

## **CLEVELAND POLICE AUTHORITY EXECUTIVE**

A meeting of Cleveland Police Authority Executive was held on Thursday 23 November 2006 in the Members Conference Room at Police Headquarters.

**PRESENT:** Councillors Barker, Coombs, Coppinger, Lowes, McLuckie, Thompson, Wallace and Womphrey.

Magistrate Members  
Mr Cox JP, Mr Fisher JP and Mr Illingworth TD JP

Independent Members  
Miss Andrews-Mawer, Mr Gardner, Mr Hanif, and Mr Race

**OFFICIALS:** Mr McCarthy, Mrs Llewellyn and Mrs Leng (CE)  
Mr Price, Mr Hogg and Mr Briggs (CC)  
Mrs Andrews and Mr Nicklin (District Auditors)  
Mr Wallace (Internal Auditor)

### 122 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Nath.

### 123 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

### 124 **QUESTION TIME**

No questions were received from the public.

### 125 **MEDIUM TERM FINANCIAL PLAN**

The Chief Constable presented this the Authority's first Long Term Financial Plan (LTFP). This was part of the process introduced by the Authority to establish sustainable annual and long term financial plans and maintain prudent financial management. This was the first time that the Authority's financial strategy would be defined over a four year period.

**ORDERED** that:-

1. the projected balanced financial position over the period 2007/08 to 2010/11 taking cognisance of the underpinning financial assumptions, particularly on the levels of formula funding be

- noted.
2. in view of the significant improvement in the Authority's financial position over and above what was envisaged in January 2005, a valid business case cannot be made for requesting from the Home Office the £2 million investment in 2007/08 as envisaged when the original 'action plan' was originally produced.
  3. the proposal to fund any growth in 2007/08 and beyond the reinvestment of Gershon savings, the ongoing process of Modernisation and review of Council Tax levels on the working hypothesis of no more than 5.0% increase in precept annually be agreed.
  4. the Chief Executive of the Police Authority in consultation with the Chair and the Chief Constable be authorised to make representations, if any were required, in respect of the forthcoming financial settlement be agreed.
  5. further development of the draft revenue and capital plans for 2007/10, including the proposal for growth, for presentation to the February meeting of the Authority – any proposal for growth would be the subject of further briefings over the next three months. In accordance with our Financial Strategy, sustainable growth over the plan period require funding by sustainable savings be agreed.
  6. the proposals would be the subject of consultation be agreed.
  7. the Chief Executive and the Chief Constable be authorised to progress the potential relocation of Police Headquarters and other Police / Support functions to the Wynyard Business Park. A further report would be brought to the Authority no later than the meeting of 22 February 2007.

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### **ANNUAL AUDIT LETTER – 2005/2006**

The District Auditor presented the Draft Annual Audit Letter for 2005/2006. The Annual Audit letter summarised the key issues arising from the work that the District Auditor had carried out during the year.

This letter had been prepared in the context of the Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission.

The District Auditor informed Members that the report provided a consistent message throughout that improvements had been made in all areas.

**ORDERED** that:-

1. the report and the recommendations be noted.

127

### **POLICE USE OF RESOURCES EVALUATION FEEDBACK**

The District Auditor presented the results of the 2005/06 review of use of resources at Cleveland Police Authority which took place during the period April 2006 to June 2006, updated in September 2006 for financial reporting. The review was undertaken as part of the District Auditors responsibility to examine the economy, efficiency and effectiveness of the Authority's use of resources and under section 5(1)(e) of the Audit Commission Act 1998, and in accordance with the Commission's Code of Audit Practice and Standing Guidance for Auditors.

The overall conclusion of the report was that the Authority and Force in aggregate perform well in financial reporting, financial standing and value for money and meet the minimum requirements in financial management and internal control. A detailed summary of the findings was provided within the report.

