**OFFICE OF THE POLICE AND CRIME COMMISSIONER**

**OFFICE OF THE CHIEF CONSTABLE**

**JOINT AUDIT COMMITTEE**

8th March 2023

Present: Mrs D Turner (Chair)

Mr J Sheppard, Mr A Blackmore and Dr J Wademan (Vice Chair),

Mr G Watts and Mr A Johns

Together with: Ms E Thomas– Deputy Police and Crime Commissioner (DPCC)

Ms R Williams – Deputy Chief Constable (DCC)

Mr D Garwood-Pask – Chief Finance Officer (CFO)

Mrs S Curley – Chief Executive (CEx)

Mrs J Regan – Head of Assurance and Compliance (HoAC)

Mr N Stephens – Assistant Chief Officer – Resources (ACOR)

Mr N McLain – Head of Continuous Improvement (HoCI)

Mr M Coe – Head of Finance (HoF)

Mrs H Cargill – TIAA (TIAA)

Mrs T Veale – Audit Wales (AW1)

Mrs N Warren – Governance Officer (GO)

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| The meeting was held in Yew Room 1 and on Teams and commenced at 10:00am. The DCC notified us that she had to leave the meeting early due to other commitments. | **Action** |
| 1. **APPOINTMENT OF CHAIR** |  |
| The CFO informed us that as per the Joint Audit Committee (JAC) Terms of Reference (ToR), the appointment of the Chair and Vice-Chair needed to be undertaken annually. We noted that the Chair may be re-elected but could serve no more than 3 consecutive years, other than in exceptional circumstances where members were able to re-elect the same Chair for a further year. The CFO proposed that the Committee invoked the 1 year extension rule on the basis of exceptional circumstances outlined in paragraph 3.2 of the Manual of Corporate Governance report, agenda item 20.  The clause was invoked due to the release of new JAC Committee Guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA), suggesting significant changes to the JAC ToR. The changes to the ToR would be presented to JAC on 14th September 2023, following consideration by management.  We agreed to nominate the current Chair, Mrs D Turner to the role for the coming financial year; she accepted the nomination and subsequent appointment to the role of Chair. We thanked the Chair for her work in guiding the Committee over the previous three years.  The Chair suggested Mr J Sheppard remained on the Committee to provide guidance and support to the new JAC Accounts Lead until the closure of the accounts had concluded. This extension was requested as Audit Wales had advised they would not be in a position to audit the accounts in July this year, so the closure of the accounts would be delayed.  The HoAC confirmed there was no reason stated in the ToR why Mr Sheppard could not remain on the Committee. CFO to confirm what meetings Mr Sheppard should attend. | **Action**  **CFO** |
| 1. **APPOINTMENT OF VICE CHAIR** |  |
| Dr J Wademan was nominated and accepted the appointment as Vice-Chair for the third year. |  |
| 1. **APOLOGIES** |  |
| Apologies for absence were received from Mr J Cuthbert, Police and Crime Commissioner for Gwent, Ms P Kelly, Chief Constable, Mrs H Williams, Audit Wales, Mr R Harries, Audit Wales, Mr M Corcoran, Torfaen County Borough Council Audit and Mr G Gray His Majesty’s Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) Force Liaison Lead. |  |
| 1. **DECLARATIONS OF INTEREST** |  |
| There were no advance declarations made in relation to the business to be transacted. |  |
| 1. **MINUTES** |  |
| The minutes of the meeting held on 8th December 2022 were received and confirmed.  JAC requested an update on the planned transition from a manual switch to an automated switch in Fairwater in January 2023. The ACOR confirmed the Disaster Recovery Service Delivery was in place, it was merely the manual switch that needed to be changed to an automated switch. The switch had been installed in the new Force Control Room and was due to be tested in March 2023. However, there may be slippage in the timing, as an additional switch needed to be installed in preparation for the new Emergency Services Network and both switches needed to be configured together. |  |
| 1. **ACTIONS** |  |
| We received and noted the actions from the meeting held on 8th December 2022 and actions outstanding from earlier meetings.  **Action 1, 8th December 2022, Introduction.** The Chair was due to collate feedback from the JAC independent members only meeting in Gwent on observations made throughout the year. However, the Chair was in the process of conducting 1-1 meetings with the members and advised she would combine the responses. The Chair summarised comments received thus far:  Risk management was one of the main issues raised during the meeting. However, having had the Risk Discussion Meeting in December, JAC members were satisfied that Management were committed to taking on-board suggestions made during the meeting.  JAC reiterated the importance of noting who was in attendance at the meetings, in order that they could offer valuable support and advice to the attendees.  