

Staffordshire Commissioners Office
Governance & Assurance Report
ETAP Public Meeting 27th September 2023

Item 5

1. SCO Audit & Reviews:

Completed since last report:

Area	Completed By	Date Complete	Outcome
FOI Regulatory Compliance	RSM	October 2022	Substantial Assurance. 1 Recommendation for SCO.
CISP Project	ETAP	April 2023	2 Recommendations.

Coming Audits/Inspections:

Area	Completed By	Due Date	Update
ICVA Quality Assurance Assessment	ICVA	October 2023	Currently confirmed as compliant with the Silver Standard, Gold Standard assessment will be completed by October 2023.
CISP Outcomes	ETAP	November 2023	Scoping completed, field work commenced.
Information Governance	RSM	September 2023	Scoping completed, field work commenced.
Risk Management	RSM	July 2023	
Victims Code	RSM	July 2023	
Complaints	RSM	July 2023	

2. SCO Recommendation's Update:

Completed since last report:

Area & Date Identified	Recommendation	Update / Action Taken	Date Complete
Annual Governance Statement 2021/22	That the SCO looks to guidance issued by CIPFA &/or the Treasury Management Code to enhance reporting on ESG.	Action update given in AGS 2022/23, Page 12.	March 2023
Annual Governance Statement 2021/22	That ETAP undertake a review to the project plan and implementation stages of CISP in Autumn 2022. In addition, that a further review be conducted on the operational processes of CISP and its governance arrangements in March 2023.	Action update given in AGS 2022/23, Page 13.	March 2023
ETAP CISP Project Review	ETAP felt that the key risks outlined in the proposal document were fairly limited; there was only one risk listed, 'Volunteer disengagement, resignation'. While it was explained that emergent risks were kept on a separate risk register as the project was underway, we would have expected a few more risks recognised at the outset, particularly recognising that recruitment	The report and recommendations were discussed at the SCO Senior Management Meeting and the comments about risk identification accepted and noted for future projects.	June 2023

	campaigns run previously had not delivered on diversity.		
ETAP CISP Project Review	Other risks identified through the project delivery were added to the SCO Operational Risk Register as they became apparent. Discussions at the point of developing the CISP Proposal did not envisage these risks, however on reflection it may have been prudent to reflect the interdependencies of other SCO departments as a risk in the document.	The report and recommendations were discussed with the Project Team as a post Review Brief, it was agreed that as part of future project plans interdependencies and associated risks would be tracked agenda items on working group discussions.	May 2023

In progress:

Area & Date Identified	Recommendation	Update / Action Taken	Due Date
Internal Audit: Framework for Compliance with Legal and Regulatory Requirements: Freedom of Information (FOI) October 2022	The Office will ensure that FOI Policy and its condensed version are appropriately updated and approved. Additionally, the Office will ensure that both current versions of FOI policies are available on the Office's website.	Policy refreshed and due at next IAB for sign off, then publish to website.	November 2023
Annual Governance Statement 2022/23	The SCO will work with the Force and FARS to develop an overarching community engagement strategy to drive a consistent and cohesive approach and avoid duplication of initiatives between the three organisations.		March 2024
Annual Governance Statement 2022/23	The SCO will support the implementation of further joint Police and Fire stations in a number of locations across Staffordshire during 2023/24. These will be secondary bases in smaller towns where buildings will be shared by neighbourhood policing constables, PCSOs and retained firefighter crews.		March 2024
Annual Governance Statement 2022/23	That the SCO builds on the work so far and the Staff handbook is to be accompanied by a new approach to Personal Development Reviews to ensure clear accountability for delivering SCO plans and identification of training and development needs of staff. A new staffing structure is also to be implemented to ensure the SCO has the right mix of skills and capacity to deliver programmes and manage business as usual effectively.		March 2024
Annual Governance Statement 2022/23	That the SCO continues with the below additional measures in respect of Engage Status: <ul style="list-style-type: none"> • Active monitoring of areas for improvement and performance-related 		March 2024

	<p>information and additional performance briefings;</p> <ul style="list-style-type: none"> • The Chief Executive attending monthly meetings to oversee progress with the HMICFRS Liaison Officer; • The Chief Executive will meet weekly with the DCC with HMICFRS as a standing agenda item; • The Chief Executive will meet weekly with the CC and his Deputy with HMICFRS as a standing agenda item; • The Commissioner will hold informal meetings with HM Inspector of Constabulary Wendy Williams; • The Commissioner and Chief Executive will meet regularly with the HMICFRS Liaison officer. 		
Annual Governance Statement 2022/23	That the SCO notes the content and recommendations made within the Baroness Casey report and considers these when gathering information and assurances for the PFCC to assist in holding the CC to account.		March 2024

3. SCO Risk Management:

The SCO Strategic Risk Register is submitted to ETAP Finance Panel on a quarterly basis and discussed in that forum.

SCO, Police and Fire Strategic Risk Registers form part of the SGB Collaboration Agenda on a quarterly basis. The registers are also shared for information to each Joint Strategic Estates Board and Strategic Governance Board.

4. SCO Governance & Assurance Operational Update:

Items of interest between reports to this forum:

- AGS 2021/22 Final Draft approved and published.
- ETAP Guidance Document Review completed and aligned to the October 2022 CIPFA release: Audit Committees, practical guidance for local authorities and police.
- Audit Committee Webinar attended by ETAP members in December 2022.
- Audit Committee training delivered in March 2023 to all ETAP members.
- SCO Risk Management Policy & Appetite approved by the SCO Senior Leadership Team in September 2023.
- Newly appointed S151 Director of Finance for the SCO, commences October 2023.
- Annual Report published.
- SCO Website updated for ease of access for Specified Information Order compliance.
- SCO operational review and restructure completed.

Significant Items for review and approval in the coming months:

- AGS build and ETAP Consultation.
- PFCC Election Workshop to commence in November 2023.
- Election preparation of office information for candidates to commence in January 2024.