



**Lancashire  
Constabulary**  
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## **INTERIM COMBINED AUDIT COMMITTEE**

**MONDAY, 2 DECEMBER 2013 COMMENCING AT 1.30 PM  
IN DUKE OF LANCASTER ROOM (FORMER CABINET ROOM C),  
COUNTY HALL PRESTON**

NB If you have any queries regarding the Agenda papers or required any further information please contact Mrs Beverly A Wood on Tel: 01772 533486.

### **AGENDA**

#### **PART I (OPEN TO PRESS AND PUBLIC)**

**1 APOLOGIES FOR ABSENCE**

Apologies received from Ms Jacqueline Pratt.

**2 DISCLOSURE OF MEMBERS' INTERESTS**

Members of the Committee are asked to consider any personal / prejudicial interests they may have to disclose to the meeting in relation to any matters under consideration on the Agenda in accordance with the law and the Police and Crime Commissioner's / Chief Constable's Interim Scheme of Governance (including Financial Regulations / Standing Orders).

**3 MINUTES OF THE MEETING HELD ON 16 SEPTEMBER 2013**

Minutes attached for confirmation.

**4 MATTERS ARISING**

To consider any matters arising from the minutes.

**5 EXTERNAL AUDIT – EXTERNAL AUDIT LETTER 2012 / 13**

**Report to follow.**

**6 EXTERNAL AUDIT – POSITION STATEMENT**

An oral update will be provided at the meeting.

**7 INTERNAL AUDIT MONITORING REPORT UP TO 15 NOVEMBER 2013**

Report attached.

**8 LANCASHIRE POLICE AND CRIME COMMISSIONER – STAGE 2 TRANSFER ARRANGEMENTS**

An oral report will be presented by the Chief Finance Officer of the Office of the Police and Crime Commissioner.

**9 INSPECTION REPORTS**

**A INTEGRITY UPDATE**

Report attached.

**B INSPECTION UPDATE**

Report attached.

**10 URGENT BUSINESS**

**11 OUTWARD COMMUNICATION**

The Committee is asked to consider if:

- a) there are any key messages arising from the meeting which should be sent to:
  - o the press / public
  - o local / regional or national bodies; and
  
- b) the Police and Crime Commissioner's / Constabulary's press / public relations teams should be asked to consider whether any consultation / research on any particular matters arising from the Meeting should be undertaken.

## **12 DATE OF NEXT MEETING**

All meetings will take place at Lancashire County Council in Cabinet Room C and will commence at 1.30 pm. The scheduled meetings for 2014 are:

- Monday 24 February 2014
- Monday 16 June 2014
- Monday 15 September 2014
- Monday 1 December 2014

**Miranda Carruthers-Watt**  
**CHIEF EXECUTIVE**

**Steve Finnigan**  
**CHIEF CONSTABLE**





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## **INTERIM COMBINED AUDIT COMMITTEE**

**MONDAY, 16 SEPTEMBER 2013 AT 1.30 PM  
IN THE DUKE OF LANCASTER ROOM (FORMER CABINET ROOM  
C), COUNTY HALL, PRESTON**

### **MINUTES**

#### **PRESENT**

Mrs Paula Goulding  
Ms Jacqueline Pratt  
Mr Doug Soper - (Chair)  
Mr Keith Williams

#### **IN ATTENDANCE**

Mr I Cosh	Chief Financial Officer, Lancashire Constabulary
Mr S Giles	Professional Standards Department, Lancashire Constabulary
Mrs L Kitto	Chief Financial Officer, Office of Police and Crime Commissioner
Mrs R Tanner	Audit Manager, Internal Audit
Mr M Thomas	Engagement Lead, External Audit
Mrs G Jones	Audit Manager, External Audit

#### **SECRETARIAT**

Mrs B Wood	Policy & Performance Officer, Office of Police and Crime Commissioner
Mr S P Southworth	Administrative Officer, Office of Police and Crime Commissioner

#### **APOLOGIES FOR ABSENCE**

No apologies for absence were presented.

## **DISCLOSURE OF MEMBERS INTERESTS**

No declarations of interest were made at the meeting.

## **MINUTES OF THE MEETING HELD ON 1 JULY 2013**

With regard to Resolution No. 20 – Annual Governance Statement 2012/2013 – Constabulary – it was reported that one of the areas identified as significant issues for the forthcoming year should, more accurately, read as follows:-

- HMIC Inspection Findings – national context regarding the use of the **stop and search** powers

Subject to that minor amendment, the minutes were approved.

**30 RESOLVED:** That the minutes of the meeting held on 1 July 2013 be approved [and signed by the Chair], subject to the amendment with regard to Resolution No. 20 to reflect the revised wording in relation to the use of stop and search powers.