As the CC had not been able to attend the last few meetings, JAC suggested it would be beneficial if she could attend the following meeting.  There was unease about the negative media relating to cultural issues within the Force, although it was understood that there were cultural issues across all Forces.  The timeliness of receipt of agenda items was raised and also whether just the larger documents should be printed for members.  **Action 3, 8th December 2022, Risk Management Framework.** It was agreed the action would remain open until confirmation had been received that the risk definition at 5.1 had been amended and the JAC Risk Lead had sight of it.  The Chair suggested a glossary of acronyms was circulated to JAC members.  It was suggested an acknowledgement to the underpinning risk registers should be contained with the Board Assurance Framework (BAF). The HoAC assured us there was a specific risk column within the BAF that could be utilised for that purpose. The JAC members agreed they could review reference to the registers upon receipt of the BAF.  The JAC ICT Lead asked what process was in place to ensure local departmental risks were filtered up to the Corporate Risk Register in terms of severity. The ACOR assured us there was a robust process in place. Departmental risk owners drafted the risk details and forwarded details to the Risk Manager for assessment. Chief Officers were copied into the risk, so they have sight of all risks from the outset and could flag issues as soon as possible. Discussions were had in relation to the risk assessments at the Scrutiny Executive Board (SEB), to determine if the assessment was at the appropriate level. There was also a risk section within each of the governance boards which were conveyed through the relevant governance boards in the form of highlight reports.  JAC asked if individual projects also had their own risk registers which applied the same Risk Management Framework. The ACOR confirmed there were individual projects which used the same methodology, a prime example being the Abergavenny Project Board.  **Action 4, 8th December 2022, To Discuss New Risks and Changes to Risk Ratings**. JAC queried if the risk level had been re-evaluated in relation to compliance with legislation, due to the significant fines that could be imposed should there be a data breach. The ACOR assured us a significant amount of work had been conducted to ensure the risk was low. A joint Data Protection Officer had been appointed within South Wales Police (SWP) and Gwent, who had undertaken data mapping processes across the Forces to make sure the appropriate data controls were in place to ensure compliance with data requirements. When breaches did occur, proper assessment processes were in place and breaches were reported to the Information Commissioner’s Office if required.  JAC questioned what the corresponding risk was in relation to retaining the Human Tissue element, not just the data itself. The ACOR assured us external assessors conducted audits in relation to the retention of Human Tissue and when there was minor slippage in the retention timescales, the ACC was able to rectify the issue quickly as this was continuously monitored. There were clear processes within evidential storage to ensure all Human Tissue was recorded and stored correctly. In terms of the broader data security Force cameras capturing images were stored on local servers as opposed to the network infrastructure in light of potential software incursions. The SWP CC was leading on the use of facial recognition in the UK and was ensuring that Gwent and SWP were compliant with legislative requirements.  The JAC ICT Lead referred to the Cyber Table Top exercise conducted in relation to the Business Continuity Assessment exercise and asked what progress had be made regarding any lessons learned and if there was a development plan in place. The ACOR advised us the back up of data had been a concern, as it had been anticipated that Microsoft would provide this facility but this was not the case. However, a service had subsequently been contracted to back up all of the M365 services. The ACOR agreed to provide further updates during future meetings with the JAC ICT Lead.  It had been agreed during the Risk Discussion Meeting in December 2022 that Culture in the organisation needed to be considered in light of the recent suspensions. The DCC advised that this is part of legitimacy and the force has a governance board and a workplan that would enable a baseline from which a development plan would be produced. Strategy would be discussed as the risk deep dive in today’s meeting.  We agreed to identify a risk for the next deep dive following the meeting or during the ‘To Discuss New Risks and Changes to Risk Ratings’, agenda item 9.  **Action 6, 8th December 2022, Reserves Strategy 2022/23.