

Thames Valley OPCC Strategic Delivery Plan 2017/18 (as at 7.11.2017)

Business Areas: This Office of the Police and Crime Commissioner (OPCC) Strategic Delivery Plan update captures the activities and progress of the OPCC in support of delivering the PCC's Police and Crime Plan 2017-2021

OPCC Business Areas which support delivery of the PCC's Police and Crime Plan 2017-2021

Business Area 1: Communications, PR & Engagement

OPCC activity & progress update

| Ref. | Actions | Links to Strategic Priority | Due Date | Sponsor | Lead Officer | Current Status | R/A/G |
|------|--|-----------------------------|----------|---------|--------------|--|-------|
| 1.1 | Develop and implement a calendar of communications activities addressing key Police and Crime Commissioner (PCC) priorities throughout the year. | | | | | <ul style="list-style-type: none"> • <i>Actions 1.1. & 1.2 are now merged and superseded by a new corresponding action at 1.12</i> | |
| 1.2 | Develop and implement a calendar of engagement events at which to improve public awareness of the role of the PCC, activity to deliver the Police and Crime Plan and Victims' First. | | | | | <ul style="list-style-type: none"> • <i>Actions 1.1. & 1.2 are now merged and superseded by a new corresponding action at 1.12</i> | |
| 1.3 | Continue to develop and promote the 'Victims' First Portal' to increase public knowledge of the impact of victimisation and increase access to support. | 2 | Mar 2018 | SM | CH | <ul style="list-style-type: none"> • The online victim portal is being developed • Portal is being advertised through Facebook to raise awareness of the brand • Working with TVP Corporate Comms to ensure Victims First is promoted in Force communications | |
| 1.4 | Develop and communicate 'Safe Locations' Strategy to provide a network of accredited information points and champions to improve communication with and access to support for vulnerable people. | 2 | Mar 2018 | SM | CH | <ul style="list-style-type: none"> • <i>Actions 1.4. & 1.6 are now merged and superseded by a new corresponding action at 1.13</i> | |

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| 1.5 | Implement fraud awareness initiatives with elderly and other vulnerable groups via roll out of the "Safe Locations' approach | 2 | Mar 2018 | SM | CH | <ul style="list-style-type: none"> This will be a task for the new OPCC Comms Support Officer to develop. | |
| 1.6 | Identify and accredit 3rd Party Reporting Centres for Hate Crime under 'Safe Locations' approach to improve reporting and access to support for victims of Hate Crime. | | | | | <ul style="list-style-type: none"> <i>Actions 1.4. & 1.6 are now merged and superseded by a new corresponding action at 1.13</i> | |
| 1.7 | Develop a programme of activities which involve use of the PCC's 'Let's Hate Hate' campaign to help improve Hate Crime awareness and reporting | 2 | Mar 2018 | SM | CH | <ul style="list-style-type: none"> The campaign has been pushed out at events (e.g. Force Open Day) and been promoted digitally and offline. Promotion of this campaign will continue during Hate Crime Awareness week in October. Marketing material has been sent to TVP LPAs, Parish Councils and local community groups to raise awareness This will be a task for the new OPCC Comms Support Officer to develop. | |
| 1.8 | Develop and roll out Domestic Abuse (DA) campaign to increase opportunities for early intervention and prevention. | 2 | Mar 2018 | SM | CH | <ul style="list-style-type: none"> In communication with Camden Council to utilise an existing coercive control campaign, and looking to work with a creative agency to develop a video to use alongside this. 'Clare's Law' will be developed through an off-shoot of the coercive control campaign and other new materials - going live in Jan/Feb 2018 Action also informed by OPCC report: 'From Call to Court' (links to 4.3) | |
| 1.9 | Develop and implement engagement to inform PCC policy development, particularly focussing on Black and Minority Ethnic groups (BME), Young and Elderly people. | 2 | Mar 2018 | SM | CH | <ul style="list-style-type: none"> Recommendation to the PCC to remove this action due to relevant links with other on-going work and/or to avoid duplication elsewhere: <ul style="list-style-type: none"> ⊖ OPCC development of Victim First Touchpoints (links to 1.13) ⊖ OPCC development of BAMER work (links to 3.11) ○ TVP developing its own engagement with children & young people (based on outcomes of OPCC survey that informed the new 5 Year Police & Crime Plan) | |
| 1.10 | Develop and communicate, with police and partners, public awareness of Cybercrime. | 2 | Mar 2018 | SM | CH | <ul style="list-style-type: none"> PCC's 10% Community Safety Fund (CSF) top-slice to be used to support targeted priorities - including cybercrime (links to 3.10) | |

