PEFORMANCE AND RESOURCE MANAGEMENT SUB (POLICE) COMMITTEE
1 FEBRUARY 2018
OUTSTANDING REFERENCES

No.	Meeting Date & Reference	Action	Owner	Status
1.	**01/02/18** Item 4 - *Outstanding References* **Reporting Schedule**	It was agreed that a reporting schedule be decided by the Chamberlain, Town Clerk and Commissioner. This would ensure that the Performance and Resource Management Sub-Committee is well positioned to inform its Grand Committee on the following areas: i. Financial Performance & Budgets ii. Demand and Value for Money iii. Major Programmes/Projects This will ensure that sufficient time is available to facilitate a more detailed discussion in each case. **Update 10-04-18**: A meeting took place between representatives of the Town Clerk, CoLP and Chamberlain to agree a reporting Schedule for the future finance reporting. This was recently sent to the Chief Officers for final endorsement. We are still awaiting confirmation from the Chamberlain.	Town Clerk/ Chamberlain/ CoLP/ Chairman	**OUTSTANDING**
2.	**01/02/18** Item 4 - *Outstanding References* **Public Order Open Day**	The Chairman asked that the Commissioner please circulate to Members the date of the Public Order Open Day taking place at Gravesend when it has been confirmed. **Update 10-04-18**: On the 26 March details of the next Public Order training event at Gravesend training centre scheduled for 20 June, were circulated to Members with a view to them attending as observers.	CoLP	**COMPLETE**

3.	01/02/18 Item 5 - *Internal Audit Update Report* **Accepted Risks Narrative**	The Chairman explained that it was good to see that a certain level of risk was accepted when deemed correct to do so. However, he noted that it would be beneficial to aid understanding by including a narrative note on why risks have been accepted. The Head of Audit and Risk Management confirmed that mitigating factors would be included in future for clarity. **Update 10-04-18**: A discussion took place between Head of Audit and Risk Management for CoL and Head of Governance and Assurance for CoLP and it is proposed that where CoLP has another case of accepting the risk due to resourcing issues, the management response will be discussed and agreed to make the implications clearer to Members.	CoLP	**COMPLETE**
4.	01/02/18 Item 5 - *Internal Audit Update Report* **Action Fraud Monetisation**	The Chairman asked for clarification of the Action Fraud/ Know Fraud Monetisation Project referred to for which Members had apparently approved £500,000 to commence work on, as mentioned within the table at row 13 of Appendix 4. The Head of Change Portfolio Office confirmed that she did not have the detailed knowledge of this Programme and would check with Head of ECD back in Force and feed back to Members. **Update 22-02-18**: Members approved a £500k set up costs comprising £250k from Home Office (NCSP 2017/18) and £250k match funding from City Fund Reserve. This was part of the additional £5.1m advance from City Fund Reserve and approved by Members at Recommendation 8 in a Committee report that was approved by Members of Common Council in July 2017.	CoLP	**COMPLETE**

| 5. | **01/02/18**
Item 6 -
CoLP Programme Management Report

Programme Management Capability | A Member suggested that a fundamental capability review of the project and programme management function was necessary. He noted that Programme Management was not included as one of the Corporation's "Top 10 Risks". The Deputy Chamberlain explained that work was underway in this area and agreed to follow up with the Town Clerk to feed back on progress of the capability work surrounding Corporate programme management.

Update 19-02-18: The Chamberlain's Finance team and the PMO within Town Clerk are jointly working together to resolve the recognised issues regarding the sometimes poor understanding and reporting of projects financial information.
The capability and upskilling of project managers will be supported by an updated in-house Project Management training course by the PMO rolling out in the spring (which includes financial management training), and updated financial training developed by Chamberlains in Financial accounting, Forecasting and Oracle. The PMO will also be looking at how financial information is presented to Members in committee reports, to increase consistency, usability and transparency. | Chamberlain | **COMPLETE** |
| 6. | **01/02/18**
Item 6 -
Q3 Performance vs Measures

ASB Figures ETA | The Chairman asked only that a timeframe be attached for receipt of the Antisocial Behaviour (ASB) figures so that the Sub-Committee might know when to expect regular reporting of them.
Update 10-04-18: ASB Data that is available from Sept/ Oct 2017 has now been included in the Performance Report | CoLP | **COMPLETE** |

| 7. | 01/02/18 Item 10 - *HMICFRS Update* | The Chairman requested that a note on what was being actioned with regards to improvements in Stop-and-Search be provided to Members.

Update 10-04-18: The AFIs identified were as follows:
1) the reason for searches (e.g. drugs) by ethnicity and age
2) the rate at which the item searched for is found, by ethnicity and age and
3) Individual officer/team data – totals, outcomes and find rate, by ethnicity and age.
The Force accepted HMICs suggested enhancements but determined there were issues with the existing systems in producing this information. The current position is that it was anticipated that the introduction of Niche in October 2017 was expected to improve this situation and this area was explored with a view to establishing this reporting functionality by January 2018.
A specialist was tasked to create the required business […] objects reports but the resultant reports were not fit for purpose and confidence that the reports contained the correct data was low. The Force has engaged with Northamptonshire to utilise and adopt its reports – this has resulted in system issues being identified which have been resolved in part and others are actively being pursued. Other forces who use Niche are also being approached to identify which reports might be able to be adopted. This is being monitored as part of the HMICFRS update as previous. | CoLP | **COMPLETE** |
| | **Stop and Search** | | | |

| 8. | **30/11/17**
Item 4 -
Outstanding References

26/09/17
Item 5 -
Internal Audit Update Report

IT Transformation Report | The Chamberlain explained that Audit & Risk had just released a report on IT transformation developments. The Chamberlain suggested that this be circulated to Members.

The Director of IT provided Members with a verbal update on the IT transformation programme at the November 2017 meeting.

He explained that the Phase II programme was now being defined, for which a separate report had been produced. The Assistant Commissioner confirmed that it was all on track. The Member requested that the Phase II report be forwarded from IT Sub (Finance) Committee to the next meeting.

Update 08/12/17 – The Director of IT suggested that it might be more productive to forward the next iteration of the draft that will go to IT Sub-Committee in February to the following meeting of PRM in April.

Update: 18-04-18: The Director of IT explained that the report cannot be presented due to refining requirements and the financial plan aimed to be completed by the end of April 18. | Director of IT | **REPORT DUE APRIL 2018** |

| 9. | **30/11/17**
Item 8 -
HR Monitoring Information
1st April 2017 – 30th
September 2017

Report Template
Discussion | The Chairman agreed that the omission of HR reports meant strategic insights were being missed.

The Assistant Commissioner suggested that the CoLP and any interested Members sit down to develop an updated template for this report.

Update 17-01-18: This is still to be progressed. However, the next HR Monitoring report is not due to the Sub Committee until the July Meeting. This will be progressed asap in order to develop the template accordingly.

Update 10-04-18: TC's representatives met with the CoLP Head of HR on the 15 March and agreed a way forward for the HR Monitoring report to better reflect information and analysis required to give Members a more meaningful overview to enable them to discharge their scrutiny function. | CoLP/
Members | **REPORT DUE**
JULY 2018 |