

Tiaa Outstanding Audit Recommendations (downloaded 06 November 2020)

1. Recommendations Requiring Members' Agreement of an Extension of the Planned Completion Date (Priority 1 and 2 Only)						
Job	Recommendation	Priority	Management Comments	Responsible Officer	Due Date	Latest Response
Collaborative Change Control	The interrelationships between the various force domains be fully identified and mapped.	2	The inter relationships between services operating between the two forces will be undertaken through a review of data that traverses the firewalls between the two forces. The expectation is that this will provide clarity on current dependencies as well as providing options as to future capabilities.	ICT JOINS Technical Group	30/06/2020	06.11.2020 - The technical group is established and also includes Dyfed Powys Police due to the collaborative operational teams. The mapping work is ongoing and updates provided at the Regional ICT JOINS Group, however, it is recognised that other programmes have been prioritised by each of the three forces (NEP, Niche Printing, DEMS etc) so the mapping is ongoing. Extension requested to 31st March 2021.
2. High Priority (Priority 1) Recommendations Where the Planned Completion Date Has Not Yet Expired						
Local Policing – Property and	All property exhibits not found at Monmouth and Newport Central Stations within the West division and the other exhibits presumed to be present be investigated and the Evidential Property System be updated to reflect the outcome of the investigations.	1	This is a large piece of work, which had already been commenced by the Project team to deal with 'unaccounted' items recorded on the current property system. Officers have been instructed to complete a report for any unaccounted items they are responsible for, these will then be categorised, and RAG rated. A panel consisting of a representative from PSD, L&D and SMT will assess items, which fall into the High Risk category, and an appropriate course of action agreed.	Inspector Property	31/12/2020	06.11.2020 - A full update will be given to the next JAC
Local Policing – Property and	All property exhibits not found at Bargoed, Blackwood and Ystrad Mynach Stations within the East Division and the other exhibits presumed to be present be investigated and the Evidential Property System be updated to reflect the outcome of the investigations.	1	This is a large piece of work, which had already been commenced by the Project team to deal with 'unaccounted' items recorded on the current property system. Officers have been instructed to complete a report for any unaccounted items they are responsible for, these will then be categorised, and RAG rated. A panel consisting of a representative from PSD, L&D and SMT will assess items, which fall into the High Risk category, and an appropriate course of action agreed.	Inspector Property	31/12/2020	06.11.2020 - A full update will be given to the next JAC
Collaborative Change Control	The long term solution that minimises the risk of infrastructure failure be explored in the form of a business case that considers a single shared infrastructure and support provision, and which addresses the risks, the costs and the time involved in implementing the solution.	1	The Policing Vision 2025, particularly with reference to the section "By 2025 local policing will be aligned, and where appropriate integrated, with other local public services to improve outcomes for citizens and protect the vulnerable." The operating model for an 'Integrated and Strengthened Service', as per the Policing Vision 2025, may be better defined when the strategic outline case options are identified.	U. Hussain & N. Stephen	31/03/2021	Not due until 31/02/2021
3. Recommendations That Have Been Completed or Rejected (all)						
Internet/Email/Social Media	Processes be implemented to confirm that supervisors are monitoring the posts to all non-corporate Twitter accounts in compliance with the Social Media Policy and Procedures.	2	In reducing the number of social accounts, each CES has been assigned accounts to monitor in addition to the supervisor. All have been identified and invited to attend Crowd control training and to clarify their responsibilities. This will be reviewed quarterly to ensure that they have attended or new line managers invited. A further phase to reduce social media accounts will ensure increased scrutiny by line managers and Corporate Communications.	Head of Corporate Communications	31/10/2020	06.11.2020 - This is now in the second phase and the next tranche of accounts will be closed at the end of November as part of the move to the new social media platform Orlo. Refresher training for existing users and training for new users on appropriate use has been rolled out. Complete.
HR Management – Absence Management	The intranet system, Beat, be updated to include guidance on Jury Service for Officers and Staff.	3	Intranet to be updated with the relevant information.	Alisa Quartermaine Lead Health and Wellbeing	30/11/2020	06.11.2020 - Guidance on Jury Service is now contained within the Special Leave Procedure which can be downloaded from the intranet. Complete.
Treasury Management	Section C3 - Treasury Management of the Finance Procedures Manual be reviewed to ensure currency.	3	The Procedures Manual will be reviewed as part of a broader update of financial procedures once the new finance structure has been finalised. The interim measures are satisfactory.	HoF	30/09/2020	06.11.20 - The new Finance structure will be implemented from 1/12/2020, with further recruitment to vacant posts. The process maps for all current finance and payroll procedures were reviewed and updated as part of the restructure exercise. The current processes and procedures remain satisfactory and are continuing to operate as intended. Going forward reviews will be carried out of all financial and payroll procedures on an annual basis as part of the Department's 'business as usual'. Complete.
Budgetary Control	Financial Planning and Budgetary Control Framework document be reviewed, approved and implemented.	3	The core elements of the framework continue to operate in the budget setting process, scheme of delegation and monitoring of performance. The Framework documents will be reviewed as part of a broader update of financial procedures once the finance structure has been finalised.	HoF	30/09/2020	06.11.20 - The new Finance structure will be implemented from 1/12/2020, with further recruitment to vacant posts. The process maps for all current finance and payroll procedures were reviewed and updated as part of the restructure exercise. The current processes and procedures remain satisfactory and are continuing to operate as intended. Going forward reviews will be carried out of all financial and payroll procedures on an annual basis as part of the Department's 'business as usual'. Complete.
20/21 Collaborative Vetting of Contractors	The backlog of files be scanned onto Core-vet as soon as business as usual resumes and resources allow.	3	All documents have been scanned onto the vetting database. The new electronic process means that since March 2020 all documents are uploaded to the vetting database as soon as vetting checks have been completed. There will be no future requirement to scan vetting documents onto Core-Vet. We had a small backlog of scanning but this is being planned as staff return to the workplace.	Vetting officers	03/09/2020	06.11.2020 - Scanning is now completed and forms are uploaded as soon as vetting is complete so there is no ongoing requirement to scan. Complete.