## **MATTERS ARISING**

An update was provided on:

- Appointment of permanent Chair of the Joint Audit Committee – the Police and Crime Commissioner's Chief Finance Officer advised that interviews would be held on Tuesday 17 September 2013
- Annual Governance Statement 2012/2013 – the Police and Crime Commissioner's Chief Finance Officer advised that the Committee had previously noted the Annual Governance Statements for both the Police and Crime Commissioner and the Constabulary – it had, however, subsequently come to light that there had been an omission from both Statements, in relation to the inclusion of an explicit statement confirming that financial management arrangements conformed to CIPFA requirements – the Committee was assured that this omission would be rectified in the final version of the documents.

**31 RESOLVED:** That the updates be noted.

## **EXTERNAL AUDIT – AUDIT FINDINGS REPORT**

The Engagement Lead, External Audit, presented the Audit Findings Report for the Police and Crime Commissioner and the Chief Constable for the year ended 31 March 2013.

Key messages from the audit were reported, and the Committee was advised that it was expected that an unqualified value for money conclusion would be given to the Commissioner and the Chief Constable.

The work of the External Auditor's had not identified any control weaknesses which required to be brought to the Committee's attention.

Details of audit findings; audit findings against significant risks; audit findings against other risks; accounting policies, estimates and judgements, value for money; and fees, non-audit services and independence, were presented.

In response to a query in relation to value for money, commissioning and new scrutiny arrangements, the Engagement Lead advised that it was the responsibility of the Auditors to look at the arrangements in place in relation to risk management, and issues in relation to 'customer need' had not specifically been looked at. The Engagement Lead advised that the Auditors had complied with the requirements of the Audit Commission, and other issues would be picked up by Her Majesty's Inspectorate of Constabulary.

The Engagement Lead wished to place on record his thanks to Finance staff and other officers in both the Commissioner's office and the Constabulary for their assistance over the course of the audits; and the Audit Manager commented that responses to requests for information, and the timeliness of those responses, had been very helpful.

**32 RESOLVED:** That the report be noted.

## **RECEIPT OF AUDITED STATEMENT OF ACCOUNTS 2012/13**

The Police and Crime Commissioner's Chief Finance Officer presented the 2012/13 Statement of Accounts for the Police and Crime Commissioner and the Chief Constable, together with a summary of the process of preparation and the main points of the Statements, prior to the 'signing off' of the accounts by the Commissioner and the Chief Constable on 25 September 2013 .

The Statements including Group Accounts were presented as Appendices 'A' and 'B'.

The Chief Finance Officer advised that the main issue in compiling the group accounts had been the treatment of the pension liability. Agreement on an approach had been reached with the external auditors and the proposed treatment in the accounts had been accepted.

The Chief Finance Officer also advised the Committee that the statements reflected the underspend of £5.6m in Revenue Spending in 2012/13 that had been reported previously to the Commissioner. The reason for the underspend was due mainly to the early achievement of savings from a number of organisational reviews; management of vacancies and overtime for police officers and police staff; and a general 'spend less' approach.

The Chief Finance Officer further advised that, from April 2014, a major review of the way in which financial information is presented would be required, to reflect the Stage 2 transfers of staff to the Chief Constable. These changes would only come in to force when compiling the financial statements for the 2014/15 financial year.

In response to a query in relation to the revenue underspend, and as to whether there was a system in place which would demonstrate service implications for citizens, the Chief Finance Officer advised that there was an established scrutiny system in place for the Commissioner to scrutinise performance. The Chief Constable's Chief Finance Officer further advised that the underspend was 'in-year', but might well vary from year to year, and impact assessments were factored in to decisions which were taken.

Some concern was expressed that net expenditure in relation to the Regional Air Support service had risen by 30%. The Chief Constable's Chief Finance Officer advised that, following the establishment of the National Police Air Support service, from January 2013, overall costs should reduce.

Some concern was also expressed that the amount of outstanding debt had almost doubled over the previous twelve months period, although the Chief Constable's Chief Finance Officer assured the Committee that this was not a risk.

In response to a query in relation to there being two separate Governance Statements, one for the Commissioner and one for the Chief Constable, which appeared to be bulky and repetitive documents, the Commissioner's Chief Finance Officer advised that there was a requirement to produce separate Statements.

In response to a further query in relation to the Home Office review of the funding formula for police and crime budgets, the Commissioner's Chief Finance Officer advised that this was in the very early stages and would not be introduced until April 2016 at the earliest.

In conclusion, the Chief Constable's Chief Finance Officer advised that, whilst the issues were becoming increasingly complex, the Explanatory Foreword had been compiled in a way to ensure the accounts and the overall financial position for both organisations was clear.

Two Letters of Representation, in connection with the audit of the Financial Statements of the Police and Crime Commissioner and the Chief Constable were presented for approval, which were due to be signed by both Chief Finance Officers, the Commissioner and the Chief Constable, to be sent to the District Auditor as part of the formal approval process.

### **33 RESOLVED:**

- a) The Committee noted the Police and Crime Commissioner's and the Chief Constable's (and Group) Accounts for 2012/13 in advance of the formal signing off by the Police and Crime Commissioner and the Chief Constable respectively at the end of September 2013; and

- b) The Committee approved the Letters of Representation, as presented at Appendix 'C', and noted that these will be signed by the Chief Finance Officer(s), the Commissioner and the Chief Constable, and sent to the District Auditor as part of the formal approval process

## **INTERNAL AUDIT MONITORING REPORT UP TO 31 AUGUST 2013**

The Committee considered the internal audit monitoring report for the period 1 April 2013 to 31 August 2013, which provided a brief summary of internal audit activity during the first five months of the 2013/14 financial year.