**ORDERED** that the report and the areas for improvement be agreed.

128

### **CORPORATE GOVERNANCE INSPECTION UPDATE**

The Chief Executive presented the update report to Members. On 23 February 2006 the Authority received the results of the Corporate Governance Inspection conducted by the HMIC, the report required the Authority to implement 9 agreed recommendations. An update on progress against the inspection recommendations was reported to the Authority on the 19 May 2006. That report showed that 6 of the recommendations had been successfully implemented at that stage – the report clearly outlined timescales for the remaining 3 recommendations.

This report detailed progress against each of the recommendations and informed Members that the only outstanding recommendation was the Best Value Review of the Police Authority – this was scheduled to commence in December 2006 with a completion date prior to 1 April 2007.

**ORDERED** that progress against each of the recommendations be noted.

129

### **2007-10 CORPORATE POLICING STRATEGY AND 2007-08 LOCAL POLICING PLAN**

The Chief Constable advised Members that this report had been prepared to provide background information regarding the production of the Local Policing Plan, the Chief Constables Annual Report and the three year Corporate Policing Strategy from 1 April 2007.

Appendix 1 detailed the publication schedule, Appendix 2 showed the National Community Safety Plan, strategic policing priorities for 2007-08 and appendix 3 showed the future issues impacting on planning.

**ORDERED** that the proposals included within the report be agreed.

130

### **END OF YEAR POLICE AUTHORITY CONSULTATION**

The Chief Executive presented the findings of consultation activities undertaken by Cleveland Police Authority during 2005 – 2006.

**ORDERED** that:-

1. the Police Authority take cognisance of the Police Authority's consultation findings with a view to setting and approving the local policing priorities for 2007-2008.
2. this report be considered along with:
  - Cleveland Police Strategic Assessment and Control Strategy;
  - Local CDRP Community Safety Plans;
  - Main proposals of the Police and Justice Bill;
  - National Community Safety Plan Update 2006-2009;

- Strong and Prosperous Communities – Local Government White Paper.

**131 MINUTES OF THE POLICE AUTHORITY EXECUTIVE HELD ON 21 SEPTEMBER 2006**

**ORDERED** that the minutes of the Police Authority Executive held on the 21 September 2006 were approved and signed by the Chair as a true and accurate record.

**132 MINUTES OF THE MODERNISATION PANEL HELD ON 19 OCTOBER 2006**

The Chair of the Modernisation Panel presented the Executive Summary from the meeting held on the 19 October 2006.

**ORDERED** that the following minutes of the Modernisation Panel held on the 19 October 2006 be noted.

**MODERNISATION PANEL**

A meeting of the Modernisation Panel was held on Thursday 19 October 2006 commencing at 10.00 am in the Mandela Room at Middlesbrough Town Hall.

PRESENT: Mr Krishan Nath (Chair), Mr Alf Illingworth TD JP (Vice Chair), Miss Pam Andrews-Mawer, Cllr Chris Coombs, Mr Ted Cox JP, Mr Keith Fisher JP, and Cllr Steve Wallace.

OFFICIALS: Mr Joe McCarthy, Mrs Julie Leng and Mrs Clare Hunter (CE)  
DCC Ron Hogg, Mrs Andrea Crinnion and Mr Andrew Larkin (CC)  
Mrs Lynda Turnbull, Unison

**133 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Barry Coppinger, Cllr Dave McLuckie (ex officio), Mr Peter Race, Mr Norman Wright, CC Sean Price, ACO Ann Hall, PC Brian Docherty, Chief Superintendent Mark Braithwaite and Chief Superintendent Adrian Roberts.

**134 DECLARATIONS OF INTEREST**

There were no declarations of interests.

**135 MINUTES OF THE PREVIOUS MEETING HELD ON 8 AUGUST 2006**

The minutes of the previous meeting were agreed as a true and accurate record.

**136 OUTSTANDING RECOMMENDATIONS**

**ORDERED** that the Outstanding Recommendations be noted.

137

## **UPDATE ON WORKSTREAM 2 PROJECTS - ESTATES**

The Chief Executive informed Members of the current status of the projects which make up Modernisation Workstreams 2.

**ORDERED** that:-

1. the report and the recommendations be noted.

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## **UPDATE AND WORKSTREAM 3A POLICE STAFF STRUCTURES CONSULTATION**

The Head of People and Organisational Development informed Members of the current status of the consultation process for Workstream 3a, Police Staff Structures.

