


APPENDIX A - INTERNAL AUDIT / INSPECTION RECOMMENDATIONS – CONSOLIDATED ACTION PLAN


Ref No	Recommendation Description	Responsible Officer	Milestones / Date of Completion	Progress to Date	Assurance Level	Status
--------	----------------------------	---------------------	---------------------------------	------------------	-----------------	--------

Follow Up of Previous Internal Audit Recommendations (9.14/15)						
POCA & Cash Seizures (13.13/14) 3a	All cash bags should be signed by two officers when the cash is seized.	Head of Business Support	16/05/14	<p>A new Cash Handling Policy / Standard Operation Procedure (embedded below) has now been developed and adopted by the Constabulary, which clearly requires all cash bags to be signed by two officers when cash has been seized.</p> <p>Cash seizures will be audited quarterly by the Seized Property Supervisor, responsible for property officers / stores.</p>  <p>cash_handling_policy_new (June 2015).docx</p> <p>Action Revised and Reworded – Mar 16</p> <p>All cash bags should be signed by two officers when the cash is seized. In addition and in line with the Cash Handling procedure, all defined book entries (such as exhibit numbers and seal numbers) are to be re-stressed as mandatory to complete to the booking in officers.</p> <p>Action has been restated to ensure compliance in practice in line with agreed policy.</p>	High	Amber

APPENDIX A - INTERNAL AUDIT / INSPECTION RECOMMENDATIONS – CONSOLIDATED ACTION PLAN

Ref No	Recommendation Description	Responsible Officer	Milestones / Date of Completion	Progress to Date	Assurance Level	Status
POCA & Cash Seizures (13.13/14) 5a	Cash should be dual signed as counted every time it is handled. This includes at the point of seizure if it is counted, and prior to banking. When tamperproof bags are opened and cash counted, this should be dual counted and dual signed on the tamperproof bag and updated on the KIMS system accurately.	Head of Business Support	26/05/14	<p>The new Cash Handling Policy reinforces that:</p> <p>“The physical handling of cash should be kept to a minimum and all cash will be bagged and sealed immediately when making a seizure. Seized cash will be sealed in a new tamperproof bag in the presence of another officer and the person in charge of the cash who will be invited to sign both bags. This will ensure any evidential value is preserved and also safeguard the integrity of officers.</p> <p>If the cash being seized is a very large amount that will not fit into a cash bag – then the cash should be bagged twice and sealed twice – both seal numbers to be recorded On PMS and/or Sec 18 slip and in the pocket note book of the officer seizing. It should be noted that each bag is one of two, two of two, etc. for that item on the property listed.”</p> <p>Action Restated and Revised – Mar 16</p> <p>Action has been restated and revised to ensure compliance in practice in line with agreed policy.</p>	High	Amber
POCA & Cash Seizures (13.13/14) 5b	Once it has been decided to bank cash that has not previously been counted, the amount to be banked should be recorded within the KIMS Property Management	Head of Business Support	28/04/14	The new Cash Handling Procedure makes it mandatory to count all cash seizures – other than in very exceptional circumstances.	High	Amber

APPENDIX A - INTERNAL AUDIT / INSPECTION RECOMMENDATIONS – CONSOLIDATED ACTION PLAN

Ref No	Recommendation Description	Responsible Officer	Milestones / Date of Completion	Progress to Date	Assurance Level	Status
	System to enable reconciliation of amounts seized to amounts banked.			<p>This will ensure that amounts of cash seized can be easily reconciled with cash subsequently banked.</p> <p>Action Revised – Mar 16</p> <p>All POCA cash counted and banked by the Business Support Finance Officer will be checked by an appropriate body. Going forwards, this will provide assurance that the full POCA amount banked is correct. This check may involve a direct line of communication between the Property department and the Treasury department.</p>		
Information Governance 3.2.3.3.1	<p>The Information, Assurance, and Strategy Board, or similar, should undertake the following:</p> <ul style="list-style-type: none"> • Document the roles and responsibilities of the Senior Information Risk Owner; and • Formally approve the Terms of Reference and membership of the IASB, or similar, at their first meeting. 	BCH Chief Information Officer		<p>Update from the Chief Information Officer:</p> <p>BCH SIROs have attended the Police SIRO Training Course provided by Advent IM which gives them the details of their responsibilities.</p> <p>BCH SIRO for all three forces is now Ian Bell (Head of ICT).</p> <p>IASB Terms of Reference have been formally approved, and are embedded below. These will be update to reflect the change in SIRO.</p> <div style="text-align: center;">  </div> <p>BCH IA Board To</p>	Medium	Amber

APPENDIX A - INTERNAL AUDIT / INSPECTION RECOMMENDATIONS – CONSOLIDATED ACTION PLAN

Ref No	Recommendation Description	Responsible Officer	Milestones / Date of Completion	Progress to Date	Assurance Level	Status
				<p>Action Partly Restated – Mar 16</p> <p>A job description document will be made available for the SIRO in place. This will enable the actions taken by the SIRO with respect to information governance to be in line with expectation and also allow scrutiny to be applied.</p>		
Seized and Lost Property Follow Up (11.14/15)						
Seized and Lost Property (13.12/13)	The Business Support department will ensure that all sample checks of the Property Stores are fully documented and evidenced. Going forwards, they will also formally communicate their findings (such as via email) to the Seized Property Supervisor and SPOC Cambs Enquiry Officer. This should provide further assurance as to the accuracy of the contents in Property and allow for improved transparency and communication between departments.	Head of Business Support	31/03/13	<p>RSM Update – Mar 16:</p> <p>“We confirmed through discussion held with the Business Support Officer that sample checks of the Property stores are carried out on a bi-monthly basis by two Business Support Officers.</p> <p>However, we were told that any findings were reported on an exception basis only, and there was no available evidence available to show that the sample checks actually took place.”</p> <p>Action Revised – Mar 16</p>	Medium	Amber

APPENDIX A - INTERNAL AUDIT / INSPECTION RECOMMENDATIONS – CONSOLIDATED ACTION PLAN

Ref No	Recommendation Description	Responsible Officer	Milestones / Date of Completion	Progress to Date	Assurance Level	Status
--------	----------------------------	---------------------	---------------------------------	------------------	-----------------	--------

Estates Management (1.15/16)						
1.4	No stock condition surveys are performed at present due to gaps within the estates establishment.	Head of Estates	31/12/15 31/03/16	Action Restated – Mar 16	Medium	Green
1.5	The Head of Estates and Facilities will ensure that a procedure documenting the requisition of works from contractors is drafted and approved, to include: <ul style="list-style-type: none"> • Fully documenting the process detailing the use of the software systems involved (Lotus Notes, Integra) and the responsibilities of key personnel such as the EFSM and Site Officers. • The compilation and storage of purchase orders. • The process of recording agreement with the contractor of the actual price. 	Head of Estates	31/03/16	Action Revised – Mar 16	Medium	Green

APPENDIX A - INTERNAL AUDIT / INSPECTION RECOMMENDATIONS – CONSOLIDATED ACTION PLAN

Ref No	Recommendation Description	Responsible Officer	Milestones / Date of Completion	Progress to Date	Assurance Level	Status
--------	----------------------------	---------------------	---------------------------------	------------------	-----------------	--------

Risk Management (5.15/16)						
1.4	The Terms of Reference for the Risk Review Board is not up to date and the meetings are not minuted / actions recorded.	Superintendent – Head of Corporate Development	April 2016	Mar 16 It is agreed that the Constabulary will minute the Risk Review Board and assign actions as appropriate to resolve issues or address key risks and the TOR will be reviewed and updated.	Medium	Green