It was reported that no key issues had been identified that had implications for the internal control environment as a whole.

A brief summary of each review undertaken was presented which set out the planned and actual days spent on each review, together with a summary of the assurance provided.

In particular, the Internal Audit Manager advised that, in addition to the planned reviews, a review of the Office of the Police and Crime Commissioner key financial procedures had been undertaken at the request of the Commissioner's Chief Financial Officer. Whilst it had been identified that transactions were appropriate for the Office of the Police and Crime Commissioner, and were on the whole appropriately authorised and recorded, there were a few areas where controls could be either improved or efficiencies made to the current procedures operated. These had been discussed with the Commissioner's Chief Finance Officer and steps were being taken to implement these.

The Internal Audit Manager further advised that the scope of the review of governance arrangements had been shared with senior staff within Constabulary and the Office of the Police and Crime Commissioner, and was hoped to be completed by the end of October 2013.

The Internal Audit Manager also made reference to a small number of duplicate payments that had been identified, relating to three suppliers, and it was intended to follow up the circumstances of the duplicate payments as part of a review of the accounts payable system starting in October 2013.

**34 RESOLVED:** That the Report be noted.

## **INSPECTION REPORTS**

### **a) INTEGRITY AND STANDARDS UPDATE**

The Head of the Constabulary's Professional Standards Department presented a report to advise the Committee of national and local developments around the 'police integrity' agenda.

The Committee was informed that there was still a drive towards a 'beefed up' IPCC, but that the Constabulary would still need a strong Professional Standards Department – the Professional standards Department was held to account by the Strategic People Board.

The Committee was also informed that the Constabulary had responded to a Home Office consultation document on proposed changes to the police disciplinary system – some concern was expressed at a proposal to restrict the right to legal representation for police officers at misconduct hearings, as it was felt that everyone was entitled to a fair hearing, including representation.

The Committee was also advised that Constabulary currently had approved 454 'business interests'. There had been 57 applications to-date in 2013/14, with over a third of those being around property rentals. There had been a significant up-take in gifts and hospitality, which was scrutinised and reported back to the Constabulary's Chief Finance Officer – 60 offers had been accepted, and 18 rejected.

#### **b) INSPECTION ACTIVITY UPDATE AUGUST 2013**

The Constabulary's Chief Financial Officer presented a report to advise of inspection activity up to the end of August 2013 on issues such as undercover policing; strategic policing requirement; child sexual exploitation; domestic violence; crime recording; effective local policing; leadership and culture; valuing the police 3; and stop and search. He advised that some significant inspections were ongoing, whilst others were in the pipeline.

With regard to Child Sexual Exploitation, the Chief Financial Officer advised that Lancashire was unlikely to be selected in recognition of demonstrating good practice in this area, and approaches to multi-agency investigation.

A view was put forward that the report into Valuing the Police 3 had been an impressive report, and it was reported that the Constabulary's Sustaining Excellence Team had received many plaudits for this.

**35 RESOLVED:** That the updates be noted.

#### **URGENT BUSINESS**

No matters of Urgent Business were reported.

#### **OUTWARD COMMUNICATION**

The Committee was asked to consider if:-

- a) There were any key messages arising from the meeting which should be sent to:-
  - i) The press / public

- ii) Local / regional / national bodies
- b) The Police and Crime Commissioner's / Constabulary's press / public relations teams should be asked to consider whether any consultation / research on any particular matters arising from the meeting should be undertaken.

**36 RESOLVED:** The Committee agreed that no further action was necessary.

#### **DATE OF NEXT MEETING**

**37 RESOLVED:** That it be noted that the next scheduled meeting of the Committee was due to be held at 1.30pm on Monday 2 December, 2013, in Cabinet Room 'C' at County Hall, Preston.

**MIRANDA CARRUTHERS-WATT  
CHIEF EXECUTIVE**





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## **AGENDA ITEM 7**

**REPORT TO: INTERIM COMBINED AUDIT COMMITTEE**

**DATE: 2 DECEMBER 2013**

**REPORT AUTHOR: AUDIT MANAGER**

**SUBJECT: INTERNAL AUDIT MONITORING REPORT  
PERIOD ENDED 15 November 2013  
(Appendix A refers)**

### **1 Issue for Consideration**

- 1.1 The Internal Audit Monitoring Report for the period from 1 April 2013 to 15 November 2013.

### **2 Recommendation**

- 2.1 The Committee is asked to note the report.

### **3 Background**

- 3.1 The terms of reference for this Committee include the duty to consider internal audit's major findings and management's responses to them.

### **4 Subject**

- 4.1 The report at Appendix A provides a summary of internal audit activity up to 15 November 2013.