**ORDERED** that:-

1. the consultation for all staff commenced in April 2006 be noted.
2. that the phase I (the Central Business Unit, Commissioning, Corporate Planning and Performance, Finance, Legal, ICT, People and Organisational Development and Professional Development) detailed consultation was now almost complete be noted.
3. the detailed staff consultation for Phase II (Hartlepool, Langbaugh, Middlesbrough and Stockton) has commenced and it was anticipated would be completed by the end of November / early December be noted.
4. the detailed staff consultation for Phase III (Communications Centre, Crime and Operations and Community Justice) would commence in October and should be completed by January 2007 be noted.
5. all of the above processes were being managed to the framework agreed with Unison. Unison is engaged in team meetings and, where requested, would be in attendance at individual preference interviews was noted.
6. the structure charts for those Service Units within Phase I of the consultation were attached to the report. These structures show the post title, scale and the number of fte employed in each post.
7. the summary of changes made to the original proposals during the consultation to date be noted.
8. the net saving of 12.71 fte detailed in the report identified the proposed reduction against the number of staff employed by the Force at the start of Modernisation. However, the establishment figure within the MTFP was 73.1 fte providing a current net saving of 44.88 fte against the plan be noted.

9. although a number of posts had been reinstated during consultation, it was still anticipated that the final staffing reductions detailed would provide the £775k savings required in 2007/08. This new forecast was a more detailed review than the initial and highly prudent estimate developed within the MTFP.
10. against the current Police Staff turnover and the 21 applications for ER/VR it was anticipated that most changes could be managed within the financial year 2006/07. Only those individuals displaced from highly specialist posts may be unsuccessful in obtaining suitable alternative employment within the Force but would continue to be offered other roles which become vacant.

139

### **2005-06 ANNUAL REPORT OF THE CHIEF CONSTABLE AND POLICE AUTHORITY**

The Chief Executive presented the joint Annual Report for 2005-06 to members.

#### **ORDERED** that:-

1. the report be approved.
2. consideration be given to the inclusion of additional BME uniformed officer photographs next year.

140

### **PROPOSED INCREASE TO THE DISCLOSURE UNIT**

The Head of People and Organisational Development presented the report to Members which outlined the growth bid for additional staff within the Disclosure Team, Professional Standards Unit. These staff would be responsible for carrying out vetting work on behalf of the Force.

#### **ORDERED** that:-

1. the recruitment of 1.5 fte Vetting Clerks (Scale 3) at a cost of £29,577 per annum to the permanent establishment of the Force be approved.

141

### **EMPLOYMENT ACT 2002 – STATUTORY DISCIPLINARY AND GRIEVANCE PROCEDURES**

The Personnel Advisor to the Police Authority advised members of the outcome of a joint Police Authority / Force review on discipline and dismissal, grievance handling including pay and grading procedures for Police staff.

This report outlined the appeal element of procedures where Police Authority Members would be involved and asked members to approve the revised Redundancy Policy for Police Staff.

**ORDERED** that:-

1. the updated Redundancy Policy for Police Staff be approved.
2. Force and Police Authority procedures for handling disciplinary matters, dismissal and grievance including pay and grading comply with the statutory disciplinary and grievance procedures contained in the Employment Act 2002 (effective from 1 October 2004) be noted.

142

**EXEMPTIONS TO FORCE STANDING ORDERS – OCTOBER 2006**

The Procurement Manager presented the quarterly report detailing the exemption requests to Force Standing Orders.

**ORDERED** that:-

1. Force Standing Orders had been waived and that the details of the exemptions included at Appendix A to the report be noted.

143

**AIR SUPPORT CAPITAL FUNDING**

The Chief Executive sought approval from members for the submission of a bid, on behalf of the North East Air Support Unit (NEASU), to the Home Office for capital funding for air support projects in 2007/2008.

