

## **CLEVELAND POLICE AUTHORITY EXECUTIVE**

A meeting of Cleveland Police Authority Executive was held on Friday 23 February 2007 in the Mandela Room at Middlesbrough Town Hall.

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

Magistrate Members  
Mr Cox JP, Mr Fisher JP and Mr McGrory JP

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

**OFFICIALS:** Mr McCarthy, Mrs Llewellyn, Mrs Leng and Mrs Hodgkinson (CE)  
Mr Price, Mr Hogg and Mr Briggs (CC)  
Mr Gordon, Legal Clerk Adviser

### **171 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Benbow, Councillor Barker, Mr Nath and Councillor Womphrey.

### **172 DECLARATIONS OF INTERESTS**

There were no declarations of interests.

### **173 QUESTION TIME**

No questions were received from the public.

### **174 INTRODUCTION**

The Chairman formally introduced and welcomed Mr Mike McGrory JP to members of the Police Authority.

### **175 DRAFT STATEMENT OF INTERNAL CONTROL 2006/07**

The Chief Executive presented the current draft Statement of Internal Control (SIC) 2006/2007 which was considered by the Performance and Audit Panel on the 8 February 2007. The Panel agreed that the draft SIC be presented to the Police Authority as work in progress.

It was reported that the SIC report is only a draft at this point, additional work would be undertaken prior to consideration of

the final version of the SIC in May by the Performance and Audit Panel and by the Police Authority in June.

**ORDERED** that:-

1. members received and where appropriate commented on the draft Statement of Internal Control for 2006/2007.

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### **ROBUSTNESS OF ESTIMATES AND ADEQUACY OF FINANCIAL RESERVES**

The Chief Executive presented the report which was written in accordance with the requirements under Part 2 of the Local Government Act 2003 (Financial Administration). This required the Treasurer (i.e. in our case the Chief Executive) to report to the Authority on the following matters:-

- a. 'the robustness of the estimates made for the purposes of the calculations in setting the budget for the forthcoming financial year' and;
- b. 'the adequacy of the proposed financial reserves'.

**ORDERED** that:-

1. the report be noted and the contents of this report be taken into account when considering the 2007/08 Budget Report.

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### **2007/08 BUDGET AND LONG TERM FINANCIAL PLAN 2007/08 TO 2010/11**

The Chief Constable presented the Budget and Long Term Financial Plan to Members. Under Putting People First solid and secure foundations have been put in place which means that the Authority could for the first time fund significant and sustainable plans for growth with a robust financial framework which would limit the local Council Tax increase to 4.9%. The proposals for growth were detailed in the report.

**ORDERED** that:-

1. the proposed net budget requirement in the sum of £119,737k net of specific grants, partnership income,

fees & charges and contributions to or from reserves be agreed.

2. a contribution of £1,511k from General Fund to underwrite proposed development in 2007/08 be agreed.
3. guideline budgets of £123,305k, £127,247k and £131,325k for 2008/09, 2009/10 and 2010/11 respectively which currently required contributions from General Fund Balances of £2.4 million in 2008/09 and £0.3 million in 2009/10 be agreed.
4. the recruitment of 23 new Police Officers to resource the new Neighbourhood Policing Model (20 officers) and investment in Protective Services (3 officers) be agreed.
5. the recruitment of 75 new PCSOs, subject to agreed funding packages – 44 of thee would be funded by the Authority in partnership with the Home Office – 31 would be funded by the Authority in partnership with the stakeholders in Stockton (13), Middlesbrough (6) and Hartlepool (4) and Redcar (8) be agreed.
6. the potential for civilianization of Custody Services which would result in 36 Police Officers being freed to deliver a significantly enhanced level of Protective Services be noted. This proposal is subject to ongoing commercial negotiations and consultations with the Unions.
7. by 2008/09 the Authority would also be able to deliver a leading edge Mobile Working Project which would deliver significant additional resources for the front line service delivery be noted.
8. the development of a prior recommendations to deliver a state of the art new strategic Roads Policing Facility to be in place at the Wynyard Park by the end of 2007/08 at a capital investment in excess of £5million be agreed.
9. the state of the art Sexual Assault Referral Centre would be in place by the summer of 2007 at the North Ormesby Medical Village at a capital investment of approximately £500k be noted.