### **5 List of attachments / appendices**

- Appendix A – Internal Audit Monitoring Report 2013 / 14

## 6 Background Papers

- Internal Audit Plan 2013 /14

### Report Author

Name: Rachel Tanner – Audit Manager

Organisation: Internal Audit

☎ 01772 534904

✉ [Rachel.tanner@lancashire.gov.uk](mailto:Rachel.tanner@lancashire.gov.uk)

AGENDA ITEM 7 – Appendix A

**Lancashire Constabulary**

**Police and Crime Commissioner for Lancashire**

**Internal Audit Service**

Monitoring report for the period 1 April to 15 November 2013

## **1 Introduction**

### **Purpose of this report**

- 1.1 The Audit Committee agreed the Annual Audit Plan for 2013/14 on 25 February 2013. This report details the progress to date in undertaking the agreed coverage and highlights any significant issues from the audit work performed in this period.
- 1.2 This report covers the period 1 April 2013 to 15 November 2013.

### **Acknowledgements**

- 1.3 We are grateful for the assistance that has been provided to us by all the Constabulary and Police and Crime Commissioner (PCC) staff contacted in the course of our work.

## **2 Key issues and themes arising**

- 2.1 From the internal audit work undertaken to date, no key issues have been identified that have implications for the internal control environment as a whole.

## **3 Internal audit work undertaken**

- 3.1 Details of the work carried out for the period to 15 November 2013 and the planned timing of reviews during the year for each of the areas are set out in the summary table attached. This shows that 82 days have been spent to date in delivering the audit plan.

### **Core financial systems**

- 3.2 We have completed reviews of three of the core financial systems: accounts payable; accounts receivable and general ledger and a composite draft report has been issued for management consideration.
- 3.3 We have provided substantial assurance over the systems operated. Our testing has confirmed that there are appropriate controls established within each of the systems and no significant issues were identified. We have made a small number of recommendations to enhance the controls already in operation within the accounts receivable and general ledger systems, including reviewing that all debts are assigned to the correct debt recovery strategy within the system for accounts receivable, and ensuring that all journals for balance sheet codes are processed promptly in respect of the general ledger system.
- 3.4 In addition to the programme of work for the accounts payable system, we also followed up the circumstances around a number of duplicate payments identified as part of the National Fraud Initiative (NFI). We are satisfied that appropriate action has been taken to minimise the risk of duplicate payments occurring in the future, and no further duplicate payments were identified through our testing.

Given the relatively small value of duplicate payments identified (approximately £8,000) we accept the position that it would not be cost effective to implement duplicate payment software.

- 3.5 It is the intention to commence the review of the payroll system towards the end of November and a meeting has been arranged for 19 November 2013 to take this forward. The remaining core financial systems work will be completed in January and February 2014.
- 3.6 As reported at the last audit committee meeting, in addition to the planned audit programme, a review of the Office of the Police and Crime Commissioner (OPCC) key financial procedures has been undertaken at the request of the Chief Finance Officer (CFO) for the PCC. Whilst we provided substantial assurance over the arrangements operated, we highlighted a number of areas where controls could be improved or efficiencies made to the procedures operated. These issues have been discussed with the CFO for the PCC.

#### **Operational reviews**

- 3.7 Fieldwork has been completed in relation to the review of the new governance arrangements and a draft report has been issued recently for management consideration. We will be in a position to report the findings of this review at the next meeting.
- 3.8 We plan to start our review of complaints procedures during December 2013.
- 3.9 At the request of the CFO for the Chief Constable the review of ICT service management arrangements will be undertaken in January/February 2014. A meeting has been arranged with key Constabulary staff on 26 November to progress this review.
- 3.10 In addition to our planned audit work we have undertaken a review which provides substantial assurance over the systems and procedures operated for the completion of the Carbon Reduction Commitment annual return.

#### **Follow up reviews**

- 3.11 Follow up reviews of the operational audit reviews undertaken in 2012/13 have been appropriately scheduled for the latter half of the year. Work is ongoing to follow up the recommendations made as part of our review of procurement arrangements within the Constabulary.

#### **National Fraud Initiative**

- 3.12 The investigation of the data matches has been completed by Constabulary staff with our support. At this stage we are able to report that seven duplicate payments have been identified relating to three suppliers with a value of £7,623. The suppliers concerned have been contacted by Constabulary staff to recover the overpayments made.
- 3.13 Work is continuing with the internal audit service to review the data matches relating to individuals who have been paid through both the payroll and accounts payable systems. We will report the full findings on the completion of this exercise.

## **Special investigations**

- 3.14 A review of the arrangements for processing purchase card payments was undertaken early in the new financial year following the identification of a number of fraudulent payments estimated at £1,600 by the Constabulary. No weaknesses were identified in the processes operated by the Constabulary, and the payments have been refunded by the purchase card provider.

