



To: Joint Audit Committee

From: Chief Executive

Date: 18 March 2014

INTEGRITY GOVERNANCE

1. Purpose

- 1.1 The purpose of this paper is to provide an update to the Joint Audit Committee (JAC) on:
- i. the JAC Integrity Sub-Committee; and
 - ii. the integrity assurance mechanisms across both Cambridgeshire Police and Crime Commissioner and Cambridgeshire Constabulary.

2. Recommendation

- 2.1 To note progress
- 2.2 To provide an update on these groups at the next JAC meeting

3. Background

- 3.1 At the JAC meeting on the 10th December 2013 the purpose of the Integrity Sub-Committee was discussed and agreed as being:
- ‘to review the control mechanisms to ensure effective and transparent handling of integrity issues’.
- 3.2 At this meeting, the JAC also adopted the Terms of Reference for the Integrity Sub-Committee (as attached at Annex A).
- 3.3 It was also recognised that the control mechanisms of the Sub-Committee would evolve over time. As such, it was also agreed that the Chief Executive of the Office of the Police and Crime Commissioner (OPCC) and Catherine Crawford, the appointed as

the JAC member of the Integrity Sub-Committee, would meet to set up the substance of the Integrity Sub-Committee.

4. Integrity Sub-Committee

- 4.1 The JAC are asked to note that progress has been made on specific constituent elements of the Sub-Committee. However, such progress and the direction of travel of the Sub-Committee has to be considered against the wider integrity landscape that is currently evolving which both the Police and Crime Commissioner and the Constabulary are currently considering.
- 4.2 To date, background information on potential members of the Sub-Committee have been passed to Catherine Crawford. It has also been agreed that the initial meeting of the Sub-Committee will be at the end of May/early June 2014.

5. PCC and Constabulary Assurance Mechanisms

- 5.1 Both the Commissioner and the Constabulary recognise the need to build upon and enhance the assurance control mechanisms to continuously deliver and embed a transparent and ethical integrity agenda within policing. Such mechanisms will deliver across the business but focus on specific areas, such as crime recording, complaints and organisational practices, and provide assurances to the Commissioner and the Chief Constable, and ultimately the public. It must be stressed that the existing controls in respect of integrity and traditionally subject to internal and external audit remain in place, new arrangements below are intended to enhance these.
- 5.2 There are a number of control mechanisms that are currently at the embryonic stage of development. Consequently, the Terms of Reference, membership and reporting lines for these groups are yet to be finalised. The relationship structure between the groups themselves and any relationship or reporting lines between the groups and the Sub-Committee is yet to be agreed. However, it is clear that to maintain some control assurances, clear water relationships are required between some groups, whereas others will have direct upward relationships through Constabulary and Commissioner controls, i.e ultimately to the Business Co-ordination Board.
- 5.3 The JAC should note that the proposed groups, where indicated, will provide assurance and governance arrangements
- 5.4 The JAC are asked to note that the name and scope of these groups maybe subject to change but for the purposes of this paper are described as follows.

Complaints Sub-Group

- 5.5 This group is Chaired by the Deputy Police and Crime Commissioner with representation from the Constabulary and the OPCC and it is intended to expand this to incorporate independent representation. The group deals with both the oversight of the complaints system and the efficiency and effectiveness of the Professional Standards Department who deliver the complaints system. The Cambridgeshire

Police and Crime Commissioner holds the Cambridgeshire Chief Constable to account for delivery of PSD across the three forces in the collaboration arrangement.

Crime Data Integrity Group

- 5.6 The Constabulary continue to scrutinise crime recording processes to give assurance of data quality standards. The Crime Data Integrity group meet monthly and report results of audit work to Force Performance Board monthly.

Out of Court Disposals

- 5.7 This is a multi-agency group which will be chaired by an independent Chairperson, with membership including a Magistrate, Crown Prosecution Service, Youth Offending Team, with the OPCC being an observer.
- 5.8 The purpose of the group is to independently review a selection of anonymised cases that have been resolved by use of an out of court disposal within Cambridgeshire. Its aim is to determine whether the method of disposal is considered appropriate, based on a review of the information/evidence available.

Police and Crime Commissioner's Integrity Advisory Group

- 5.9 The purpose of this group is to support the Police and Crime Commissioner in ensuring that the public have confidence in the integrity of Cambridgeshire Constabulary and the OPCC. The group will advise the Commissioner on matters relating to integrity, support and advise the Commissioner in scrutinising matters of integrity and how to appropriately deal with such and be alive to, learn from, and foresee risk and changes to the integrity agenda.
- 5.10 The group will consist of three lay members appointed by the Commissioner and will meet twice a year or additionally at the discretion of the PCC.

6. Recommendation

- 6.1 To note progress.
- 6.2 To provide an update on these groups at the next JAC meeting.

BIBLIOGRAPHY

Source Document (s)	Contact Officer	Location
	Jim Haylett, Head of Policy and Performance, Office of the Cambridgeshire Police and Crime Commissioner	Cambridgeshire Police & Crime Commissioner, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA

3.2 Terms of Reference and Establishment of Integrity Sub-Committee

In September 2013 this Committee agreed in principle to the terms of reference and requested some amendments be made before formal approval.

It was agreed that these Terms of Reference be adopted. They would now be considered in Transfer Order 2 to ensure that there is a standard governance document to refer to when updating the Terms of Reference in the future.

It was agreed that membership would be reviewed in July 2015 and action taken to rotate membership to ensure continuity.

The Committee discussed issues around integrity and it was noted that Cambridgeshire was the host organisation for the management of complaints for Bedfordshire, Cambridgeshire and Hertfordshire Police Forces. It was emphasised that complaints needed to be considered separately to integrity issues.

Resolved:

- (i) Terms of Reference of Joint Audit Committee and Integrity Sub-Committee to be linked with Transfer Order 2*
- (ii) Review membership in July 2015 in order to establish rotational membership*
- (iii) Dorothy Gregson and Catherine Crawford to meet to set up the substance of the Integrity Sub-Committee and agree the date for the annual report to the JAC.*