10. plans and options would be unveiled by the Autumn of 2007 for a new Strategic Police Headquarters be noted.
11. the development of a sustainable savings programme to be completed by 1 October 2007 to fund growth proposals approved within this budget report be authorised.
12. cognisance be taken of the Robustness of Estimates and Adequacy of Financial Reserves Report by the Chief Executive considered earlier in the meeting.

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### **SETTING THE 2007/08 PRECEPT**

The Chief Executive presented this report which was one of five reports that were on the agenda for consideration by Members.

These five reports form part of the process introduced by the Authority to establish sustainable annual and long term financial plans and maintain prudent financial management.

This report established the Council Tax Base and proposed a 4.90% increase in the precept for the forthcoming year. Legislation required that the Police Authority set its budget and associated precept and basic council tax for the forthcoming year before 1 March 2007.

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

1. the net budget requirement for 2007/08 as £119,737k be agreed.
2. the funding for the net budget requirement for 2007/08 be agreed as:
 

|                                   |                  |
|-----------------------------------|------------------|
| • Police Grant                    | £46,314k         |
| • Revenue Support Grant/NNDR      | £46,684k         |
| • Net Surplus on Collection Funds | £241k            |
| • Precept                         | <u>£26,498k</u>  |
|                                   | <u>£119,737k</u> |
3. the tax base for 2007/08 as 167,597 Band D equivalent properties be agreed.

4. the basic amount of council tax (Band D equivalent) for 2007/08 be set at £158.104 be agreed.

5. the following precepts be levied on the four billing authorities:-

|                                      |            |
|--------------------------------------|------------|
| • Hartlepool Borough Council         | £4,356,012 |
| • Middlesborough Borough Council     | £6,268,047 |
| • Redcar & Cleveland Borough Council | £6,859,790 |
| • Stockton on Tees Borough Council   | £9,013,798 |

6. it be agreed that the council tax be set at the following levels:-

|     |          |          |
|-----|----------|----------|
| • A | 2/3rds   | £105.403 |
| • B | 7/9ths   | £122.970 |
| • C | 8/9ths   | £140.537 |
| • D | 1        | £158.104 |
| • E | 1&2/9ths | £193.239 |
| • F | 1&4/9ths | £228.373 |
| • G | 1&2/3rds | £263.507 |
| • H | 2        | £316.209 |

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## **PROPOSED 2007/08 CAPITAL PROGRAMME AND LONG TERM CAPITAL PLAN 2007/11**

The Chief Constable presented this one of five reports to the Agenda which form part of the process introduced by the Authority to establish sustainable annual and long term financial plans and maintain prudent financial management. The Capital Plan covered the period April 2007 to March 2011 and set out the notified and indicative funding available together with the proposed priorities to refresh and develop the asset base for policing in the 21<sup>st</sup> century in line with the vision of 'Putting People First'.

The associated paper 'Prudential Indicators 2007/11' would provide members with reasonable assurance that the proposed capital plan and its financing were within prudential limits.

**ORDERED** that:-

1. the contents of the report be noted.
2. expenditure on the following projects be approved:-
  - £540k Sexual Assault & Referral Centre
  - £120k IEE Rewiring
  - £320k Airwaves Equipment Replacement
  - £1,350k Fleet Replacement Programme
  - £50k IT Security Infrastructure
  - £45k Firewall Resilience & Encryption
3. it be noted that business cases would be brought forward in respect of the following major schemes:-
  - £2.0m Hartlepool Custody Refurbishment
  - £1.0m Hartlepool Station Refurbishment
  - £5.1m Strategic Road Policing Facility
  - £2.7m Mobile Working Airwaves Solution

180

#### **PRUDENTIAL BORROWING INDICATORS AND TREASURY MANAGEMENT STRATEGY 2007/2011**

The Chief Executive presented this report which was one of five that were on the agenda for consideration. These reports are part of the process introduced by the Authority to establish sustainable annual and long term financial plans and maintain prudent financial management.

To ensure compliance with the CIPFA Prudential Code of Practice members are required to set a range of Prudential Indicators for the financial year 2007/08. The code also states that the indicators for treasury management should be considered together with the annual investment strategy for 2007/08.

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

1. the Prudential Indicators set out in Appendix A relating to the following be approved.
  - Capital Expenditure
  - Ratio of Financing Costs to Net Revenue Stream
  - Capital Financing Requirement
  - Authorised Limited for External Debt
  - Operational Boundary for External Debt

- Net Borrowing to Capital Financing Requirement
  - CIPFA Code of Practice for Treasury Management
  - Interest Rate Exposure
  - Upper and Lower Limits – Maturity Structure of Borrowings
  - Upper and Lower Limits – Principal Sums Invested
2. the Annual Investment Strategy, set out in Appendix B to the report, be approved.