**ORDERED** that:-

1. the bid of £164k to the Home Office for funding in 2007/2008 for a replacement surveillance system and helicopter upgrade be endorsed.
2. the Home Office be notified of an intention to bid for an estimated £142k towards the funding in 2008/2009 or 2009/2010 for digital microwave equipment be agreed.
3. a further report be submitted once the results of the Home Office bid was known be agreed.

144

**MINUTES OF THE BEST VALUE STEERING GROUP**

**ORDERED** that:-

1. the minutes of the Best Value Steering Group be noted.

145

**EXCLUSION OF THE PRESS AND PUBLIC**

**ORDERED** that the press and public be excluded from the meeting pursuant to Section 100A(4) of the Local Government Act 1972, excluding the press and public from the Meeting under Paragraphs 1 of Part 1 of Schedule 12A to the Act.

Staff Update provided.

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## **MINUTES OF THE COMPLAINTS PANEL HELD ON 26 OCTOBER 2006**

The Chair of the Complaints Panel presented the Executive Summary from the meeting held on the 26 October 2006

**ORDERED** that the following minutes of the Complaints Panel held on the 26 October 2006 were submitted and approved.

### **COMPLAINTS PANEL**

A meeting of the Complaints Panel was held on Thursday 26 October 2006 in the Stainsby Room at Middlesbrough Town Hall.

PRESENT: Mr Ted Cox JP, , Mr Keith Fisher JP, Mr Krishan Nath,

OFFICIALS DCC Ron Hogg, Supt Brian Dunn, Mrs Caroline Llewellyn (CC) Mrs Kath Allaway (CE)

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### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Caroline Barker, Miss Pam Andrews-Mawer, Cllr Chris Coombs, Mr Ken Gardner Councillor Dave McLuckie (ex officio), DCC Ron Hogg and Gary Garland IPCC

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### **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

149

### **CIVIL CLAIMS STATISTICS**

Caroline Llewellyn presented Civil Claims Statistics for the period 1 April 2006 to 30 September 2006.

**ORDERED** that members note:-

1. There had been a 12.9% increase in the number of claims received when compared with the same period last year. Public liability claims continued to be the leading category.
2. There had been a 37.83% increase in the number of claims finalised when compared with the same period last year.
3. 11.76% of finalised cases during the period were successfully defended which was to be compared with 16.21% successfully defended during the same period last year.
4. The 45 cases settled during the period cost the Force £571,804. This was to be compared with the 31 cases settled during the same period last year at a cost of £242,604.
5. Headquarters continued to be the area with most claims during the period.

6. It was agreed that in future reports the figures would be rounded to the nearest whole percentage.

150

### **COMPLAINTS STATISTICS**

Supt Dunn presented the Complaints Statistics for the period 1 July 2006 to 30 September 2006, and highlighted the new format for the report. This was to comply with the national format.

There had been a 3% decrease in cases recorded during this period (118 compared to 122) with a 19% increase in the number of complaints (up from 156 to 185)

119 letters of appreciation had been received during this period.

**ORDERED** that:-

1. the contents of the report be noted.

151

### **DELIBERATE DAMAGE STATISTICS**

DCC Hogg presented the statistics, for the quarter 1 July to 30 September 2006, which showed that 2236 searches were carried out with only 360 (16%) resulting in deliberate damage. The cost was £9794.43 but the value of property and drugs seized amounted to £252,951.

**ORDERED** that:-

1. the contents of the report be noted.
2. the operational benefits accruing to the Force in terms of property, drugs and cash seized, outweighed the cost of the damage claims be noted.

### **EXCLUSION OF THE PRESS AND PUBLIC**

**ORDERED** that pursuant to the Local Government Act 1972 the press and public be excluded from the meeting under Paragraph 14 of Part 1 of Schedule 12A to the Act.

### **RECORDED COMPLAINTS (Appendix A)**

152

Members considered and noted a detailed appendix to the complaints report.

### **RECORDED CIVIL CLAIMS**

153

Members considered and noted a detailed item relating to the Civil Claims report

### **CASES FROM THE COMPLAINTS REGISTER**

154

Members of the Complaints Panel were shown the cases from the Complaints Register which they had previously selected.

