power and others.

Ms Yeadon sought clarification on the date for the cyber incident tabletop. Mr Jones to provide the dates as soon as these have been agreed.

Strategic risk STR0498 – Ms Yeadon asked whether the two candidates for the driver trainer had been interviewed and had those candidates been successful.

New Action Mr Jones to provide an update on risk STR0498.

Ms Yeadon on behalf of the Chair Mr Pulford asked whether the several key personal that had left the organisation in relation to STR051 received exit interviews. Mr Jones provided

an update. Whilst no formal exits interviews had been carried out the rationale for each member of staff that had left did not reflect any trend or issue within the department. Mr Jones advised that there were exit processes in place within HR.

10/25 OPCC Risk register

The panel received a report from Mrs Padhiar on the OPCC Risk Register. The report marked 'F' is filed with the minutes.

OPCC031 Ms Yeadon sought confirmation whether the meeting on the 16 January 2025 had taken place and what additional things are being considered bearing in mind all the financial savings that have been made so far.

Ms Trewartha confirmed that the meeting had taken place on 16 January 2025. Ms Trewartha advised that the Force had done exceptional work to close the deficit so far. The residual deficit was discussed at the meeting on 16 January 2025 and the Commissioner chose to take a risk-based approach paper to go to the Police and Crime Panel on 5 February 2025.

Mr Dawkins highlighted a £9.3 million funding gap which represented the unfunded pay awards gap for the last three years driven by unfunded pay awards for the last 3 years. The Force received some grant funding but didn't cover the full year effect of those pay awards, generating a £7.7m funding gap for this year, the balance is from cost pressures and inflation including dangerous dogs. The budget gap will be closed by reduction of headcount but cannot reduce police officer as this would result in the loss of grant. £3m Neighbourhood Grant will be available for 2025/26 but will not close the remaining £1.1m gap as it will mean additionality.

11/25 Work Programme

The Panel received a report on the Work Programme. The report marked 'G' is filed within the minutes.

Ms Yeadon on behalf of the Chair Mr Pulford requested an update on the recruitment of the Ethics Panel Chair.

New Action: Ms Trewartha to send a written update.

Ms Yeadon requested details around the Chief Constable recruitment process and the succession planning. Ms Trewartha provided an update on the recruitment and the decision regarding the back fill will then be made by the temporary or appointed Chief Constable

New Action: Succession planning to be included as part of the HR toolkit pre-briefing at the next JARAP meeting on 14 May 2025. Ms Trewartha agreed to bring the OPCC Succession Planning update to the briefing in May 2025. Ms Trewartha to discuss with Mr Sandall in relation to including the Force Succession Planning update as part of the scheduled HR Toolkit pre-briefing for the JARAP meeting taking place on 14 May 2025.

12/25 Any Other Business

None

Date of next meeting

14 May 2025