**181 BUDGET MONITORING REPORT TO 31 DECEMBER 2006**

The Chief Constable detailed the progress against delivery of the revenue budget for 2006/07.

**ORDERED** that:-

1. the contents of the report be noted.
2. the carry forward of the following budgets totalling £735k to 2007/08 be approved.
  - Seized Assets Incentivisation Funding £242k
  - Neighbourhood Policing Grant £147k
  - Body Armour Replacement £145k
  - Police Authority Volunteers £80k
  - Performance Improvement Operations £56k
  - Police Learning & Development Programme £50k
  - Corporate Finance Training Programme £15k

**182 CAPITAL MONITORING REPORT TO 31 DECEMBER 2006**

The Chief Constable presented the progress against delivery of the capital programme for 2006/07 and the capital plan for 2007/09.

**ORDERED** that:-

1. the contents of the report be noted.
2. the rephrasing of the SARC and IEE budgets be approved.
3. the deletion of the IRIS Disaster Recovery scheme be approved.

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## **EXEMPTION TO FORCE STANDING ORDERS**

The Chief Constable presented the report which detailed the exemption requests to Force Standing Orders. Details of each request were included in Appendix A to the report.

**ORDERED** that:-

1. Force Standing Orders have been waived and the details of the exemptions were included in Appendix A be noted.

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## **HEALTH AND SAFETY UPDATE**

The Deputy Chief Constable provided members with information regarding injuries on duty sustained by Cleveland Police personnel.

The report reflected a decrease in injuries within the period 1 January 2006 to 30 September 2006 respectively.

**ORDERED** that:-

1. the contents of the report be noted.

185

## **EARLY RETIREMENT/REDUNDANCY PAYMENT POLICY – POLICE STAFF**

The Chief Executive presented the revised Redundancy Payment Policy following receipt of the Local Government (Dearly Termination of Employment) (Discretionary Compensation) Regulations (SI2914), effective from 29 November 2006. These regulations would affect Police Authority staff and Police staff, who are eligible to be a member of LGPS, whether or not they are a member.

These regulations provide a new simplified framework for the payment of discretionary compensation to persons whose employment is terminated on or after 1 October 2006 by reason of redundancy or in the interests of the service.

**ORDERED** that:-

1. the revised Redundancy Payment Police attached at Appendix 1 and 2 to the report be approved.



2. the levels of delegation as described in the policy be approved.

186 **COMBINED 2007-10 CORPORATE POLICING STRATEGY, 2007-08 LOCAL POLICING PLAN AND 2006-07 ANNUAL REPORTS**

The Chief Constable presented members with a copy of the combined 2007-10 Corporate Policing Strategy, 2007-08 Local Policing Plan and 2006-7 Annual Reports. This report informed members of the work carried out in producing the Plan.

**ORDERED** that:-

1. the final draft of the 2007-10 Corporate Policing Strategy, 2007-08 Local Policing Plan and 2006-07 Annual Reports, subject to minor amendments/updates relating to most recent results be approved.

187 **PROCUREMENT REPORT FOR THE PROVISION OF OCCUPATIONAL HEALTH SERVICES**

The Deputy Chief Constable provided members with a summation of the procurement exercise carried out to award a contact for the provision of Occupational Health Services.

**ORDERED** that:-

1. the procurement method used be noted and that the recommendation put forward by the Evaluation Team be approved.
2. the details submitted by tenderer 2 as the Best Value solution be accepted.
3. the contract be awarded to tenderer 2 be approved.

188 **MINUTES OF THE POLICE AUTHORITY EXECUTIVE HELD ON 23 NOVEMBER 2006**

**ORDERED** that the minutes of the Police Authority Executive held on the 23 November 2006 were approved and signed by the Chair as a true and accurate record.

189 **MINUTES OF THE COMMUNITY SAFETY PANEL HELD ON 29 NOVEMBER 2006**

**ORDERED** that the following minutes of the Community Safety Panel held on the 29 November 2006 were submitted and approved.

#### **COMMUNITY SAFETY PANEL**

A meeting of the Community Safety Panel was held on Wednesday 29 November 2006 in the Stainsby Room at Middlesbrough Town Hall.