** The CFO advised us that he had met with the two new JAC members to brief them on Treasury Management and it had been agreed that three further meetings would take place to discuss other areas of interest.  **Action 7, 8th December 2022, Treasury Management Strategy 2023/24**. The Chair asked JAC members to forward any suggested agenda items they would like to discuss at the JAC All Wales Training day on the 26th April 2023. It was agreed that it would be beneficial for the Audit Director for Police bodies to attend to present the impact of ISA315 on Forces.  **Action 8, Annual Code of Ethics Compliance Report**. JAC suggested that it may be beneficial for independent members from other Committees with the Force to meet. The CFO agreed to consider the request.  **Action 13, 9th June 2022, To Discuss New Risks and Changes to Risk Ratings.** We agreed the action could be closed as the Wellbeing and People Strategies had been provided. Although the majority of Chief Officers were aware of the Wellbeing Strategy, JAC sought assurance on how well the Wellbeing Strategy had been conveyed across the rest of the organisation. The ACOR assured us weekly communications were circulated to individual employee’s inboxes, tailored to their particular role. The Wellbeing Strategy had been circulated to all employees and they could also access it on the Force Intranet. The Police Federation, Unison and Superintendent’s Association were all party to the development of the Wellbeing Strategy and were aware of the support offered.  The CFO informed us that Office of the Police and Crime Commissioner (OPCC) staff also received Force Communication emails and the Wellbeing Strategy was discussed at OPCC away days**.** | **Action**  **CC**  **HoAC**  **Action**  **Action**  **JAC members**  **AW**  **CEx** |
| 1. **HEADQUARTERS UPDATE** |  |
| We received a verbal update on the Headquarters build.  The contractor had completed snagging issues to a point on the HQ build and a post occupancy review had been conducted, of which the results had been drafted. A staff survey was being launched today, which would provide feedback on the new HQ from an employee perspective. The final document would be shared with JAC, including the final financial arrangements such as the retention payment of £394k. This had been retained due to some snagging elements requiring completion; the payment would cover the outstanding work. The occupancy evaluation report would also be shared at the following JAC meeting. | **ACOR** |
| We agreed to take item 9, ‘The Culture Strategy Update’ and the ‘New Risks and Changes to Risk’ next. | **Action** |
| 1. The information contained in the report(s) below has been subjected to the requirements of the Freedom of Information Act 2000, Data Protection Act 2018 and the Office of the Police and Crime Commissioner for Gwent’s public interest test and was deemed to be exempt from publication under section 7. |  |
| 1. **CULTURE STRATEGY UPDATE** |  |
| The DCC informed us the Force were working closely with Wiltshire Police, the Independent Office of Police Conduct (IOPC) and His Majesty’s Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) to improve the culture in Gwent Police. The HMICFRS had conducted a review of the Vetting Department and the final report was to be published soon. It was expected that the outcome would be positive, as there had been significant investment in the Department. JAC requested an update on vetting and the DCC confirmed, Gwent were one of the most up to date Forces in the UK in terms of their outstanding workload.  We were advised the Force had been offered the opportunity to be involved in a free pilot to map the culture in Gwent Police, in order to identify where further investment may be required. Other opportunities to work with universities had also arisen, which the Force intended to capitalise upon.  The HoCI advised us there had been a very positive response from employees within Gwent Police to drive up cultural standards, as a significant amount of work was being undertaken in response to Operation Arch. This was evident by the substantial amount of mapping that was required to capture the level of work being conducted to improve culture within the Force.  The Force had been invited to other Forces in Wales, to present how they had driven culture improvements in Gwent and continued to do so.  JAC welcomed the opportunity for the Force to work with the University of South Wales, as this could be an opportune time to increase public confidence in the Force.  The DPCC informed us there was an absolute determination in the public sector to improve culture and it was important to note that cultural issues were a societal problem. Gwent Police were not shying away from improving culture within their organisation and any issues would be dealt with robustly.  