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| | | | | | | <ul style="list-style-type: none"> • The Force will be promoting their Protect Your World campaign in Nov and will use this opportunity to highlight PCC's cybercrime grant. | |
| 1.11 | Review process for publishing progress against the Police and Crime Plan 2017-2021. | | Dec 2017 | SM | CH | <ul style="list-style-type: none"> • Recent meeting with the Force to identify how the Delivery Plan can be more demonstrably aligned to PCC's 5 Year Plan - Force are progressing this. • OPCC working with its website designer to create an infographic which can be updated to show progress against the 5 Year Plan (and can be downloaded for other reports). • Links to 5.3 - ongoing review and update of the OPCC Performance Monitoring Framework | |
| 1.12 | Implement the 2017 Communication Strategy. | 2 | Mar 2018 | PCC/DPCC | CH | <ul style="list-style-type: none"> • OPCC is actively promoting a range of priorities within the Police and Crime Plan (e.g. Hate Crime week) • Opportunities for linking PCC and Dep PCC engagement events to organisational funding are being explored | |
| 1.13 | Develop a Victims First marketing strategy. | 2 | Mar 2018 | SM | CH | <ul style="list-style-type: none"> • This is currently being developed and will incorporate plans for the Victims First Touchpoints. | |

Business Area 2: Partnerships

OPCC activity & progress update

| Ref. | Actions | Links to Strategic Priority | Due Date | Sponsor | Lead Officer | Current Status | R/A/G |
|------|---|-----------------------------|----------|-----------|--------------|--|-------|
| 2.1 | Ensure Thames Valley Police (TVP) develop and implement new TVP victim referral pathways into PCC-funded victims' services, to replace Automatic Data Transfer (ADT) by end March 2018. | | Mar 2018 | PCC | SM | <p>(RAG change A → R)</p> <ul style="list-style-type: none"> An alternative automated referral mechanism is being explored and will be implemented subject to: <ul style="list-style-type: none"> TVP development of interim transitional NICHE crime recording system workarounds for the recording & reporting to Victims First Hub of 'non-crime' incidents, pending release of next version of NICHE software incorporating a 'Victims Module' (due in mid/late 2018); Victims First Hub case referral management system ('Apricot') receiving TVP 'information assurance' accreditation to allow automated reporting of victims' data from NICHE. | |
| 2.2 | Review and agree new Community Safety Fund (CSF) formula and implementation plan to begin in April 2018. | | Oct 2017 | PH | IT/SM | <ul style="list-style-type: none"> The Home Office has decided not to consult on their new proposed new funding formula until 2018 at the earliest. In the circumstances, the local review of the CSF formula will also be deferred for at least 12 months. | |
| 2.3 | Improve accountability of Local Authorities' Community Safety Fund (CSF) allocations. | | Mar 2018 | PH | JK | <ul style="list-style-type: none"> Mid-year CSF returns due by the end of Oct - reminders will be sent. 2 CSF's under review | |
| 2.4 | Develop and implement approaches to improve engagement with Local Authority areas and Local Partnerships (e.g. Health and Wellbeing Boards, Safeguarding Boards, Community Safety Partnerships, Youth Offending Teams). | 1 - 2 | Mar 2018 | PCC/ DPCC | SM | <ul style="list-style-type: none"> Discussion on PCC 'liaison posts' (or alternative) on-going but not yet progressed. TV-wide partnership forums to be identified, together with OPCC engagement needs & requirements; frequency of meetings; level of OPCC staff time and resource commitment; benefits and costs of engagement, to inform | |