## **4 Summary of findings**

### **Overall summary and assurance provided**

- 4.1 We have set out in the table on pages 4 and 5 below a brief summary of each review undertaken during the period. This sets out the planned and actual days we have spent on each review, and a summary of the assurance we have been able to provide in relation to each system or operational area of your business.
- 4.2 We have distilled this assurance into an assessment of the adequacy of each system, and its effectiveness in operation.
- 4.3 The table below indicates briefly with simple ticks (✓) and crosses (x) our overall assessment of each system we have reviewed during the year and the assurance you may take from its operation in supporting effective internal control.
- 4.4 The same table shows the number of audit days we planned to undertake for you according to our plan, the number of actual days input to this work, and the variation between planned and actual days.

Internal Audit Service  
Lancashire Constabulary/Police and Crime Commissioner for Lancashire  
Progress report for the period ended 15 November 2013

**Summary of our findings and assurance**

Review area	Audit days			Assurance		Key issues/ comments
	Planned	Actual	Variation	Adequacy	Effectiveness	
<b>Core financial systems</b>						
Payroll	10	1	9	-	-	An initial meeting has been arranged for 19 November 2013 to progress this review.
Accounts payable	10	9	1	✓	✓	A composite draft report has been discussed with management to address a small number of areas where controls could be enhanced.  No high or medium level recommendations have been made as part of these reviews.
				We are able to provide substantial assurance.		
Accounts receivable	10	9	1	✓	✓	
				We are able to provide substantial assurance.		
General ledger	10	8	2	✓	✓	
				We are able to provide substantial assurance.		
Treasury management	5	0	5	-	-	This review will commence in January 2014.
Pensions	5	0	5	-	-	This review will commence in February 2014.
OPCC financial procedures (Days allocated from the contingency provision)	10	10	0	✓	✓	The findings of the review have been discussed with the CFO for the PCC.
				We are able to provide substantial assurance.		
<b>Operational reviews</b>						
New governance arrangements	30	22	8	✓	✓	Fieldwork has been completed and a draft report issued for management consideration.
				We are able to provide substantial assurance.		
Complaints procedures	15	1	14	-	-	Terms of reference have been drafted and it is planned to

Internal Audit Service  
Lancashire Constabulary/ Police and Crime Commissioner for Lancashire  
Progress report for the period ended 15 November 2013

						start this review during December 2013.
ICT service management	25	1	24	-	-	It is planned to undertake this review in January/February 2014. A meeting has been arranged for 26 November to discuss/agree the scope and timing of the review.
Other areas						
Follow up: Procurement arrangements Gifts/Hospitality & Declarations of interest Performance management Operational training Organisational reviews	15	3	12	-	-	Follow up of recommendations made during the 2012/13 audit reviews of the core financial systems will be undertaken as part of our work on the 2013/14 core financial systems. Separate follow up of the recommendations made as part of the 2012/13 operational reviews have been scheduled appropriately during the latter half of the year. We are currently reviewing the progress made in relation to the Constabulary's procurement arrangements.
NFI	10	3	7	-	-	The review of the data matches is largely complete and we will be in a position to report the full findings at the next audit committee. At this stage 7 duplicate payments have been identified at a value of £7,623 to 3 suppliers.
Attendance at meetings, central reporting and general management activities.	20	7	13	-	-	This relates to a meeting with the Chair of the Audit Committee, completion of the 2012/13 annual report/progress reports and liaison with external audit.
Contingency: Purchase card payments Carbon reduction commitment annual return	15	7	8	✓	✓	10 days of the initial contingency provision have been utilised on the review of the OPCC financial procedures (see table above). Further days have been utilised on the review of Constabulary purchase card payments and a review of the systems for completing the CRC annual return. No significant issues were identified in both of these reviews.
Support to management	10	1	9	-	-	This relates to guidance/support on the developing risk management arrangements and risk registers.
<b>Total</b>	<b>200</b>	<b>82</b>	<b>118</b>			





# Agenda Item 9A



**Lancashire  
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**REPORT TO: INTERIM COMBINED AUDIT COMMITTEE**

**DATE: 2 DECEMBER 2013**

**REPORT AUTHOR: DCI Neil Gregson**

**SUBJECT: LANCASHIRE CONSTABULARY – INTEGRITY AND STANDARDS UPDATE**

## **1 Issue for Consideration**

National and local developments around the 'police integrity' agenda.

## **2 Information**

Police integrity issues have continued to feature prominently on the national stage, with "Plebgate" and the Hillsborough Inquiries just two notable examples that have kept policing issues at the forefront of public and political interest.

In turn this interest has continued to fuel the ongoing debate around the police service's ability to police itself – and manifested by developing proposals to transfer resources to the Independent Police Complaints' Commission (IPCC) to give it the capacity and capability to investigate all "serious and sensitive" allegations. There is also a suggestion that 'lower level' complaints and allegations should be dealt with by the offices of the Police and Crime Commissioners (OPCCs) rather than by forces themselves.

