



Staffordshire Commissioner's Office

Governance and Assurance Report

1. Purpose of report

This report details progress against actions and recommendations identified by governance arrangements and assurance mechanisms outlined below:

- SCO Annual Governance Statement – AGS
- Internal Audit – RSM
- Ethics, Transparency and Audit Panel – ETAP
- Independent Custody Visitor Quality Assessment Framework – ICV QF

For the purpose of this report these will be referred to as the review bodies.

2. SCO Audit & Reviews

Area*	Review Body	Due Date	Update
Collaboration – Shared Services	RSM	June 2025	Postponed following discussions between FARS, Force and SCO.
Police, Fire and Crime Priorities	RSM	TBC	Postponed to 25/26 due to changes in personnel in SCO and limited resource to support in the short term.
Independent Custody Visitors	ICV QF	March 2026	New quality assessment framework to be launched in April 2025, with submissions due by January 2026.

**will be updated once Internal Audit Plan for 2025/26 agreed.*

3. SCO Recommendations Update

Completed since last report:

Review Body & Date	Recommendation	Update / Action Taken	Completion Date
AGS 22/23	The SCO will work with the Force and FARS to develop an overarching community engagement strategy to drive a consistent and cohesive	Initial scoping completed, however it was agreed this work would not be	March 2024



	approach and avoid duplication of initiatives between the three organisations.	progressed as originally planned.	
AGS 22/23	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.	A further 4 shared sites have been progressed, and this is now classed as BAU delivered by the shared estates team, under the governance of SGB Collaboration.	Activity considered BAU
AGS 22/23	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.	New structure implemented in Aug 23, Induction plans, PDRs and team delivery plans implemented. Coaching, mentoring and formal training and apprenticeship offer now in place for all SCO staff.	March 2024
AGS 22/23	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 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.	HMICFRS removed the Force from engaged status.	May 2024
AGS 22/23	That the SCO notes the content and recommendations made within the	Assurance was gained through SGB	March 2024



	Baroness Casey report and considers these when gathering information and assurances for the PFCC to assist in holding the CC to account.	Governance arrangements.	
RSM: 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; <ul style="list-style-type: none"> • 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.	All policies updated.	September 2024
RSM: 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.	Included on the agenda, now considered BAU.	June 2024
RSM: 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.	Changes made following discussions and changes to procedures with the SCO and Force DPO.	September 2024
RSM: 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.	The board has been meeting quarterly since January 2024, and continues to do so.	March 2024



In progress:

Review Body & Date	Recommendation	Update / Action Taken	Due Date
ETAP Review: CISP outcomes	ETAP to revisit all CISPs in 12 months to test the following recommendations; <ul style="list-style-type: none">• Recent recruitment drive (carried out Nov- 23).• Introduction of meeting attendance tracking.• Introduction of annual review. Election of chairs to all panels, following recruitment, and how well this has worked.	Review paused due to SCO capacity issues delivering CISPs. Requirement and scope to be reviewed by SCO.	July 2025

4. Risk

SCO Strategic Risk Register is submitted to ETAP Finance Panel on a quarterly basis.

SCO, Police and Fire Strategic Risk Registers are a standing agenda item at SGB Governance arrangements with Force and FARS, where changes to registers are regularly discussed.