

Staffordshire Commissioners Office

Governance & Assurance Report

ETAP Public Meeting 23 October 2019

Item 5

1. Audit & Reviews:

| Area | Completed By | Date Complete | Outcome |
|--------------------------------|--------------------|---------------|-----------------------------------|
| Risk Management Subject Review | ETAP Risk Champion | July 2019 | 3 areas raised for consideration. |

2. Recommendation's Update:

| Area | Recommendation | Action Taken | Date Complete |
|--|---|---|----------------|
| Risk Management Review | A review of the SCO Risk Management Policy to include a clearer read across to the Force Risk Register. | Review and refresh is underway that will not only be reflective of Force Risk but will also include Fire Risk processes. Envisaged completion is May 2019. | June 2019 |
| Fire Governance Transition Project | Staff Consultation & Communication Forum TOR is updated to reflect the change in governance. | TOR Updated and undergoing sign off process. | September 2019 |
| Independent Custody Visitor Scheme Review | That the Staffordshire ICV scheme should continue to work on supporting the local ICV panels to develop greater consistency in their approach to documenting rotas and recording meetings. | SCO looking into standardising the quarterly meetings and providing a secretariat. | August 2019 |
| ETAP's Self-Assessment against the CIPFA Good Practice Guide | A skills matrix is in place, but needs to be reviewed for relevancy and feed into a training and development plan for members | Skills matrix included as part of member's 1:1s in September 2019 - action plan to be developed of member's training needs. | Ongoing |
| ETAP's Self-Assessment against the CIPFA Good Practice Guide | Identified Report authors should provide relevant papers to the SCO seven days in advance of the meetings to allow for timely circulation | Item to be discussed at the Finance Panel meeting on the 24 Sept 2019. Revisions to ETAP T of R may follow with reduction in days for the circulation of Finance papers. Raised at last 1:1 chair's meeting 29 th August, follow up due next meeting 17 October. | Ongoing |
| Risk Management Subject Review | Strategic Governance Board for Collaboration introduce a strategic level risk management meeting between all three organisations to review and compare strategic level risks and share and expand knowledge on a six monthly basis. | Agenda item added to SGB Collaboration relating to Strategic Risk Registers from the Force, Fire and SCO. To inform decision making and also identify common themes. | July 2019 |

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|--------------------------------|--|---|----------------|
| Risk Management Subject Review | Attendance of ETAP risk representative at each of the operational areas risk meetings once a year. This provides an opportunity for an external perspective to observe risk management in practice. | ETAP Risk Champion given dates for SCO operational and strategic risk meetings for attendance as required. | September 2019 |
| Risk Management Subject Review | Ensure all three organisations strategic risk registers are considered by the Finance Panel on a quarterly basis (or as fits appropriately with internal management processes) and at the full ETAP meeting annually | Registers to be scheduled to agendas and circulated with papers. Risk Registers to be reviewed at the ETAP private P&D meetings (not at ETAP Public meetings) | September 2019 |

3. Risk Management:

The SCO Strategic Risk Register is submitted to ETAP Finance Panel on a quarterly basis and discussed in that forum. An overview of current grading of risks contained in both the SCO Strategic and Operational registers is as below:

| | Strategic | Operational |
|--|-----------|-------------|
| Total Number of Risks | 11 | 26 |
| After mitigations applied: | | |
| Number of Very High Rated Risks (Red) | 0 | 0 |
| Number of High Rated Risks (Amber) | 3 | 6 |
| Number of Medium Rated Risks (Yellow) | 7 | 13 |
| Number of Low Rated Risks (Greens) | 1 | 7 |
| Number of Very Low Rated Risks (Blue) | 0 | 0 |
| Number of Risks sitting outside of SCO Risk Appetite | 2 | 0 |

Strategic Risks were last reviewed by the SCO Senior Management team on Monday 16th September 2019.

4. Governance & Assurance Operational Update:

Significant Items for review and approval in the coming months:

- Corporate Governance Framework for Fire.
- Corporate Governance Framework for Policing.

Other Governance items to note:

- Commencement of Annual Governance Statement: ETAP involvement.
- Submission to CoPaCC for the Annual Statutory Transparency Quality Mark.
- Information Commissioners Visit early in 2020.
- Commencement of the lay visitor scheme for Dog Welfare.