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| | | | | | | <ul style="list-style-type: none"> options Deputy PCC will be supporting engagement with partners specifically to represent and develop links with the PCC Recruitment for the new OPCC Policy Development Officer role has concluded and is awaiting vetting. | |
| 2.5 | Ensure greater oversight across Thames Valley of activities to prevent violent extremism, share lessons learned and promote good practice. | 4 | Mar 2018 | SM | JK | <ul style="list-style-type: none"> The first PREVENT Virtual Learning Group Newsletter sent 21 Sept. 2017 There are now currently 18 subscribers from across the 3 counties. Longer-term aim is for a 'virtual network' (owned by the OPCC) to be set up for all users. OPCC organised and supported the training of 6 new WRAP facilitators for Oxon CSP (12 Oct) | |
| 2.6 | Utilise PCC Chairmanship of TV Local Criminal Justice Board (LCJB), and engage with key Delivery groups, to encourage more joined-up criminal justice system. | 1 | Mar 2018 | PCC | SM | <ul style="list-style-type: none"> Delivery Groups assigned to relevant Policy Officers. Task & Finish group set up to develop Domestic Violence (DV) perpetrator programme funded from PCC's Community Safety Fund (CSF) 10% top slice (links to 3.10) PCC keen to support a coordinated 'Through the Gate' event in Thames Valley. This will require recruitment of a consultant to manage such an activity. | |

Business Area 3: Commissioning and Contract Management

OPCC activity & progress update

| Ref. | Actions | Links to Strategic Priority | Due Date | Sponsor | Lead Officer | Current Status | R/A/G |
|------|--|-----------------------------|-----------|---------|--------------|--|-------|
| 3.1 | Plan a co-located 'Victims' First/Witness Care Unit Hub' to replace the Victim Support 'Victim Assessment & Referral Centre' (VARC), support counselling coordination and other agreed central support functions, by Apr 2018. | 1 | Mar 2018 | PCC | SM | <ul style="list-style-type: none"> Current recruitment process will fill 5 Victims First Hub officer posts A briefing is being organised to ensure resilience around the Counselling Hub | |
| 3.2 | Implement Thames Valley Specialist Counselling Service Plan, including full use of the Victims First Hub 'Apricot' Case Referral Management (CRM) system | 1 | July 2017 | SM | EF | <ul style="list-style-type: none"> Application process remains open for counsellors seeking approved status - two induction days completed. Geographical spread being monitored with focused recruitment in under-represented areas Week commencing 23 Oct - a new hyperlink will be issued to PCC commissioned victim services and TVP Special Trained Officers which will allow referrals to be made directly onto Apricot New forms (templates) currently being drafted within Apricot for the transfer of Hate Crime to the hub functions | |
| 3.3 | Procure replacement for Victim Support's 'Local Support Service' giving universal (non-intensive) support provision across Thames Valley by Apr 2018. | 1 | Oct 2017 | PCC | SM | <ul style="list-style-type: none"> Went out to Tender on 9th Oct - 9 expressions of interest received to date (closes early Dec) (links to 3.5). | |
| 3.4 | Agree and negotiate any contract extensions for existing PCC victims' services which are scheduled to be re-tendered in 2018. | 1 | Sep 2017 | SM | WW | <ul style="list-style-type: none"> SAFE! (Young Victims Service) contract extension discussions now progressing - contract extension letter sent. Independent Sexual Violence Advocacy (ISVA) contract extension confirmed. Agreement in principle with Thames Valley Partnership Restorative Justice (TVPRJ) but arrangements still to be confirmed: (RAG change G → A) <ul style="list-style-type: none"> TVPRJ contract extension currently being explored. A new model has been proposed with a significant down- | |