**PRESENT:** Miss Pam Andrews-Mawer (Chair), Cllr Joyce Benbow, Mr Ken Gardner MBE, Cllr Ron Lowes, Cllr Mike Womphrey, Mr Aslam Hanif, Mr Ted Cox JP, Mr Keith Fisher JP

**OFFICIALS:** Mr John Bage, Mrs Kath Allaway, Mrs Joanne Hodgkinson (CE), ACC Derek Bonnard, Miss Kate Rowntree (CC) Mr Ashley Blackett, Mr Les Watson (Audit Commission)

190 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Dave McLuckie, (ex officio), Cllr Chris Coombs (ex officio).

191 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

192 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 21 July 2006 were agreed as a true and accurate record.

193 **MATTERS ARISING FROM THE PREVIOUS MEETING**

There were no matters arising from the minutes of the last meeting.

194 **OUTSTANDING RECOMMENDATIONS**

**AGREED** that:

The outstanding recommendations were noted.

195 **INDEPENDENT CUSTODY VISITOR UPDATE**

The Independent Custody Visitor Scheme Consultant updated Members on the Independent Custody Visitors Scheme which is operated by the Police Authority as a statutory obligation under the Police Reform Act.

Members were also informed that the Act also required Authorities to publish an annual report on its scheme and this report would fulfill that obligation.

**AGREED** that the report be noted.

196 **UPDATE ON SPECIAL CONSTABULARY**

The Assistant Chief Constable informed Members of the present position with regard to the bid for the Special Constabulary – Capacity Building funding programme.

The bid set out the Force's intention to:

- Increase the strength of the Special Constabulary by at least 25 additional Specials each year over the three year period.
- Achieve a total strength of a minimum of 10% of the Police establishment by the end of the 3 year period (target strength is 171)
- Recruit a Co-ordinator, Recruitment / Admin Officer and dedicated Trainer.

The force was now working in partnership with the University of Teesside to accredit the Specials Foundation Programme, enabling Special Constables to be awarded a nationally summarized professional development certificate. This new venture is the first of its kind in the UK.

**AGREED** that the report be noted.

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#### **DOMESTIC VIOLENCE UPDATE**

The Assistant Chief Constable informed Members on Force performance and activities to combat domestic violence over the Christmas period. Annually, domestic violence incidents double over this period, placing additional demands on the Police service, increasing the levels of domestic violence related crime and increasing the number of victims resulting from these incidents.

To combat these crimes, the following initiatives are to be put in place:

- To work in partnership with agencies to tackle domestic violence.
- To develop local specialist domestic violence courts in line with the national initiative.
- To carry out victimless prosecutions to bring offenders of domestic violence to justice and to protect vulnerable victims by using section 23 of the Criminal Justice Act 1988.

198

**AGREED** that the report be noted

#### **FOOTBALL COSTS RECOVERY**

The Assistant Chief Constable provided Members with information regarding the recovery of policing costs associated with special events.

The methodology and calculations that determine how much the Force recovers from policing a football match has been reviewed against the actual cost incurred.

Members were informed that each match is risk assessed, officers are deployed according to the assessed risk and the total costs of the deployed officers calculated. The assumption in calculating the overall cost of the football match, whether this be using Activity Based Costing (the standard absorption costing methodology approved by the Home Office) or Special Duty rates (the charges recommended by the Home Office for policing special events), is that each officer works an 8 hour shift that is directly related to the policing of the football match.

199

**AGREED** that the report be noted.

### **PARTNERSHIP WORKING – MISUSE OF DRUGS**

The Audit Commission presented a report to Members informing them that partnership working across Teesside is improving and becoming increasingly effective in its impact on the various elements of drug misuse – namely education, treatment and support and reducing the supply. This has included:

- Drugs and alcohol in the workplace training is commissioned from Safe in Tees Valley on behalf of the four Teesside Drug Action Teams (DAT) and Darlington DAT; and
- Reducing the supply and availability on a Tees-wide basis, with local multi-agency delivery led by the police.
- Partnerships across the Teesside area are working effectively in their own right and producing local solutions to local needs. For example:
- In the Hartlepool area, local priorities are identified through analysis of what is happening in the community, for example with regard to anti-social behaviour and admissions to accident and emergency services;
- In the Middlesbrough area the Safer Middlesbrough Partnership (SMP) has funded treatment that supports Drug Rehabilitation Requirements (DRR) and has dedicated outreach services and satellite offices for easier access to support, as well as the Priority and Prolific Offenders (PPO) scheme providing local solutions to local needs.
- In the Redcar and Cleveland area, a web-based protocol for children's issues has been developed, and a mobile needle exchange service introduced for users living in the most rural areas; and
- In Stockton there are good arrangements in place, which through the Birch Tree practice provided new clients with almost same day appointments and access to prescribing treatment, all client GP needs and access to a community psychiatric nurse.