Local Policing – Property and Cash	All Officers be reminded of recording a more complete and accurate description of exhibits on the system (current and new). Where applicable the details should match the description recorded on the actual exhibit.	3	The importance of ensuring the description of an exhibit on the Property system matches the description on the exhibit bag/label is being reinforced to all front line officers through the evidential packaging input at current Force Training Days. The importance of this requirement will be highlighted further when officers complete their Niche Property Training. Compliance will continue to be monitored by property staff once all training has been completed.	Inspector Property	31/07/2020	06.11.2020 - The Joint Scientific Investigation Unit provided an input on forensic awareness focussing on the importance of packaging and labelling the seized item correctly to all Officers during the force training days 25 and 26 (Dec 2019 and Jan 2020) . Follow up training on the importance of accurate descriptions of seized items will be included in the Niche Property training and another JSIU input is planned for 2021 to coincide with the Niche Forensic Module role out. Complete.
20/21 Collaborative Vetting of Contractors	Emails to SPOCs or Estates Team notifying them of vetting results be saved to the Core-vet System.	3	The vetting department now ensures that result emails are uploaded to Core-vet with the other vetting documentation to confirm notification.	Vetting Officers	21/07/2020	06.11.2020 - All result emails are now saved to Core-Vet. Complete.
Collaborative Review - Payroll - Lead Force – South Wales	An Acting Up form be introduced by Gwent Police to record all Acting Up claims and for the form to be attached to the relevant records on ABW.	3	Gwent Police currently do not utilise Acting Duties as much as the other Forces, instead making temporary promotions. If the use of an acting – up form is preferred, HR will need to record this in ABW system and authorise the change before passing the details to Payroll for processing.	HR	30/06/2020	06.11.2020 - HR record an individual on Acting Duties within the deployment tab on the BW HR system, for recording purposes with start and end dates. As officers do not get the additional payment for annual leave, sickness or other abstractions, they have to claim through payroll for each month (after the first 10 days). Complete.
Duty Resource Management	Documented procedures for the Rota Team be developed.	3	Discuss with Melanie Merchant the SWP standard operating procedure document and explore if this can be shared with GP.	Sonja Jones	30/08/2019	06.11.2020 - The documentation has been reviewed and has been revised so GWP now has documents established for all processes which are utilised by the team. Complete.