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| | | | | | | sizing of current model. The CRC is now in a position to collaborate and has confirmed a budget; therefore, TVPRJ will be offered a contract extension based on completions shared across the CRC and OPCC. | |
| 3.5 | Procure or deliver replacement services to support victims of any services <u>not</u> receiving a contract extension after 2018. | 1 | Mar 2018 | PCC | SM | <ul style="list-style-type: none"> Victim Support 'Local Support Service' (LSS) will be replaced with 'Emotional Support and Advocacy Service' (ESAS) (links to 3.3). A joint streamline model with 2 new contracts has been proposed. Early discussions with the Prison Service may lead to a better model with OPCC/Community Rehabilitation Company (CRC)/Prison Service. | |
| 3.6 | Agree and manage interim year Domestic Violence (DV) funding arrangements and projects. | 3 | Aug 2017 | SM | WW | <ul style="list-style-type: none"> Working with TV Local Authority commissioners for future collaboration with pooled budgets from 2018 (<i>RAG change G → A + links to 3.9</i>) <ul style="list-style-type: none"> Oxfordshire CC is currently evaluating three bids following tender. Lead commissioners agreed for Berks Buckinghamshire still being considered. 'Black, Asian, Minority Ethnic and Refugee' (BAMER) outreach posts commissioning agreed. Commissioning agreed with Oxon for 'The Anchor Programme' ('TAP'), a service for DV victims with complex needs. Medium Risk Strategic Plan still to be confirmed. | |
| 3.7 | Agree and manage interim year arrangements for supporting victims of Hate Crime | 2 | Apr 2017 | SM | CH | <ul style="list-style-type: none"> OPCC took over helpline (and 3rd party reporting), website and App (same phone numbers and addresses retained). Post advertised to support Victims First and Safer Locations roll-out, including development of 3rd Party Reporting Centres. | (C) |
| 3.8 | Agree and manage interim year arrangements for supporting victims of exploitation and modern slavery through the Independent Trauma Advisor (ITA) service | 1 | May 2017 | SM | SM | <ul style="list-style-type: none"> Budget identified - engaging with modern slavery networks and exploring local providers (links to 3.9) | |
| 3.9 | Agree a commissioning strategy for future PCC investment in specialist victims' support services (e.g. co-commissioning opportunities, 'satellite hubs', integrated services) | 1 - 3 | Sep 2017 | PCC | SM | <ul style="list-style-type: none"> Interim plans are evolving to continue to provide specialist services alongside existing model. | |

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| | | | | | | <ul style="list-style-type: none"> • Discussions taking place in various forums about change in longer term to services based on vulnerability or needs ('low level' versus 'complex') rather than crime type. • Co-commissioning opportunities for DV have been explored with Local Authority and Clinical Commissioning Group (CCG) DV commissioners at meeting on 22 May 17. Expressions of interest received from most areas - now being progressed with Oxon, Bucks, Slough and West Berks (links to 3.6) • Consideration being given to pilot wider Independent Trauma Advisory (ITA) services - currently looking at providers (links to 3.8). | |
| 3.10 | Agree, procure and manage projects funded by PCC's retained 10% Community Safety Fund (CSF) top-slice money. | 1 - 5 | Jun 2017 | PH | SM | <ul style="list-style-type: none"> • Domestic Violence (DV) perpetrator scheme (£100,000) going live with first 2 groups early November (links to 2.6) • Evaluation went out to tender - contract awarded to Centre for Public Innovation. • FGM (up to £100,000) and Cybercrime (up to £100,000) Grant funding bid process has been completed - imminent paper to OPCC Strategic Management Group. (FGM links to 4.2; cybercrime links to 1.10) | |
| 3.11 | Implement and manage the successful OPCC 'Black, Asian, Minority Ethnic and Refugee' (BAMER) Project' bid in respect of the Home Office 'Violence Against Women and Girls Service' (VAWG) Transformation Fund scheme. | 1 & 3 | Jun 2017 | SM | WW | <ul style="list-style-type: none"> • Successful BAMER bid to the VAWG fund (£400k awarded) - being managed by the OPCC. • BAMER Board now established with terms of reference and risk register in place • BAMER strategic post being recruited by Oxfordshire CC. • BAMER outreach posts being recruited by TVP LPAs. | |
| 3.12 | Establish audit methodology and arrangements for improved oversight of PCC commissioned or grant funded local and specialist victims' services | | Oct 2017 | SOG | SM | <ul style="list-style-type: none"> • Audit concept and method tested on Independent Sexual Violence Advocacy (ISVA) contract. • Audit tools prepared and will be tested as part of the 2018/19 Audit Plan. • Audit Plan to be created (WW) | |

