Staffordshire Commissioners Office   **Item 7**
Governance & Assurance Report
ETAP Public Meeting 28th February 2024

1.   SCO Audit & Reviews:

Completed since last report:

Area	Completed By	Date Complete	Outcome
CISP Outcomes	ETAP	April 2023	4 SCO administration recommendations.
Information Governance	RSM	November 2023	**Reasonable Assurance:** 5 Recommendations.
ICVA Quality Assurance Assessment	ICVA	October 2023	Gold Standard Achieved and Maintained.

Coming Audits/Inspections:

Area	Completed By	Due Date	Update
Risk Management	RSM	FY 2023/24	Scoping completed, field work commenced.
Victims Code	RSM	FY 2023/24	
Complaints	RSM	FY 2023/24	
Management Action Tracking	RSM	FY 2023/24	

2.   SCO Recommendation's Update:

Completed since last report:

Area & Date Identified	Recommendation	Update / Action Taken	Date Complete
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 signed off at SCO SLT on 17.01.2024. Published to website post approval.	17.01.2024

In progress:

Area & Date Identified	Recommendation	Update / Action Taken	Due Date
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		March 2024

	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.		
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: • Active monitoring of areas for improvement and performance-related information and additional performance briefings; • 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.		March 2024
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
ETAP Review: CISP Outcomes	ETAP to revisit all CISPs in 12 months to test the following recommendations; a. Recent recruitment drive (carried out Nov-23). b. Introduction of meeting attendance tracking. c. Introduction of annual review. d. Election of chairs to all panels, following recruitment, and how well this has worked.		November 2024

Internal Audit Review: Information Governance	The organisation will ensure the following policies are reviewed by the Information Assurance Board and approved by the SIRO: Record of Processing Policy; • Data Breach and Information Security Policy • Data Protection Impact Assessment Policy; • Subject Right of Access Request Policy; • Right to Rectification Policy; • The Right to Erasure Policy; • Clear to Desk Policy; and • Data Protection Training Policy. Once completed, the current version of the policy will be made available on the internal network and on the website, where applicable.		March 2024
Internal Audit Review: Information Governance	The Information Assurance Board will complete an in-depth review of the Information Asset Log to identify those areas that are incomplete and ensure that there is an action plan to compete those exceptions.		June 2024
Internal Audit Review: Information Governance	The Information Asset Log will be a standard item on the Information Assurance Board agenda at each meeting.		February 2024
Internal Audit Review: Information Governance	The Organisation will review the Information Sharing Agreement Guidance and the Serious Breach Impact Assessment Guidance to ensure that they are up to date and reflect current working practice. A review cycle will be established to ensure the documents are reviewed on a regular basis.		May 2024
Internal Audit Review: Information Governance	The Organisation will ensure that the Information Assurance Board reverts to meet on a quarterly basis to ensure proper strategic oversight, in accordance with the terms of reference.		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 2023/24 Draft shared with ETAP for comment.
- ETAP New member induction day held.
- SCO Website updated for ease of access for Specified Information Order compliance.
- PFCC Election Workshops commenced.

- Election preparation of office information for candidates to commenced.
- Governance Frameworks refreshed to reflect the changes in January 2024 of the Procurement Policy Note Thresholds.

Significant Items for review and approval in the coming months:
- PFCC Election envisaged for 2nd May 2024.