JAC emphasised the importance of other stakeholders such as the Police Federation and staff associations being included in the process; and external stakeholders being appraised of the developments as far as possible to demonstrate the proactive approach that was being taken by the Force. JAC suggested Culture became a standing item on future agendas and this would be considered in the context of the baseline work underway and the action plan that would be developed.  It was noted that the Culture Strategy had not been added to the Corporate Risk Register. A discussion ensued in relation to how the risk could be defined and captured on the Corporate Risk Register. As cultural risk was captured in risk registers across the Force, it was suggested the risk would need to be an overarching risk. The ACOR suggested further consideration was needed to determine how the risk should be assessed and defined in order that it could provide JAC members with assurance the risk was being mitigated. | **Action**  **GO**  **DCC** |
| **The meeting was adjourned for the ‘HMICFRS Police Efficiency, Effectiveness and Legitimacy (Peel) Inspection Deep Dive’ and recommenced with the ‘New Risks and Changes to Risk Ratings’.** |  |
| **TO DISCUSS NEW RISKS AND CHANGES TO RISK RATINGS** |  |
| We received the Risk Register.  It was agreed at the December JAC meeting, that at future meetings one risk should be selected for discussion. The relevant officer would attend and provide an explanation on what actions had been taken over the past few months and what actions had been proposed over the following few months, to provide assurance to JAC that risks were being managed; on this occasion the Culture Strategy was discussed.  JAC noted the format of the Risk Register had improved significantly, however, the status of the risks was to ‘treat’. Although action plans were in place, there was no target completion date for the actions in order for the risk to be tolerated or removed from the register. The ACOR agreed the action plans were to be made clearer and the risks could include deadline dates going forward.  JAC asked if any of the risks were transferred or terminated as opposed to tolerated or treated. The HoCI confirmed that one of the risks had been terminated prior to the meeting papers being updated. | **HoCI** |
| 1. **ESTATE STRATEGY REVIEW FINDINGS PRESENTATION** |  |
| We received the Estate Strategy Review findings presentation and noted the following key points:  A review of the current Estate Strategy had been undertaken including; an analysis assessment, a review of the vision for the Estate Strategy, primary objectives, strategic formulation, implementation and evaluation. The assessment considered the political, economic, societal, technological, environmental, legal and organisational approach.  The assessment reaffirmed the vision, objectives and that the Estate Strategy was robust. Public support was obtained during the review for the Council Tax Precept to be used to support infrastructure as well as front line officers etc.  Public surveys identified weaknesses in the current Strategy in that having Police premises open wasn’t enough, as police staff should be easily contactable within those buildings, rather than having to contact 101. Police premises should also be near to those they serve.  The next step following the assessment will be to revise the existing Estate Strategy to determine how it would be implemented on an affordable basis over the next 3 to 5 years; to revise Governance; and to improve Stakeholder Engagement and Management.  The CFO agreed to provide a separate briefing on the Estates Strategy to JAC members who wished to ask questions. GO to circulate details of online meeting to JAC members in due course. | **Action**  **GO** |
| 1. The information contained in the report(s) below has been deemed not to be subject to the requirements of the Freedom of Information Act 2000, Data Protection Act and the Office of the Police and Crime Commissioner for Gwent’s public interest test and is deemed not to be exempt from publication under Section 7. |  |
| 1. **INTERNAL AUDIT (TIAA)** |  |
| We received and noted the TIAA Update Report and the Draft Internal Audit Strategy 2023/24.  TIAA informed us they had been assessed by an independent assessor for their 5 year review. The assessor was able to conclude that TIAA generally conformed to the requirements of the Public Sector Internal Audit Standards and Mandatory elements of the Institute of Internal Auditors International Professional Practices Framework; ‘Generally Conforms’ being the highest rating achievable.  JAC noted there were delays on the issuing of draft and final collaborative reviews and queried if there was a particular Force causing the delays or if it was a general issue. TIAA confirmed work was being conducted to try to improve the responses, and the delays from certain Forces had been raised at the Welsh Police Finance and Resources Group (WPFRG). Coordination of responses differed within each Force, as some responded directly to TIAA and others to the Lead Force. The ACOR informed us he would liaise with Collaborative leads to coordinate speedier responses.  