Whilst we await firm proposals about these, the Police Integrity Programme, under the leadership of the College of Policing, has a number of ongoing initiatives aimed at promoting public confidence in the police service's ability to deal robustly with misconduct:

- A draft Code of Ethics – Principles and Standards of Professional Behaviour for the Police Forces of England and Wales – is currently circulated for public

# Agenda Item 9A

consultation – with proposed implementation from April 2014

- A draft national Code of Practice for Vetting is currently with ‘subject matter experts’ prior to wider consultation, again with a proposed implementation date of April 2014
- From 1 December 2013 all forces will notify the College of all cases where an officer or member of staff is dismissed for gross misconduct; also where the officer or member of staff leaves the police service prior to the conclusion of a gross misconduct investigation. The College will maintain an ‘internal only’ single authoritative register of those officers and members of staff disapproved from future engagement with the police service. The longer term intention is that this ‘register’ (also referred to as the “struck off list”) will be published – however the necessary and appropriate legal safeguards need to be established in respect of the public transparency of such a register.
- Also from 1 December 2013 all forces will publish periodically (on their websites), to a consistent national standard, the outcomes of misconduct proceedings, i.e. anonymised misconduct outcomes, including the date, the rank or role of the officer or member of staff, a brief summary of the relevant breach of the standard of professional behaviour and the outcome. The benefits of proactive publication include enhanced public transparency of local conduct matters.
- A College of Policing web-page is being developed that will provide accessibility and transparency for chief officer reward packages, gifts and hospitality and business interests.
- Work is also progressing towards a 360-degree feedback system to further promote and embed integrity; to explore and encourage mentoring and coaching schemes, particularly for chief officers; and to benchmark and provide guidance for chief officer appraisals.
- Eight forces and the College of Policing have started to introduce “Ethics Committees” in line with an agreed blueprint, on a “proof of concept” basis. These committees will be advisory and not decision making bodies, with a remit to discuss and provide advice about ethical issues, not just to scrutinise the application of policy and procedure. There will need to be a clear distinction between their role and that of Audit Committees such as this one and Independent Advisory Groups.

In terms of current integrity “business as usual” within the Constabulary, some information about business interests and gifts and hospitality is set out overleaf:

# Agenda Item 9A

## Current Number of Approved Business Interests (November 2013)

Division	Officers		Staff		Total
	Male	Female	Male	Female	
A - Western	45	22	2		69
B - Northern	39	14	1	2	56
C - Southern	37	15	2	2	56
D - Central	28	11	1	4	44
E - Eastern	40	16	4	5	65
F - Pennine	28	23	2	2	55
G - Crime	36	14	9	16	75
H - Operations	44	8	4	1	57
Headquarters	15	8	27	54	104
<b>Total</b>	<b>312</b>	<b>131</b>	<b>52</b>	<b>86</b>	<b>581</b>
	<b>443</b>		<b>138</b>		

## Business Interest Applications Received by Category (01/04/13 – 31/10/13)

Category of Business Interest	Number
Letting/Renting out Property	41
Other	18
Business/Admin	15
Arts / Crafts	10
Sport Related	5
Training/Coaching/Teaching	4
Driving/Vehicle Related	4
Child Care	3
Performing Arts	2
<b>Grand Total</b>	<b>102</b>

## *Gifts and Hospitality Register*

(Input from 01/04/13 – 31/10/13)

### Accepted / Rejected by Rank

Accepted / Rejected by Rank	Accepted	Rejected	Grand Total
Above Inspector	17	19	<b>36</b>
Inspector	5	0	<b>5</b>
Sergeant	8	2	<b>10</b>
Constable	37	1	<b>38</b>
PCSO	5	1	<b>6</b>
Police Staff	4	0	<b>4</b>
<b>Grand Total</b>	<b>76</b>	<b>23</b>	<b>99</b>

# Agenda Item 9A

## Accepted / Rejected by Type

Accepted / Rejected by Type	Accepted	Rejected	Grand Total
Food and drink	47	7	54
Entertainment or functions	8	13	21
Object	10	1	11
Other	6	2	8
Monetary	4		4
Accommodation or travel	1		1
<b>Grand Total</b>	<b>76</b>	<b>23</b>	<b>99</b>

## Accepted / Rejected by Division

Accepted / Rejected by Division	Accepted	Rejected	Grand Total
Western	9	5	14
Northern	15	7	22
Southern	3		3
Central	4		4
Eastern	9		9
Pennine	17		17
G Division	2	3	5
H Division	4		4
Headquarters	13	8	21
<b>Grand Total</b>	<b>76</b>	<b>23</b>	<b>99</b>

## Accepted / Rejected by Value

Accepted / Rejected by Value	Accepted	Rejected	Grand Total
No value	5	7	12
less than £5	21	1	22
£5 to £10	24	2	26
£10 to £50	18	9	27
£50 to £100	6	3	9
£100 to £500	2		2
Over £1000		1	1
<b>Grand Total</b>	<b>76</b>	<b>23</b>	<b>99</b>

# Agenda Item 9A

## Decision Required

The Committee is asked to note the update.