200 The Chair thanked the Officers from the Audit Commission for their participation.

**AGREED** that the report be noted.

### **NEIGHBOURHOOD POLICING**

The Assistant Chief Constable provided Members with a verbal update on the issues surrounding Neighbourhood Policing. He informed Members of the Hartlepool initiative and how the role out of Neighbourhood Policing has been successful.

Following the role out of the Hartlepool initiative, an academic study had been carried out which concluded that the initiative has been a success.

201 Neighbourhood Policing was now to be rolled out in the other three policing districts during the coming year. Regular updates would be provided to the police authority.

**AGREED** that the report be noted

### **BASIC COMMAND UNIT MINUTES**

**AGREED** that the Minutes of the BCU meeting held since 21 July 2006 be noted.

### **CRIME & DISORDER REDUCTION PARTNERSHIPS MINUTES**

**AGREED** that the Minutes of the CDRP meetings held since 21 July 2006 are noted.

### **203 MINUTES OF THE COMPLAINTS PANEL HELD ON WEDNESDAY 31 JANUARY 2007**

**ORDERED** that the following minutes of the Complaints Panel held on the 31 January 2007 were submitted and approved.

#### **COMPLAINTS PANEL**

A meeting of the Complaints Panel was held on Wednesday 31 January 2007 in Meeting Room 1, Middlesbrough Town Hall.

PRESENT: Mr Ted Cox JP, Mr Keith Fisher JP, Cllr Chris Coombs, Miss Pam Andrews-Mawer, Mr Ken Gardner MBE.

OFFICIALS: DCC Ron Hog, Supt Brian Dunn, Joanne Monkman (CC).  
Mr John Bage, Mrs Jayne Harpe. Mrs Caroline Llewellyn (CE)

### **204 APOLOGIES FOR ABSENCE**

Apologies for absence were received from ACC Derek Bonnard, Cllr Caroline Barker

### **205 DECLARATIONS OF INTERESTS**

There were no declarations of interests

**CIVIL CLAIM STATISTICS**

The Monitoring Officer presented the Civil Claims Statistics for the period 1 April 2006 to 31 December 2006.

The Monitoring Officer advised the panel of the number and types of civil claims against the Force received during this period. The Monitoring Officer informed Members of the amount paid out for those claims summarize during the period and the amount recovered.

**AGREED** that Members note:

1. There had been a 4.4% increase in the number of claims received when compared with the same period last year.
2. There had been a 36.8% increase in the number of claims summarize when compared with the same period last year.
3. 11.54% of summarize cases during the period were successfully defended compared with 17.54% successfully defended during the same period last year.
4. The 69 cases settled during the period cost the Force £706,465. This is to be compared with the 47 cases settled during the same period last year at a cost of £438,463.
5. Headquarter Service Units continues to be the area with most claims.

The Monitoring Officer informed the meeting that the insurance renewal had been received and this would be reviewed before the renewal date of 8 May 2007.

**COMPLAINTS STATISTICS**

The Head of Professional Standards presented the Complaints Statistics for the period 1<sup>st</sup> October 2006 to 31<sup>st</sup> December 2006.

There had been a 21% increase in the number of cases recorded during this period (148 compared to 122 for the same period last year), with a 23% increase in the number of complaints 213 compared to 173 for the same period last year).

Incivility complaints have continued to rise by 29% over this quarter when compared to the same period in 2005, and as a result, there is a 10% rise in the financial year to date figures. This is in contrast to the 1% decrease for the first six months of the year.

**AGREED** that:

1. The contents of the report be noted

**DELIBERATE DAMAGE STATISTICS**

The Deputy Chief Constable presented the Deliberate Damage statistics, for the period October to December 2006. He informed Members of the cost to the Force of deliberate damage by way of forced entry into premises. He also informed Members of the operational results achieved through such forced entry and other premises searches.

During this period 2494 searches were conducted, and 300 (12%) resulted in deliberate damage occurrences. The value of property, cash and drugs seized totals £268,759.