JAC asked if there was more that could be done to encourage the Forces causing delays to respond more quickly. TIAA confirmed they would continue to chase up Forces for their responses but all other avenues had been explored. The CFO assured us that he would raise the issue again with his counterparts in the other Welsh Forces at the next WPFRG meeting.  The DPCC suggested the comments made by JAC should be raised by the Police and Crime Commissioner (PCC) with his counterparts at the next Association of Police and Crime Commissioners (APCC) meeting to ensure all CFO’s were reminded about the promptness of their responses to collaborative audit reports.  JAC referred to the Briefings on Developments in Governance, Risk and Control on page 3 of the Summary Internal Controls Assurance (SICA) report and noted there was no actions listed in response. The ACOR confirmed the findings from the review of the Manchester Arena Bombing were being utilised to update security arrangements and a review of all premises had been conducted. The ACOR agreed to provide a document in response to the briefing notes.  JAC noted there were no new audit topics within the plan and asked how the planned audits were determined and if should there be any other areas of review, as the existing audits achieved high audit ratings and nothing new had been added to the plan. The ACOR advised us that the cyclical audits provided assurance that the appropriate controls remained in place, such as the Finance Department, on which 40% of the audits were based; historically there were issues within the department. However, there were areas requiring further improvement, such as evidential property. The findings of the audits would follow in the near future. Findings of collaborative audits also provided value, as lessons learnt and good practice in other Forces could be acted on by the Force.  TIAA advised us that it may be that the Force have the relevant controls in place across the Force. There was potential for some of the cyclical audits to be undertaken on a 2 to 3 year basis, rather than an annual basis, particularly in the Finance Department as the relevant controls were in place and a high level of assurance had been maintained in this area. However, this was not indifferent to other Forces audit plans. The Risk Register was also considered when updating the audit plan. Firearms also featured more in this year’s plan.  The CFO advised us that the WPFRG had considered the possibility of false assurance due to consistently high level audit assurance ratings and felt there were other positive contributory factors that aided good audit results, such as the efficiencies made by the Continuous Improvement Department in Force and the HMICFRS inspections. Although there was a high level of audit focus on Finance, this provided the CFO and ACOR with assurance that the processes put in place remained effective. Commissioning and Office of the Police and Crime Commissioner (OPCC) complaints handling also featured in the plan this year, not having done so previously.  JAC acknowledged the plan was focussed heavily on finance and although there were historical reasons for the heavy focus, it appeared that key controls were in place and the focus could be reduced. Creditors and Payroll appeared to be on the plan every year and it was suggested that assurance could be sought from other audit areas, such as data analytics to release audit days. Potential to review areas in real time as opposed to retrospectively could be considered, such as the Estate Strategy. It was also suggested that 2 contingency days should be allocated for audit if any unexpected events should occur where audit would be beneficial.  JAC asked if Management requested specific audits to review areas that would need further focus or if the plan was influenced solely by TIAA’s recommendations. The CFO assured us that they would be in a position to replace the Creditors audit with another audit should it be needed, or they could purchase more audit days if required should the need arise.  The JAC ICT Lead asked if more value could be defined by having a plan based on advisory findings from TIAA and referred to the difference in approach taken by TIAA and the TCBC auditors. TCBC audit appeared to be working at ground level whereas TIAA took a more strategic approach. The ACOR acknowledged the comments in terms of the methodology used by TCBC and would consider them going forward.  The ACOR informed us this was a draft audit plan, based on 168 days compared to the usual budgeted 135-140 days. This had yet to be finalised due to awaiting confirmation on suggested collaborative audits. JAC’s suggestions would be taken on board when discussing the final draft with the other Welsh Forces.  The Chair referred to TCBC audit plans which contained information on when the last audits took place and the level of assurance received during that time to allow comparison and suggested TIAA could do the same. TIAA agreed to update their audit plan accordingly.  The ACOR advised us issues often occurred if members of professional staff changed within a department and TIAA provided Management with assurance as audit would pick up any issues. The ACOR confirmed departments have plans for succession but in many instances, for example, in finance all roles are critical to the management of financial controls and one leaver created a risk to the controls assurance. | **ACOR**  **Action**  **PCC**  **ACOR**  **Action**  **TIAA** |