## Background Papers

None

## Report Author

Name: Detective Chief Inspector Neil Gregson  
Organisation: Lancashire Constabulary ☎ 01772 412921



# Agenda Item 9B



**Lancashire  
Constabulary**

police and communities together

**REPORT TO: INTERIM COMBINED AUDIT COMMITTEE**

**DATE: 2 DECEMBER 2013**

**REPORT AUTHOR: STRATEGIC PLANNING AND ASSESSMENT  
MANAGER**

**SUBJECT: INSPECTION ACTIVITY UPDATE AUGUST  
(for information)**

**Appendix A refers**

## **1 Issue for Consideration**

1.1 Inspection activity update as at November 2013.

## **2 Information**

2.1 An update on inspection activity as at November 2013 on the following inspection work (Appendix A refers):

- Domestic Violence
- 21<sup>st</sup> Century Child Sexual Exploitation
- Girls and Young Women in the Criminal Justice System
- Crime Recording
- Strategic Policing Requirement
- Undercover Policing
- Making Best Use of Police Time
- Valuing the Police
- Police Integrity and Leadership

# Agenda Item 9B

## Decision Required

The Committee is asked to note the update which is presented for information.

## Background Papers

None

## Report Author

Name: Leah Watson  
Organisation: Lancashire Constabulary ☎ 01772 412336

## HMIC Inspection Update

**Audit Committee**  
**2 December 2013**



**Lancashire**  
**Constabulary**  
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### 1. Domestic Violence

The Home Secretary has commissioned an all force inspection around domestic violence and abuse, which commenced in late September and will report in April 2014. The programme of work includes data collection, public survey work and force inspections, leading to publication of individual force and a national thematic report.

The fieldwork runs from October to December and will involve four days in force and include interviews with chief officer leads, domestic abuse specialists and focus groups with staff. It will also seek the views of victims of domestic abuse.

The inspection will take a victim focused approach based around four elements:

- Identification of victims
- Effectiveness of the response to victims
- Impact on victims and
- Management of future risk

Data and document collection for the inspection commenced in October and dates for inspection within Lancashire were 25<sup>th</sup> to 28<sup>th</sup> November. A report on findings from the inspection will be provided to the next meeting in February 2014.

### 2. 21<sup>st</sup> Century Child Sexual Exploitation

Earlier this year, in light of the Savile and related enquiries, all forces were required to complete and return a data collection template for an inspection around child sexual exploitation. The intention was for that data to be used primarily to inform a full thematic inspection in relation to volumes, trends and patterns across the whole of England and Wales, but also to allow HMIC to identify forces to be visited as part of the fieldwork.

The broad and complex picture of child related sexual offences has meant that there has since been a shift in methodology towards a joint inspection approach of CSE. This will allow a much broader child protection inspection programme which HMIC will undertake alongside other inspectorates over the next two years. The programme will include inspections of child protection arrangements, the police management of missing children, child trafficking, and possibly, 'achieving best evidence' victim interviews. Further information is expected in the coming months.

### 3. Joint Inspection re Girls and Young Women in the CJS

HM Inspectorate of Probation is leading a joint thematic inspection on the work of Youth Offending Teams (YOT) with girls and young women. The inspection will seek to establish the extent to which criminal justice agencies, in conjunction with other organisations, are

successful in reducing the likelihood of girls offending (especially when under the influence of alcohol) and in reducing the risk of harm they present to others.

The inspection team will be in Blackburn with Darwen YOT for three days commencing 9th December and will focus on a small sample of cases which are managed by the YOT. During the inspection they will seek to review police systems, interview police officers and staff, partners and strategic managers.

An update of the inspection findings will be provided to the next meeting of the Committee in February 2014.

#### **4. Crime Recording**

In October, all forces were required to provide data and information to update HMIC on their progress against identified areas for improvement from the Crime Data Integrity inspection of 2012. Original plans seemed to be that this would be followed by field work inspection activity in all forces, however indications are that this will now become a risk based review of those forces where issues were previously identified and whom have been unable to demonstrate the required progress.

Originally scheduled to commence autumn 2013, dates have still yet to be announced. Lancon is not one of the forces in the identified risk group and it therefore not likely to be part of a risk based inspection.

#### **5. Strategic Policing Requirement**

Following their data and document request to all forces, HMIC have identified a representative list of forces in which to conduct their fieldwork; the list includes one force from each region as well as a balance of urban and rural forces. It is possible that a small number of forces may be added subsequently. Inspection fieldwork is taking place between September and November 2013 in:

- Avon and Somerset
- Bedfordshire
- Cambridgeshire
- Cheshire
- City of London
- Derbyshire
- GMP
- Gwent
- Hertfordshire
- Humberside
- Kent
- MPS
- Northumbria
- Nottinghamshire
- South Wales
- Sussex
- West Midlands
- Wiltshire

Whilst Lancon is not one of the forces selected in this first tranche, SPR is a phased inspection and HMIC has indicated that it plans to visit all forces during the two-year rolling programme. The intention is still to inspect all other forces during the 2014/15 financial year but it is likely to be later in the schedule due to the current HMIC commitments and capacity.

Following the work outlined above, the SPR inspection will, in early 2014, ascertain progress within each region to achieve the required capabilities for the Regional Organised Crime Units (ROCU), including how the funding provided by the Home Office is being used. HMIC will inspect all ROCUs in January/February 2014.