**155 MINUTES OF THE PERFORMANCE AND AUDIT PANEL HELD ON THE 7 NOVEMBER 2006**

The Chair of the Performance and Audit Panel presented the Executive Summary held on the 7 November 2006.

**ORDERED** that the minutes of the Performance and Audit Panel held on the 7 November 2006 were submitted and approved.

**PERFORMANCE AND AUDIT PANEL**

A meeting of the Performance and Audit Panel was held on Tuesday 7 November 2006 commencing at 10.00 am in the Oberhausen Room at Middlesbrough Town Hall.

PRESENT Mr Peter Race MBE (Chair), Cllr Ron Lowes (Vice Chair), Councillor Chris Coombs (ex officio), Mr Keith Fisher, Mr Krishan Nath, Councillor Paul Thompson and Councillor Steve Wallace.  
Additional Members – Mr Ted Cox JP.

OFFICIALS Mr Joe McCarthy and Mrs Julie Leng (CE)  
ACC Derek Bonnard, Mr Paul Baker (CC).

AUDITORS Mr Ian Wallace (Bentley Jennison).

**156 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie (ex officio), Mr Norman Wright and ACC Adam Briggs.

**157 DECLARATIONS OF INTERESTS**

There were no declarations of interests.

**Action**

**158 MINUTES OF THE PREVIOUS MEETING HELD 3 AUGUST 2006**

The minutes were agreed as a true and accurate record and there were no matters arising.

**159 OUTSTANDING RECOMMENDATIONS**

It was reported that the outstanding recommendations were all on target.

**AGREED** that:-

1. the Outstanding Recommendations be noted.

**160 NATIONAL STANDARD FOR INCIDENT RECORDING**

The Assistant Chief Constable informed Members of the Force's current

position with regards to compliance with the National Standard for Incident Recording (NSIR).

Cleveland Police had gone live with the NSIR on 1 April 2006 to record all non-crime incidents using the National Incident Category List (NICL). The introduction of NSIR aims to ensure Forces adopt a similar approach to recording incidents so meaningful comparisons can be made.

The Force Incident Registrar (FIR) and Force Compliance Officer conducted 'Taking Stock' review after the first 3 months of operations under NSIR. The audit identified that whilst the Force had made an encouraging start with NSIR there was still some work in progress, which was detailed in the report, to ensure that the Force will be in good shape for an external audit.

**AGREED** that:-

1. the progress to date be noted.

161

### **CRIMINAL JUSTICE SYSTEM PERFORMANCE IN CLEVELAND**

The Assistant Chief Constable presented the overview of the performance of the criminal justice system in the Cleveland area.

The Cleveland Criminal Justice Board closely monitors the performance of all the CJS agencies in the area and seeks clarification from individual agencies where problems were identified.

It was reported that the performance of the criminal justice agencies in the area has improved over recent years, but there still remains some challenging targets for the months ahead. The key performance results were detailed in the report.

**AGREED** that:-

1. the content of the report be noted.
2. the outstanding recommendation from the Performance Panel held on 16 February 2006 be discharged.

162

### **ACTIVITY BASED COSTING (ABC) – THE WAY FORWARD**

The Performance Development Officer updated members on current progress against HMIC's Corporate Governance inspection and Audit Commission's action plan, which both identified a need to develop the use of ABC within Cleveland Police.

To introduce a framework for the reporting of ABC information to the Police Authority, the Force, each District and Central Support Services. This report focused around the uses of ABC data, the challenge was to use the data to show how the Force is delivering value for money, to provide managers with information to improve performance, and account for resource use and local policing priorities.

**AGREED** that:-

1. the report be noted.
2. the following recommendations be agreed:-

further steps to ensure the continued collection of accurate management information;

a framework for communicating activity data, including a timetable of reporting to stakeholders, along with specified formats;

this report demonstrated some of the current ways both activity and costed data had been used within the Force and identified areas of future use.

163

### **SICKNESS ABSENCE REPORTING**

The Assistant Chief Constable provided a brief description of attendance management policy and practice specifically relating to sickness absence, including a year to date analysis of relevant trends.