| We took a short working lunch. |  |
| 1. **INTERNAL AUDIT (TORFAEN COUNTY BOROUGH COUNTY COUNCIL)** |  |
| We received and noted the Torfaen County Borough County Council Quarterly Update Report on progress and the Draft TCBC SRS Internal Audit Strategy 2023/24.  The ACOR advised us that 7 of the 11 audits had been completed, 1 of which had subsequently been issued and 3 had been pushed back to quarter 4. Arrangements had been made for the audits to take place and they were expected to be completed as planned.  JAC noted there was no audit selection methodology stated to indicate why specific audits were scheduled. Office365 (O365) was audited in January 2023, receiving a Full Assurance Rating and a follow up was planned again in quarter 2. The ACOR advised us the methodology behind the audit selection would be provided in the final document submitted to the following Finance and Governance Board (FGB), as this was the initial draft plan. The follow up audit was required as there were significant numbers of applications available within O365, some of which the Force had commenced using, this resulted in many new processes requiring an element of control for which the audit would assist in identifying any issues.  JAC referred to the purchase of offsite backup arrangements in the event that there could be a loss of data held in the Microsoft cloud and the timeline of March 31 2024 as quoted by the Shared Resource Service. JAC asked what mitigation would be in place in the interim period. The ACOR confirmed the backup contract had already been purchased, SRS were not in a position to provide an update when the report was drafted, as the decision had not been made at that time to purchase it.  JAC requested that a more detailed TCBC audit plan was circulated prior to the next meeting in June 2023, including how the auditing process worked and the number of allocated audit days. The ACOR agreed to provide further information once it was completed. | **Action**  **ACOR** |
| 1. **EXTERNAL AUDIT** |  |
| We received the External Audit Update Report.  AW1 advised JAC during their pre-meet that other priorities within the Public Sector and resourcing issues meant that the usual July deadline for audit to complete the Statement of Accounts was delayed until November 2023.  JAC members raised concerns regarding the lateness in communicating the delays and requested assurance from (Audit Wales) AW at the following JAC meeting that the November deadline would be met. The CFO acknowledged the timing could have been improved as Management had received informal notice of the delay in February from AW.  The JAC External Audit Lead requested an update in relation to the Force timeline for closing the accounts and if consideration was being given to the inherent risks of having an open set of accounts for 3 or 4 months, if the statements were to be prepared by June. The CFO informed us that the CFOs had deliberated whether to take advantage of the delay and spread the workload, and the decision was made to follow their usual model to prepare the draft accounts by May 31st in order to be as near to the point of closure as possible to ensure the wellbeing of the staff in the Finance Department, as the budget setting process started after August.  The AW Inflo Collaborate system would assist in ensuring the usual correspondence was dealt with efficiently between both parties between September and November, as the initial audit was planned for September 2023. Chief Finance Officers were mindful that any post balance sheet events during this interim period would need to be monitored carefully. However, this process was followed by their English Counterparts with no real issues. The main issue would be the potential backlog on the closure of the accounts the following year, by delaying this year.  The JAC ICT Lead asked what risks would be associated with post balance sheet events. The CFO advised us that it related to anything that had to be taken into account financially, such as a contingent liability. The Annual Governance Statement (AGS) given as an example as it stays open until the publishing of the accounts, if any operational issues arose in the interim period, they would need to be accounted for in the narrative in the AGS and financially.  