

UNCONFIRMED

AGENDA ITEM 3
CORPORATE GOVERNANCE COMMITTEE
22 December 2009

MINUTES of a meeting of the **CORPORATE GOVERNANCE COMMITTEE** of the **DERBYSHIRE POLICE AUTHORITY** held at the Derbyshire Police Headquarters, Butterley Hall, Ripley on 29 October 2009.

P R E S E N T

Councillor P J Hickson (in the Chair)

Mrs Birkin, Mrs C Brister, Councillor D Chapman, Mr L G Newby, Miss C Rylance (substitute) and Mr H Borrell (Substitute)

Apologies were received from Cllr K Parkinson, Cllr A Rogers and Cllr J Williams.

53/09 DECLARATIONS OF INTEREST

RESOLVED to note that no Members declared any Personal or Prejudicial Interests.

54/09 MINUTES

54.1 Update at minute 46.5. The Chairman and Vice Chairman of committee had discussed how best to monitor and track progression in underachieving areas of NSIR, however, the monitoring process was yet to be agreed.

54.2 Members were updated at minute 47/09 and informed that the HMIC document 'Crime Counts' – A review of data quality for offences of the Most Serious Violence – Technical Report had been published and could be accessed on the public website.
<http://inspectors.homeoffice.gov.uk/hmic/inspections/thematic/crime-counts/crime-counts2?view=Binary>

54.3 Update at minute 48/09. One or two Declarations of Members' Interests and Hospitality Returns were still outstanding, but being pursued.

RESOLVED that the Minutes of the Corporate Governance Committee meeting held on 21 July 2009 be confirmed as a correct record and signed by the Chairman.

**55/09 NATIONAL CRIME RECORDING STANDARDS: QUARTERLY
AUDIT REPORT JULY TO SEPTEMBER 2009**

- 55.1 Members were informed of the quarterly results of the Force's National Crime Recording Standards data audits which gave a concise indication of performance in specific categories of crime incidents and records.
- 55.2 Charts containing information relating to investigation 1 and 2 compliance were attached to the report at Annex A for the current period, July to September and, for comparison purposes, at Annex B for the previous period April to June. The overall Force compliance under investigation 1 was 95% and all divisions indicated overall compliance rates of 100% under investigation 2.
- 55.3 The NCRS Detections Audit charts for the current period July to September 2009 and the previous period April to June 2009 were attached at Annexes C and D. Overall compliance for all divisions was excellent.
- 55.4 The NCRS summary of sample data broken down by division was attached at Annex E.
- 55.5 Members commented that the results of the National Crime Recording Standards quarterly audit were of an excellent standard this quarter.

RESOLVED: To note the contents of the report.

**56/09 NATIONAL STANDARD OF INCIDENT RECORDING:
QUARTERLY DATA AUDIT**

- 56.1 Members were informed of the results of the Force National Standard of Incident Recording (NSIR) data audits July to September 2009. The results were attached to the report at Annex A.
- 56.2 A total of 1,290 incidents were audited during the quarter July to September, a slighter higher sample than in previous quarters. Force compliance for the quarter was 82.33%, a slight increase on the compliance level achieved during the last quarter which

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was 81.71%. The overall compliance rate is calculated using the total number of incidents audited and the total number which comply.

- 56.3 Missing or incorrectly completed source details accounted for the majority of errors (102 source details errors identified). The opening code selection and closing code selection were joint second weakest with 71 errors identified and recorded in each area. Incident Control Room Staff were responsible for the majority of errors.
- 56.4 Ch Insp. R Gooch, Deputy Head of Contact Management explained that many of the errors occurred because some information fields on the system were not fully completed. The information requested within the information fields is often duplicated elsewhere on the log and when this is the case staff abbreviate, which subsequently fails an audit.
- 56.5 The committee agreed that a compliance rate at over 80% was reasonable and performance was good. It was noted that there will be changes in the future when incident control rooms merge and move to CCMC. This will be monitored closely for the future to examine any changes to performance.