## 6. Thematic Inspection of Undercover Policing

In June 2013 the Home Secretary commissioned HMIC to conduct a national thematic inspection into the effectiveness of the undercover policing arrangements in all forces in England and Wales together with all regional and national policing units. The Home Secretary has asked that HMIC report back to her by the end of May 2014 and fieldwork will therefore take place between November 2013 and February 2014.

The inspection will be based around the following elements:

- selection and training
- leadership and supervision
- capability and capacity
- accreditation of individuals and units, and
- support and welfare.

As usual, the programme of work includes data collection and force inspections leading to publication of force and thematic reports. Following the data collection in October, it is clear that, nationally, there is a huge difference around the capability and capacity of forces/agencies to deliver this tactic and so this is not a 'one size fits all' visit.

The week long fieldwork visit will include inspection of an Accredited Undercover Unit (AUCU) and a Recognised Undercover Capability (RUCC) unit, and as usual will involve interviews with key staff, including chief officer leads, authorising officers, SIOs, heads of covert units, advanced and foundation undercover officers as well as covert internet investigators.

The inspection date for Lancashire Constabulary's undercover units is week commencing 2<sup>nd</sup> December 2013. The inspection will be a joint one with the RUCC unit at North Wales and therefore the week will be split between the two forces, with the inspection team arriving in Lancashire on Wednesday 4<sup>th</sup> December.

An update on inspection findings will be provided to the next meeting in February 2014.

## 7. Making Best Use of Police Time

As part of their Business Plan for 2013-14, HMIC agreed to undertake work to assess the effectiveness of three key aspects of policing activity, namely preventative policing, police attendance and freeing up police time. It has now been agreed that these three areas would be drawn together and delivered under one 'umbrella' programme; *Making Best Use Of Police Time*.

There are some clear links and interdependencies across these three areas of policing; the ability to free up time will affect the response to calls from the public, the quality of service whilst attending and the amount of time that can be dedicated to preventative policing; which not only reduces the impact on the public as victims but also future demand. The response to calls for service from the public will also influence the likelihood of detecting the crime and preventing repeat incidents from occurring.

The reductions required in the 2010/11 comprehensive spending review challenged the Service to become more efficient and at least as effective. All forces have reorganised themselves and examined systems and procedures in an effort to reduce costs and maintain

service delivery. This inspection programme will provide a national assessment, against this austerity backdrop, of how effective forces are at preventing crime, responding to calls for service from the public and how they are creating additional capacity to focus on activities that are key to reducing crime and improving public satisfaction and confidence.

The key questions being posed in this inspection programme are;

1. How effective are police forces at preventing crimes and incidents from happening?
2. When crimes and incidents are reported, how do forces respond and how does their activity affect crime investigation and prevention, public reassurance, satisfaction and confidence?
3. What constitutes a working day for officers and staff, and how are forces freeing up time and exploiting technology to ensure their focus is on those activities that will reduce crime, anti-social behaviour and improve confidence and satisfaction?

The programme of work will include data collection, public survey work and in-force inspections, leading to publication of individual force reports and three separate, related, thematic reports between May and July 2014.

Data collection will be undertaken during December 2013 with fieldwork planned for January to March 2014. HMIC will be in force for four days and will conduct interviews with chief officer leads, specialists and focus groups as well as unannounced reality testing in the relevant business areas. PCC's will also be offered the opportunity to meet the inspection team should they wish to do so.

## 8. Valuing the Police Programme

**VtP3 Collaboration Follow-Up:** following their VtP3 inspection earlier this year, HMIC identified a number of forces which had plans to deliver less than 10% of their savings through collaboration. HMIC's recommendation that we assess whether there is scope to improve on this position and indicated that they would subsequently seek to revisit those plans.

Lancon was included in this category and in Sept 2013 we were invited to complete a proforma designed to indicate the progress we have made in developing business cases for further collaboration. There was also an opportunity to outline the barriers to collaboration and what could be done to encourage and incentivise further collaboration.

The Home Office will now host a Collaboration Summit on December 10<sup>th</sup>, to look at what can be done to support further collaboration

**VtP4:** an all force inspection which will build on the themes of the earlier phases of the programme but will have a much greater emphasis on the impact of service delivery, risk and viability. The methodology will be as before, with data collection, public survey and fieldwork over two days, to open with support and challenge and include key interviews with leads for finance, change, local policing and HR, operational leads and staff focus groups. Fieldwork will be undertaken between 10<sup>th</sup> March and 10<sup>th</sup> May 2014

HMIC will publish a thematic and individual force reports ahead of summer recess, scheduled for 22nd July 2014 and will aim to make sharper differentiation between forces, based on clear and robust judgement criteria.

## **9. Police Integrity and Leadership**

This forms part of the HMIC Business Plan for 2013-14 and is the next phase of inspections based around integrity, particularly focusing on police relationships and integrity at ACPO level. Given the considerable amount of more urgent work this is likely to now be pushed back to the 2014-15 business year, commencing May 2014.