Business Area 4: Policy Development

OPCC activity & progress update

| Ref. | Actions | Links to Strategic Priority | Due Date | Sponsor | Lead Officer | Current Status | R/A/G |
|------|---|-----------------------------|----------|---------|--------------|--|-------|
| 4.1 | Develop skills of staff to inform long-term scanning capability of OPCC regarding current, new and emerging policing and crime issues and trends | | Dec 2017 | SOG | SM | <ul style="list-style-type: none"> OPCC exploring potential for link-up with Dawes Centre of Future Crime and Cranfield School of Management. OPCC meeting Said Business School (Management Science Faculty) on 25 Oct to explore current thinking on Futures. | |
| 4.2 | Consider and support development of a Thames Valley Female Genital Mutilation (FGM) strategy. | 2 | Mar 2018 | SM | WW | <ul style="list-style-type: none"> FGM funding bids are evaluated and awarded. FGM Strategy Group meeting on Oct 27th (links to 3.10). | |
| 4.3 | Consider and implement agreed recommendations from OPCC review of the Domestic Abuse pathway. | 3 | Mar 2018 | SM | WW | <ul style="list-style-type: none"> Final publishing currently under review. (links to 1.8) | |
| 4.4 | Develop a Business Case for the possible transfer of governance responsibility for the Thames Valley fire and rescue services to the PCC: <ol style="list-style-type: none"> Allocation of project budget Appointment of consultants Preparation of draft business case (working with FRAs to gather information) Consultation on draft business case (with public, LA stakeholders and affected staff unions) and publication of summary of responses Development and submission of final business case to Secretary of State | 5 | Mar 2018 | Dep PCC | PH | <ul style="list-style-type: none"> Deputy PCC has engaged with all Thames Valley fire and rescue authority (FRA) representatives and has written to them (late May 2017) setting out proposals for the process by which the OPCC and the FRAs may together consider and take forward the Government's policy objectives regarding police and fire and rescue services collaboration, and governance of fire and rescue services. PCC and Dep PCC met with 3 lead FRA members (early August). Following review of options, and potential opportunities and constraints, joint decision taken that the PCC would <u>not</u> be actively pursuing any F&R service governance changes in the foreseeable future (e.g. until after next PCC elections in 2020 at earliest). Instead, the Dep PCC will join the joint FRS & TVP chief officer Steering Group and participate in the development | (C) |

of collaborative work being undertaken by the 4 services.

Business Area 5: Performance (Police)

OPCC activity & progress update

| Ref. | Actions | Due Date | Sponsor | Lead Officer | Current Status | R/A/G |
|------|--|----------|---------|--------------|---|-------|
| 5.1 | Coordinate the production and publication of the PCC's 2016-17 Annual Report | May 2017 | SM | GE | <ul style="list-style-type: none"> A final version of the report was presented to the Police & Crime Panel on 16 June 2017 An online version is published on the PCC's website. | (C) |
| 5.2 | Develop PCC participation in TVP service reviews conducted by the Deputy Chief Constable | Aug 2017 | SM | GE | <ul style="list-style-type: none"> Arrangements are in place to cover attendance for initial tranche of TVP's Service Improvement Reviews (SIR) during Qtr. 1/Qtr. 2. OPCC internal tracker in place to monitor SIR updates and capture PCC/ DPCC feedback. | (C) |
| 5.3 | Review and update the OPCC Performance Monitoring Framework | Dec 2017 | SM | GE | <ul style="list-style-type: none"> Initial scoping has begun and will include a review of partnership performance monitoring, and reflect any learning from the SIR process (links to 1.11 & 5.2) HMICFRS consulting nationally on its proposal for introducing new 'Force Management Statements'. OPCC working through potential issues, risks and benefits before responding (18 Dec) | |