Police Officers are lawfully entitled to forcibly enter private premises for a number of reasons. The main reasons are:

- to effect an arrest
- to conduct a premises search subsequent to an arrest
- to execute a warrant or
- to save life or property.

**AGREED** that:

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

**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 paragraphs 1 & 7 of Part 1 of Schedule 12A to the Act.

**RECORDED COMPLAINTS (Appendix A)**

Members considered and noted the number of complaints reported by area.

**CASES FROM THE COMPLAINTS REGISTER**

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

**ANY OTHER BUSINESS**

Members discussed training issues on the Complaints procedure. An invitation is to be extended to all Members of the Police Authority.

**MINUTES OF THE MODERNISATION PANEL HELD ON THE 14 DECEMBER 2006**

**ORDERED** that the following minutes of the Modernisation Panel held on the 14 December 2006 were submitted and

noted.

## **MODERNISATION PANEL**

A meeting of the Modernisation Panel was held on Thursday 14 December 2006 commencing at 10.00 am in the Media Briefing Centre at Police Headquarters.

**PRESENT:** Mr Krishan Nath (Chair), Mr Keith Fisher JP (Vice Chair), Miss Pam Andrews-Mawer, and Mr Peter Race.

**OFFICIALS:** Mrs Caroline Llewellyn, Mr Paul Kirkham, Mr Norman Wright, Mrs Julie Leng and Mrs Clare Hunter (CE)  
DCC Ron Hogg, Mrs Andrea Crinnion and Mr Graham Slaughter (CC)  
Mrs Lynda Turnbull, Unison and Mr Brian Docherty, Federation

### 214 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Chris Coombs (ex officio), Cllr Barry Coppinger, Mr Ted Cox JP, Mr Aslam Hanif, Cllr Dave McLuckie (ex officio), Mr Peter Race, Mr Joe McCarthy, CC Sean Price, ACO Ann Hall, Chief Superintendent Mark Braithwaite and Chief Superintendent Adrian Roberts.

### 215 **DECLARATIONS OF INTEREST**

There were no declarations of interests.

### 216 **MINUTES OF THE PREVIOUS MEETING HELD ON 19 OCTOBER 2006**

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

### 217 **OUTSTANDING RECOMMENDATIONS**

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

### 218 **APPROVAL TO RECRUIT AN ADDITIONAL 6 FUNDED PCSO'S**

The Head of People and Organisational Development sought members approval to recruit an additional 6 funded PCSO posts in Middlesbrough until the 31 March 2009.

As part of its approach to Neighbourhood Policing the Force had liaised with partner agencies to secure additional funding for PCSO's. As a consequence of this Middlesbrough Council had agreed to provide additional partial funding for 6 PCSOs through their Safer Together in East Middlesbrough (STEM) funding.

The total contribution of STEM funding would be £79,000 over the 2 year period. The remaining costs of £288,000 would be covered initially by the Home Office grant for additional PCSO's.

**ORDERED** that:-

1. the recruitment of an additional 6 PCSO posts, which are fully grant funded be approved.



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**DELEGATION OF RESPONSIBILITY FOR DECISIONS REGARDING REDUCED ILL HEALTH BENEFITS FOR POLICE OFFICER RECRUITS WITH LONG TERM HEALTH CONDITIONS**

The Head of People and Organisational Development requested that Members of the Modernisation Panel consider delegating the responsibility for decision making to the Chief Constable in circumstances where Police recruits were assessed as having any health problems or risks of disablement which might be expected to prevent their provision of service up to the recently amended retirement age (60 for federated ranks and 65 for non federated ranks).

This decision would determine whether the applicant is included or excluded from admission to the full benefits of the Police Pension Scheme, or would only be excluded from the ill-health benefits of that scheme.

**ORDERED** that:-

1. the decision making responsibility in relation to ill health benefits for Police Officer recruits be delegated to the Chief Constable to ensure a seamless process for police recruitment and alleviate any potential conflict of interest in an appeals process.

220

**ADDITIONAL STAFF FOR MIDDLESBROUGH FRONT DESK**

The Head of People and Organisational Development sought members approval to recruit an additional 2 fixed term contract (FTC) Front Desk Staff at Middlesbrough District from January to December 2007, to support the opening of the Centralised Custody Suite, Middlesbrough District HQ and Criminal Justice HQ.

**ORDERED** that:-

1. a temporary increase of 2 Front Desk staff at Middlesbrough by 2 FTE for a 12 month fixed term period be approved.