RESOLVED: To note the contents of the report.

57/09 **NATIONAL CRIME RECORDING STANDARD (NCRS) AND NATIONAL STANDARD FOR INCIDENT RECORDING (NSIR) – AMENDMENT TO AUDIT REVIEW AND INCLUSION OF CONFIDENCE INTERVALS**

- 57.1 Under NCRS the minimum data set audited was 20 per incidence per category per Division, making a Force total of 80. At a recent meeting of the committee, members had expressed concern at the small number of incidents audited.
- 57.2 The report contained proposals for changes to audit reviews and confidence intervals, including a detailed rationale for the proposed changes. summarised as;

Investigation 1 to be increased, and it was estimated that a total of 1020 incidents will be audited compared to 640 currently which would address the high risk area.

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Investigation 2 be removed as compliance is regularly high although there will be a summary of compliance and dip testing of incidents.

Crime Classification remain with a sample size of 20 per Division, total 80 force-wide, and

Detection Audits to remain as is with the exception of discontinued offences.

57.3 Under NSIR the force incident auditor will audit incidents under the National Incident Category List and not crime categories as these will be checked under investigation 1 of the NCRS audits. The sample size will increase from 1140 to 1365 incidents per quarter.

57.4 Both NCRS and NSIR will be accompanied by confidence intervals.

57.5 The committee was confident that the changes, as proposed would focus resources at high risk areas, provide better quality results, and thus provide more confidence and reassurance.

RESOLVED: To note the contents of the report, in particular the increase of sample size for Investigation 1, dropping Investigation 2 but dip sampling to take place, and the inclusion in future of confidence intervals for both Investigation 1 of the NCRS and NSIR minimum data standard audits.

58/09 HMIC INSPECTION ACTIVITY 2008-2009

58.1 The report updated members on the progress of HMIC inspection activity from April 2008 to date.

58.2 Stated at 2.1 of the report was 'the Police Authority Strategic Policing committee receive regular reports regarding all inspection activity'. It was noted that this was incorrect and the Corporate Governance committee should receive such a report to ensure awareness of all inspections taking place and any key issues arising from them. The greater detail arising from the inspections would be contained within individual action plans which should then be monitored by committees or project boards.

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The Corporate Governance committee should oversee this to ensure that others are completing their work.

- 58.3 The report also stated that members are allocated to various project boards and representative bodies to provide scrutiny and feedback to the Authority. Highlighted was the need to ensure that members are feeding back to the Authority all relevant issues arising from these boards and bodies.
- 58.4 The report was considered useful, and it was proposed that a second report be presented at the beginning of the year, highlighting when inspections will take place. This would provide advance notice to inform members of any forthcoming inspection activity.
- 58.5 An amendment to report item 2.8 'Rounded Assessments' (b) was noted, which should read 'field work commences on **22** (not 19) October 2009'. A report was anticipated on 16 December.

RESOLVED:

1. To note the contents of the report.
2. To request the Chief Constable report on HMIC Inspection Activity to the Corporate Governance committee in March/April for the known inspections for the coming year, and a mid year update report be presented to advise on progress on delivering inspection action plans by either Committees or Project Boards.

59/09

POLICE AUTHORITY RISK MANAGEMENT STRATEGY 2009-10

- 59.1 The amended Risk Management Strategy for 2009/10 was attached to the report at Annex A and the matrix for scoring at Appendix 1 to Annex A. The Risk Management Strategy was aligned to the Police Authority Business Plan 2009/10 and incorporated the 5 new Strategic Priorities. In addition detailed changes to the scoring methodology from a 3X3 to a 5X5 score matrix was considered. The documents were recommended for approval to the committee

RESOLVED: To approve the Police Authority Risk Management Strategy 2009/10 attached at Annex A to the report.