Business Area 6: Use of OPCC Resources

OPCC activity & progress update

| Ref. | Actions | Due Date | Sponsor | Lead Officer | Current Status | R/A/G |
|------|--|----------|---------|--------------|---|-------|
| 6.1 | Allocate 2017/18 Police Property Act Fund (PPAF) grant monies through public bidding rounds. | Mar 2018 | PH | IT/CH | <ul style="list-style-type: none"> The PPAF application process closed on 21 September A recent panel meeting undertook an initial evaluation of applications - a number of queries have been sent to LPAs for clarification. A final list of recommendations will be presented to the PCC and CC by the end of November | |
| 6.2 | Administer the High Sheriff PPAF for 2017/18 | Mar 2018 | PH | IT | <ul style="list-style-type: none"> MOU signed and monies transferred to the 3 HS during May | |
| 6.3 | Strategic review of all OPCC draft budgets for 2018/19, including Ministry of Justice (MoJ) grant funding, to ensure the most effective use of resources | Oct 2017 | PH | IT | <ul style="list-style-type: none"> Review undertaken and presented to OPCC Strategic Management Group (SMG) in August | |
| 6.4 | Draft the PCC's 2018/19 OPCC Strategic Delivery Plan, including review of staff needs, capability and capacity | Mar 2018 | PCC | PH | <ul style="list-style-type: none"> Not yet started Review will take into account current service pressures and commitments and any new Government medium-term policy agenda (including service and spending plans) as & when announced (likely date – autumn 2017). | |

Business Area 7: OPCC Financial Management

OPCC activity & progress update

| Ref. | Actions | Due Date | Sponsor | Lead Officer | Current Status | R/A/G |
|------|--|----------|---------|--------------|--|-------|
| 7.1 | Close the 2016/17 accounts in accordance with best practice by 14 th May 2017 | May 2017 | IT | JB | <ul style="list-style-type: none"> Accounts closed and Statements sent to EY on 18th May | (C) |
| 7.2 | Liaise with external audit and then present the audited accounts to the Joint Independent Audit Committee (JIAC) prior to publication on the PCC's website | Sep 2017 | IT | JB | <ul style="list-style-type: none"> Accounts have been formally signed-off at the Special JIAC meeting on 27th July (subject to completion of WGA audit) | (C) |
| 7.3 | Complete the 'Whole of Government's Accounts' (WGA) return and submit to HM Treasury | Sep 2017 | IT | CHS | <ul style="list-style-type: none"> Problems with locking and formally submitting the DCT for Cycle 1 resolved by DCLG on 31 August. Audit changes actioned on Cycle 2. External Audit completed their review on 28th September and it was submitted to CLG on the same day. | |
| 7.4 | Work with Corporate Finance to prepare and publish the medium term financial plan (MTFP) 2018/19 to 2020/21 | Jan 2018 | PH | IT | <ul style="list-style-type: none"> Medium term plans being prepared for presentation to PCC at level 1 meeting on 16th November | |
| 7.5 | Agree 2018/19 revenue budget and issue the council tax precept to billing authorities | Jan 2018 | PH | IT | <ul style="list-style-type: none"> | |
| 7.6 | Update specific OPCC controlled budget allocations (e.g. OPCC, capital financing) and ensure they are reflected in the updated MTFP | Oct 2017 | IT | JB | <ul style="list-style-type: none"> The draft capital budgets were updated in August 2017 - they will be revised for each iteration of the capital programme. In addition, we have prepared a modelling spreadsheet for corporate finance to use to assist in assessing the cost of ICT bids | |
| 7.7 | Submit all grant returns in accordance with external deadlines | Ongoing | IT | JB | <ul style="list-style-type: none"> In progress, all deadlines achieved to date | |
| 7.8 | Complete and submit all statutory returns in accordance with required timescales | Ongoing | IT | JB | <ul style="list-style-type: none"> In progress, all deadlines achieved to date | |
| 7.9 | Undertake the VAT partial exemption calculation for 2017/18 | Oct 2017 | IT | JB | <ul style="list-style-type: none"> The calculation is underway. There is no expectation that the threshold will be breached | |
| 7.10 | Work with external advisors to explore VAT opportunities as appropriate | Ongoing | IT | JB | <ul style="list-style-type: none"> Liaising with internal departments, HMRC & GT regarding finalising the successful claim for overpaid VAT on seized vehicle sales. Multiple correspondence between GT, OPCC & HMRC for both the | |