221

**THE LOCAL GOVERNMENT (EARLY TERMINATION OF EMPLOYMENT) (DISCRETIONARY COMPENSATION) REGULATIONS 2006 (SI 2914)**

The Personnel Advisor to the Police Authority advised Members of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations which would take effect from 29 November 2006. These regulations would affect Police staff only.

**ORDERED** that:-

1. the principles of the regulations be noted.
2. Officers of the Police Authority and Force develop a policy on consideration of payment of discretionary compensation and bring this back to the Modernisation Panel at the earliest opportunity.

222

### **BUDGET MONITORING REPORT TO 31 OCTOBER 2006**

The Head of Corporate Finance reported on the progress against delivery of the revenue budget for 2006/07. This was part of the process introduced by the Authority to maintain prudent financial management.

It was reported that the budget are being actively managed to ensure that a break even position was achieved and that operational objectives were delivered.

**ORDERED** that:-

1. the contents of the report be noted and that on the basis of the actions outlined in the report a breakeven position was forecast for the year end.

223

### **CAPITAL MONITORING REPORT TO 31 OCTOBER 2006**

The Head of Corporate Finance set out the progress against delivery of the Capital Programme for 2006/07. This was part of the process introduced by the Authority to maintain the prudent financial management.

An outline description of each scheme was provided at Appendix A to the report.

**ORDERED** that:-

1. the recommended changes to the programme be approved.

224

### **RISK PROJECT TEAM – BUSINESS CONTINUITY / INSURANCE / RISK**

The Financial Accountant presented the report to members. As the Modernisation agenda is implemented a number of issues have been identified as requiring interim management arrangements pending further environmental analysis through which to inform future structural requirements. The same issues had also been identified during preparation of the Police use of Resources Evaluation (PURE) and the development of the Statement of the Systems of Internal Control (SIC).

These encompass:

- How we further embed risk management within both Force and CPA;
- Management of insurance arrangements whether through self insurance or external cover;
- In the event that problems do actually arise, the existence of viable, business continuity plans.

This report described the issues in appropriate detail and brought forward a proposal for an interim 2-3 year solution and identified a source of funding for those costs which arise.

**ORDERED** that:-

1. the establishment of a project team, comprised of 3 x Project Officers grade (cost at grade max £136.6k) with first year running costs of £15k and £10k per annum thereafter be agreed.
2. this team be in place until 31 March 2009, on fixed term contracts with the possibility of a 1 year extension, subject to future progress reports to Members. The team would be initially located within the Fire and Safety Unit, under the day to day management of the Fire and Safety Manager be agreed.
3. the costs estimated to be first year £151.6k, and annually £146.6k thereafter, be funded by way of transfer from the balance of the Insurance Fund, (and savings on insurance premiums should these arise from the work of the Team) be agreed.
4. on termination of these fixed term contracts any redundancy costs arising be met by way of transfer from the balance on the Insurance Fund be agreed.
5. until the appointment of suitably skilled and experienced staff, expertise be sought from other local public bodies and agencies, to more immediately address the identified issues. Funding to be provided by way of transfer from the Insurance Fund be agreed.
6. progress be reported to the Performance and Audit Panel be agreed.

225

**MINUTES OF THE PERFORMANCE AND AUDIT PANEL  
HELD ON 8 FEBRUARY 2007**

**ORDERED** that the following minutes of the Performance and Audit Panel held on the 8 February 2007 were submitted and agreed.

**PERFORMANCE AND AUDIT PANEL**

A meeting of the Performance and Audit Panel was held on Thursday 8 February 2007 commencing at 10.00 am in the Members Conference Room, Police HQ.

|           |   |
|-----------|---|
| PRESENT   | Mr Peter Race MBE (Chair), Cllr Ron Lowes (Vice Chair), Mr Keith Fisher JP, and Councillor Steve Wallace. |
| OFFICIALS | Mr John Bage, Mr Norman Wright (CE)<br>ACC Adam Briggs, Mr Paul Baker, Mr Paul Kirkham (CC).              |
| AUDITORS  | Mr Ian Wallace (Bentley Jennison).  |

Mrs Mandy Stevenson (Audit Commission)

226 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie (ex officio), Councillor Chris Coombs (ex officio), Councillor Paul Thompson, Mr Krishan Nath, Mr Joe McCarthy, Mrs A Hall and ACC Derek Bonnard

227 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

**Action**

228 **MINUTES OF THE PREVIOUS MEETING HELD 7 NOVEMBER 2006**

The minutes were agreed as a true and accurate record.