The data provided within the report forms part of the Force's ongoing monitoring of sickness absence, which had in recent years delivered a significant downturn in overall absence figures. However, recent review of the data indicated that more focus on long term sickness was now required to manage the most recent stretch target of 8 days per employee.

This is a key focus of the HR and Occupational Health team in the 2006/07 guided by the Deputy Chief Constable and Force's Resourcing Group, and a range of initiatives are currently under review / in delivery to support this. Further updates to this report would be provided to the Performance and Audit Panel quarterly, including the initiatives implemented and performance improvements made as a consequence.

**AGREED** that:-

1. the report be noted.

164

### **STATEMENT ON THE SYSTEM OF INTERNAL CONTROL (SIC)**

The Financial Accountant updated the panel on progress against significant internal control issues, and the action points for improvement in the control regime, identified in the 2005/2006 Statement (approved by the Police Authority on the 15 June 2006).

The report also set out a broad timetable to produce a near final draft of the Statement for consideration by the Police Authority Executive on the 22 February 2007. The final statement would be prepared for the year ending 31 March 2007 and up to the date of approval of the annual accounts, and formal approval sought then.

**ORDERED** that:-

1. the current progress against the significant internal control issues and action points for 2006/2007 identified in the 2005/2006 Statement on the System of Internal Control be

noted.

2. the proposed timetable as outlined for review and production of the 2006/2007 Statement be agreed.
3. in consultation with the Chair of the Panel a series of training sessions specific to the role and remit of the Panel relating to governance matters (including Audit) be arranged, and that all Members of the Police Authority be invited be agreed.

165

## **POLICE AUTHORITY – RISK MANAGEMENT**

The Financial Accountant presented the report to Members. The 2005/2006 Statement of Internal Control (SIC) identified the following as an action point:-

*'To develop the risk profile of the CPA to assure the Authority that its own risks are being effectively managed'.*

This report set out the result of work undertaken since May 2006 to review the risk profile of the Authority.

The review highlighted the following 5 potential areas where failure to comply would represent a reputational risk :-

Consultation  
Efficiency and Effectiveness  
Diversity and Equal Opportunities  
Accounting Standards  
Conduct and Complaints

**ORDERED** that:-

1. the schedule of risks relating to the Police Authority Risk Management arrangements and its regular review be agreed.

166

## **PERFORMANCE REPORT**

The Assistant Chief Constable updated Members on force performance against the 2006-09 Corporate Policing Strategy and 2006-07 Local Policing Plan.

The report detailed actual performance from 1 April 2006 to 30 September 2006 and included:

- Recorded Crime and Detection Statistics
- Force Level Incident Statistics
- Force Level Arrest Statistics
- Policing Performance Assessment Framework (PPAF) Statutory
- Performance Indicators
- Time Series Performance Charts

The performance results up to the end of the second quarter show that both overall crime and crime in the target areas of House Burglary, Robbery, Vehicle and Violent Crime continued to drop. Detections in all crime categories continue to improve with the Force currently achieving an overall detection rate of 30.6% and a sanction detection rate of

28.4%.

**ORDERED** that:-

1. the force performance against the strategic policing objectives set out in the 2006-09 Corporate Policing Strategy and 2006-07 Local Policing Plan be noted.
2. an update on the 'Don't Walk By' campaign be included in the next Performance Report

**ACC  
Bonnard**

167

**CRIME LEAFLET**

The Assistant Chief Constable presented the draft crime leaflet for members consideration.

**ORDERED** that:-

1. Cllr Steve Wallace and Cllr Ron Lowes work in conjunction with ACC Bonnard to produce a final version of the Crime Leaflet.

**168**

**OUTSTANDING RECOMMENDATIONS**

**ORDERED** that the Outstanding Recommendations were submitted and noted.

**169**

**EXCLUSION OF THE PRESS AND PUBLIC**

**ORDERED** that pursuant to Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting under Paragraph 1 of Part 1 of Schedule 12A to the Act.

**170**

**CHIEF CONSTABLE TERMS AND CONDITIONS**

**ORDERED** that the recommendations be approved.