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60/09 **POLICE AUTHORITY RISK REGISTER 2009/10**

- 60.1 The risk register 2009/10 built upon the existing register, but more accurately reflected the new Police Authority Business Plan for the current year. A copy was attached at Annex A.
- 60.2 Members reviewed the document and number of changes to the Register were proposed and agreed. The amended Register was approved to be recommended to the Police Authority for approval. It was noted that the Risk Register was a living document and would be further amended as necessary to recognise emerging risks over the coming year.
- 60.3 The Treasurer was thanked by the committee for her hard work in preparing the Risk Register.

RESOLVED: That the Police Authority Risk Register 2009/10, as amended in accordance with the changes proposed by the Corporate Governance Committee, be recommended to the Police Authority for approval.

61/09 **EXTERNAL AUDITOR'S PROGRESS REPORT: AUDIT 2008/09 AND 2009/10**

- 61.1 The External Auditor presented his progress report dated October 2009. The report detailed the successful completion of the audit for 2008/09, and work in preparation for the audit of 2009/10. Various information updates were provided with references to other sources of information.
- 61.2 There were no significant issues requiring further comment and the Audit Plan and associated audit fee were extant.

RESOLVED: To receive the progress Report

62/09 **ANNUAL GOVERNANCE REPORT**

- 62.1 The Annual Governance Report had already been presented to the Finance, Administration and Resources Committee on 29 September 2009.

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- 62.2 In reporting the Use of Resources Scores for 2008/09, the following scores were achieved; Managing Finance (3), Governing the Business (2) and Managing Resources (3). The Finance, Administration and Resources committee had already expressed their disappointment at receiving a score of 2 in the area of 'Governing the Business'. The Force and Authority had challenged the score, as they felt they had achieved a level 3, but the Audit commission would not accept the challenge as it fell outside of the review parameters, and would not alter the overall score of 3. The committee were aware that the overall score would not be affected, but were disappointed that the score could not be challenged and amended as this information was publicly available and may ultimately impact on public confidence.

RESOLVED: To receive the Annual Governance Report

63/09 **POLICE AUTHORITY INSPECTION: JOINT AUDIT COMMISSION AND HER MAJESTY'S INSPECTORATE OF CONSTABULARY POLICE AUTHORITY INSPECTION FRAMEWORK**

- 63.1 The Police Authority inspection framework was presented and the committee were reminded that as Derbyshire Police Authority had been part of a pilot inspection they will be exempt from the first stages of the inspection process. The Treasurer enquired whether the framework might be amended as the inspection regime progressed and Members were assured that should any changes be made, the Authority would be informed.

RESOLVED: To note the Inspection Framework.

64/09 **ACTION AND DELIVERY PLAN**

- 64.1 An additional document 'Striking the balance between operational and health and safety duties in the Police Service' was distributed to the committee. The committee identified the need to incorporate this area of work into the committee. A more detailed report will be presented to the next meeting of the committee for further discussion.
- 64.2 A number of amendments to the action plan were noted:
Serial 2 (b), the completion date will be amended to April 2010.
Serial 8 (c), the lead officer will be amended to the Treasurer.

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RESOLVED: To note the Action and Delivery Plan as amended.

65/09 **EXCLUSION OF THE PUBLIC** **RESOLVED** that the public including the press be excluded from the meeting during the Committee's consideration of the remaining items on the Agenda to avoid the disclosure of the kind of exempt information detailed in the following summary of proceedings:-

SUMMARY OF PROCEEDINGS CONDUCTED AFTER THE PUBLIC INCLUDING THE PRESS WERE EXCLUDED FROM THE MEETING

To confirm the minutes containing exempt information of the meeting of the Corporate Governance Committee meeting held on 21 July 2009.

To consider the exempt report of Internal Audit (Containing information relating to the financial or business affairs of particular persons):

- (a) Human Resources – Divisional Controls
- (b) IT Health Check
- (c) Credit Cards