The HoF assured JAC his team were aiming to prepare the accounts for closure by the 31st May 2023. JAC requested the Accounts Closure Plan prior to the June meeting to enable JAC members to consider what approach to take with regards to the June meeting.  The JAC External/Finance Audit Lead advised us that he and AW1 had agreed to have regular dialogue throughout the process.  The JAC External Audit/Finance Lead suggested a collective approach was taken at the Formal All Wales Joint Audit Committee meeting when seeking assurance from AW on the timeline for closure of accounts in November 2023.  Our attention was drawn to the ISA315 as it was stated that Management may see an increase in IT related enquiries, this may involve audit teams liaising directly with IT personnel. With this in mind JAC suggested SRS needed to be made aware of this to ensure their availability. AW1 assured us that SRS would be aware of the ISA315, as they work alongside other stakeholders that AW audits. However, AW planned to make contact with SRS, to ensure they were aware. SRS could also be added to the Inflo Collaborate portal to ensure lines of communication would be direct and efficient.  Auditors have been upskilled in IT and would be reviewing IT control systems as well as documentation as part of their audit. | **AW**  **Action**  **HoF**  **GO**  **AW** |
| 1. **UPDATE ON THE ACTIONS IN THE AUDIT WALES MANAGEMENT LETTER** |  |
| We received an update on the actions in the Audit Wales Management Letter.  We noted all of the actions had been completed apart from two in relation to password reset controls and Disaster Recovery (DR) arrangements, which had not been updated since June 2022.  The HoF assured us progress had been made. The automatic password reset was due to commence from the 1st March 2023 and should be in progress. The DR arrangements for the Fully Integrated Resource Management System (FIRMS) system were still in the planning stages.  JAC asked if the process could be speeded up. The ACOR advised us that the data was shared with SWP so should the system fail, it would fail both in Gwent and SWP. Therefore, it was a priority for both Forces to work together to ensure the DR arrangements for FIRMS were in place as soon as possible. The ACOR assured us this was one of the priorities being monitored by the IT Strategy Board and focus was on ensuring there were sufficient resources available to work on the issue. Although other key priorities had to be undertaken first. The ACOR agreed to obtain a completion date. | **Action**  **ACOR** |
| 1. **OUTSTANDING AUDIT INSPECTION RECOMMENDATIONS** |  |
| We received and noted the Outstanding Audit Inspection Recommendations report.  The ACOR advised us there were 3 audit recommendation extension requests to the 30th September 2023, all of which related to O365. This was to ensure the appropriate control processes were in place, as changes were being implemented.  The JAC ICT Lead advised us that the design element was critical from the outset, as users would otherwise find different ways of working and this would be very difficult to manage. The ACOR assured us there was a dedicated design team working on the changes.  JAC agreed the extension requests.  JAC noted the recommendation to review and update the Planned and Reactive Maintenance Policy and Procedures for the Estate Management Strategy had been rejected and asked for further explanation as it was originally planned for September 2022. The ACOR confirmed the review was to be undertaken by Head of Estate and Facilities in Gwent in conjunction with the Shared Facilities Management Team at Monmouthshire County Council. The Estate and Facilities team were awaiting a response to the request to review the policies. The ACOR acknowledged there should be a policy in place and agreed to follow up the action.  The ACOR advised us all SRS actions had been completed apart from the Memorandum of Understanding (MOU) re-write which was established in July 2012. The JAC ICT Lead asked why the MOU could not be re-dated if there were no significant changes to be made. The ACOR assured us there was no fundamental changes as such, there was a single 0365 tenant operating for all Local Authority partners and only 1 for the Force. The articulation of the service delivery needed to be updated in the MOU by Torfaen County Borough Council. The ACOR agreed to raise the issue at the following FGB. | **ACOR**  **Action** |
| 1. **VERBAL BUDGET SETTING UPDATE** |  |