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| | | | | | <p>original and the top up claim - still ongoing, but with all questions answered and awaiting HMRC.</p> <ul style="list-style-type: none"> • As yet, HMRC have not paid out on any police force claims in this area. • A claim has been submitted for output VAT on income for supplies of information (e.g. to solicitors and insurance companies) HMRC are arguing that this would constitute unjust enrichment. We are awaiting correspondence from HMRC. • Royal Mail claim is ongoing and we are assisting Mischon de Reya as appropriate. | |
| 7.11 | Ensure all treasury management activity is conducted in accordance with agreed treasury management strategy | Ongoing | IT | CHS | <ul style="list-style-type: none"> • In progress, all deadlines achieved to date | (C) |
| 7.12 | Work closely with Corporate Finance and the Enterprise Resource Planning (ERP) Implementation Team to ensure TVP is ready to go live in 2018. | Ongoing | IT | JB | <ul style="list-style-type: none"> • Continuing to work closely with key members of the ERP team in KPMG & TVP Corporate Finance. • Due to have a conference call with KPMG & Microsoft to discuss the system's lack of compliance with the CIPFA code on fixed assets. • All current requirements for sprints have been met. | |
| 7.13 | Create, maintain and operate the new digital account for the Apprenticeship levy | Ongoing | IT | JB | <ul style="list-style-type: none"> • Account created, now being monitored on a monthly basis | (C) |
| 7.14 | Respond appropriately to any recommendations from HMRC's compliance inspection. | Mar 2018 | IT | JB | <ul style="list-style-type: none"> • Met with HMRC on 2nd June 2017. • TVP has been graded as "low risk" in part due to our good levels of internal control, processes and knowledge. • HMRC are continuing to assess specific areas, but do not foresee any problems arising. | |

Business Area 8: Internal Audit

OPCC activity & progress update

| Ref. | Actions | Due Date | Sponsor | Lead Officer | Current Status | R/A/G |
|------|---|----------|---------|--------------|---|-------|
| 8.1 | Produce and present the 2016/17 Internal Audit Annual Report to the Joint Independent Audit Committee (JIAC) meeting on 21 st June 2017 | Jun 2017 | IT | NS | <ul style="list-style-type: none"> 2016/17 Annual Report was discussed at the Audit Board on the 30 May 2017 and the JIAC on 21 June 2017. | (C) |
| 8.2 | Produce update reports on: (1) progress of 2017/18 Internal Audit Plan delivery and summary of matters arising from completed audits; and (2) progress of delivery of agreed actions in internal audit reports to the JIAC on a quarterly basis | Ongoing | IT | NS | <ul style="list-style-type: none"> The first 2017/18 Internal Audit Plan progress report was presented to the JIAC on 12 September 2017. Subsequent updates will be presented in December 2017 and March 2018 JIAC meetings. Progress in delivering agreed actions report has been presented to the JIAC on 21 June and 12 September 2017. Subsequent updates will be presented in December 2017 and March 2018 JIAC meetings. | |
| 8.3 | Update the Internal Audit team's self-assessment in complying with the Public Sector Internal Audit Standards (PSIAS), and facilitate the completion and reporting of the external PSAIS assessment, due in the autumn 2017. | Dec 2017 | IT | NS | <ul style="list-style-type: none"> The team's Public Sector Internal Audit Standards (PSIAS) self-assessment has been updated and the outcome, including any actions to address improvements, was discussed at the Audit Board on 30 May 2017 and the JIAC on 21 June 2017 - completed. An update on the team's Quality Assurance and Improvement Programme (QAIP) was presented to the JIAC on 12 September 2017, with a further update due in December 2017. The team's external PSIAS assessment will take place on the 18 and 19 October 2017. On completion, the outcome of the assessment will be presented to the November 2017 Audit Board and December 2017 JIAC meeting. | |
| 8.4 | Publish the approved Joint Annual Internal Audit Plan for 2018/19, following formal consultation with stakeholders. | Mar 2018 | IT | NS | <ul style="list-style-type: none"> The 2018/19 Joint Internal Audit Plan will be collated during Q4 2017/18. Once prepared, the plan will be submitted to the March 2018 JIAC meeting for endorsement. | |