| We received the verbal Budget Setting Update.  The Chief Constable’s Budget Bid was presented to the OPCC at the Strategy Performance Board on the 23rd November 2022. The total budgetary requirement for policing services for 2023/24 stood at £171.424m. It was based on a number of assumptions including a precept level of 6.82% (an increase of £20.72 for 2023/24) and £1m extra Government Funding for 2023/24 in the Comprehensive Spending Review; resulting in a gross deficit of £8.8m. Based on a precept increase of 6.82% and identified savings of £1.142m, there would be a £7.716m deficit.  The provisional settlement was received in December 2022 confirming receipt of a number of grants for the Commissioner, such as a ringfenced £1m grant for the uplift in Officer numbers; extra funding for pay awards; and the Apprenticeship Levy. The Chief Constable’s budget requirement was reduced accordingly. The precept increase of 6.82% was maintained resulting in a gross deficit of £4.6m; this was reduced to £3.5m taking in to account the expected efficiency savings of £1.1m. The remaining deficit would be managed through a transfer from reserves to fund the financial gap in 2023/24.  The Budget Bid was presented to the Police and Crime Panel (PCP) in January 2023 and invaluable feedback was received in relation to improving the process for the following year for new members of the PCP, In considering the Budget Bid, concerns were raised regarding the use of reserves to balance the budget. The PCP welcomed the rationale for the changes to the Capital Programme and verification of the public supporting the Precept increase through public engagement and therefore, the requested Precept increase was agreed.  As reserves were to be utilised to balance the budget for 2023/24 and the following year, the biggest concern was balancing the budget thereafter as there were very few ‘levers’ available.  JAC asked how the 6.82% precept compared to other Force precept requests. The CFO confirmed Gwent were the third lowest in Wales and this was conveyed to the PCP. |  |
| 1. **DRAFT COMMISSIONING INTENTIONS REPORT** | **Action** |
| We received and noted the Draft Commissioning Intentions report.  JAC welcomed Commissioning as one of the areas to be audited.  The CFO confirmed the report was a work in progress, coupled with a report presenting the outcomes and outputs of the commissioned services to JAC at the June meeting as in the previous year.  The OPCC commissions services based on the priorities within the Police and Crime Plan, however, the CFO advised us there may appear to be some legacy commissioned services noted within the report which were inherited with the introduction of the Office of the PCC. There are also a number of services driven by Government funding through competitive bidding schemes and once the funding ends, further bids need to be won in order to maintain the service or the service would need to conclude unless a decision was taken to fund it via the OCC. The bidding process is very labour intensive and requires significant resources.  JAC asked if there was a process in place to de-commission services if they no longer provided value for money even, if they were legacy services. The CFO assured us there was a robust evaluation and de-commissioning process in place and each service was evaluated and even though some of the services were not generated within the OPCC, they were still considered valuable interventions.  It was suggested that JAC need not see this report in the future and it was agreed that this could be determined during the review of the JAC ToR. |  |
| 1. **JAC SELF ASSESSMENT ACTION PLAN** |  |
| We received and noted the JAC Self-Assessment Action Plan.  The Chair advised us that the JAC Self-Assessment Action Plan had been reviewed and would be updated following completion of the Self- Assessment and taking into consideration responses from JAC member’s 1-1s.  The Chair asked all attendees to advise if the responses in their Self-Assessment were merely comments, or if they would like their response to be noted on the JAC action plan as an action. |  |
| 1. **MANUAL OF CORPORATE GOVERNANCE REVIEW INCLUDING JAC TERMS OF REFERENCE** |  |
| We received the review of the Manual of Corporate Governance including the JAC Terms of Reference.  We noted the tracked changes had been circulated to JAC members prior to the meeting.  We acknowledged the ToR would be reviewed, updated and presented at the JAC meeting in September 2023. | **Action** |
| 1. **ANY OTHER BUSINESS** |  |
| We discussed the Deep Dives and agreed the following:  June 2023 –Productivity and Efficiency/Process of Force benefits realisation  Moved to September 2023– Value for money Profiles including outcome of benefits realisation  The Chair advised us the remaining Deep Dive topics would be identified following the Self-Assessment process and from the Chair’s 1-1s with JAC members.  We discussed the 2024 meeting dates as indicated on the agenda and it was agreed the invites would be circulated. JAC members were to inform the GO if they were not able to attend. |  |
| 1. **TO IDENTIFY ANY RISKS ARISING FROM THIS MEETING** |  |
| The Culture Risk was identified at agenda item 9. |  |
| **The meeting concluded at 14:04pm** |  |