Business Area 9: Corporate Governance

OPCC activity & progress update

| Ref. | Actions | Due Date | Sponsor | Lead Officer | Current Status | R/A/G |
|------|--|-----------|---------|--------------|---|-------|
| 9.1 | Develop, agree and publish the 2016/17 Annual Governance Statement (AGS) | Jun 2017 | PH | LJ | <ul style="list-style-type: none"> AGS completed via Governance Advisory Group in May 2017 The 2016/17 AGS will be presented as part of the Statement of Accounts at the Level 1 meeting on 28 July | (C) |
| 9.2 | Oversee implementation of agreed actions contained in the 2016/17 AGS Action Plan | Quarterly | PH | LJ | <ul style="list-style-type: none"> Governance Advisory Group agreed no action plan was necessary for 2016/17, as no significant governance issues had arisen | (C) |
| 9.3 | Review and update (as and when necessary) the joint 2017/18 TVP/PCC Framework of Corporate Governance in readiness for 2018/19. | Mar 2018 | PH | IT | <ul style="list-style-type: none"> No reviews required in 2017/18 to date | |
| 9.4 | Review and operate an efficient and effective Independent Custody Visiting Scheme as required under section 51 of the Police Reform Act 2002 | Ongoing | LJ | CHS | <ul style="list-style-type: none"> The scheme continues to be delivered efficiently and effectively by the (OPCC) Custody Visitor Scheme Administrator Annual report for 2016/17 was presented and noted by the PCC at the Level 1 meeting on 28th July. | (C) |
| 9.5 | Support the OPCC to prepare for, and comply with, additional or changed responsibilities regarding police complaints resulting from the Policing and Crime Act 2017 | Jun 2018 | PCC | PH | <ul style="list-style-type: none"> Westminster Briefing event on complaints changes attended on 23 May with members of PSD PCC, CEO and Governance Manager attended APCC roadshow on complaints changes on 10 July CEO and Governance Manager liaising to organise potential working group with PSD PCC and CEO met with Head of PSD early August. Head of PSD and CEO to review options for consideration by the PCC | |
| 9.6 | Review and enhance OPCC compliance with transparency requirements under the Freedom of Information Act 2000 and Elected Local Policing Bodies (Specified Information) Order 2011 | Jun 2018 | PH | LJ | <ul style="list-style-type: none"> Governance Officer now recruited and in post; this forms part of her job description and PDR OPCC Publication Scheme has been reviewed, updated and re-published Review of website undertaken by Governance Officer in June 2017 and amendments/additions made as necessary | (C) |
| 9.7 | Review and enhance OPCC compliance with the Data Protection Act 1998 in order to prepare for the General Data | May 2018 | PCC | PH | <ul style="list-style-type: none"> Will liaise with TVP Joint Information Management Unit to determine OPCC requirements and necessary procedural changes, | |

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| | Protection Regulation | | | | and to plan for implementation | |
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