229 **MATTERS ARISING**

Members informed the meeting that they were content with the Crime Leaflet.

230 **OUTSTANDING RECOMMENDATIONS**

It was reported that the outstanding recommendations were all on target, and they were addressed by reports in this meeting.

**AGREED** that:-

1. the Outstanding Recommendations be noted.

231 **POLICE USE OF RESOURCES (PURE) 2005/2006 PROGRESS REPORT**

The Technical Accountant informed Members that this report reviewed progress against the areas for improvement identified in the PURE Feedback 2005/2006. This was an Audit Commission report approved by the Police Authority Executive on the 23<sup>rd</sup> November 2006.

Following a process of self assessment by the Force and Authority the external auditors undertook a review during the period, April 2006 to June 2006, updated in September 2006. They subsequently reported to Members in November 2006.

The report contained some 23 areas for improvement which represented a considerable workload. They have therefore been ummarized to deliver improvements. The improvements will involve a series of relatively quick and easy changes, and a series of more fundamental, long term developments. The Technical Accountant produced a timetable for this work to be carried out.

**AGREED** that:-

1. the progress to date be noted.

232 **STATEMENT OF INTERNAL CONTROL (SIC) REVIEW OF INTERNAL CONTROL**

The Technical Accountant informed Members that this report examined and commented on the "Review of Internal Control and the Statement of Internal Control Assurance gathering process".

At the last meeting the Panel agreed new arrangements for developing the Statement of Internal Control. Members were advised that the methodology to be used would follow the CIPFA Advisory Networks "Rough Guide for Practitioners – The Statement on Internal Control – meeting the requirements of the Account and Audit Regulations 2003".

As part of the framework for preparing the Statement of Internal Control the SIC Work Group had followed through the Rough Guide and sought evidence to demonstrate the extent to which control arrangements were in place and working, and identify areas for improvements.

A further update would be provided in May 2007 so that the Police Authority can sign off the final Statement of Internal Control for 2006/2007 in June 2007.

**AGREED** that:-

1. the content of the report be noted.
2. A briefing be arranged for Members to review the Statement of Internal Control (SIC).

Paul Kirkham  
/ Julie Leng

233

#### **STATEMENT ON INTERNAL CONTROL PROPOSED SOURCES OF ASSURANCE**

The Technical Accountant informed Members that this report reviewed and commented on the proposed Sources of Assurance as part of the process of establishing the assurance framework in support of the Statement on Internal Control (SIC).

At a meeting of the 7<sup>th</sup> November 2006, the Panel agreed new arrangements for developing the Statement of Internal Control. Members were advised that the methodology to be used would follow the CIPFA Advisory Networks "Rough Guide for Practitioners – The Statement on Internal Control – meeting the requirements of the Account and Audit Regulations 2003".

As part of the framework for preparing the Statement of Internal Control the SIC Work Group has identified through it's work, the Sources of Assurance which underpin the provision of assurance on the adequacy and effectiveness of controls over key risks.

The Technical Accountant informed Members that the report was focused on summarized financial health and governance issues which if not addressed represent risks to the reputation of the Police Authority and the Force. An additional more defined list would be available in May 2007.

**AGREED** that:-

1. the proposed Sources of Assurance be approved.

234

#### **STATEMENT ON INTERNAL CONTROL**

## **PROPOSED SERVICE UNIT ASSURANCE QUESTIONNAIRE**

The Technical Accountant informed Members that this report reviewed and commented on the proposal to undertake a survey of Service Unit Managers, as part of the process of establishing the assurance framework in support of the Statement on Internal Control (SIC).

At its meeting on 7<sup>th</sup> November 2006, the Panel agreed new arrangements for developing the Statement of Internal Control. Members were advised that the methodology to be used would follow the CIPFA Advisory Networks "Rough Guide for Practitioners – The Statement on Internal Control – meeting the requirements of the Account and Audit Regulations 2003".

It was not possible for Internal Audit to review every area of activity, every year. A risk based approach was adopted and agreed by all parties to support the annual audit plan. The Rough Guide therefore advocates undertaking an annual survey of managers to obtain a signed adequacy of controls statement as part of the work in obtaining assurance on the effectiveness of key controls.

**AGREED** that:-

1. the content of the report be noted.

235

## **STATEMENT ON INTERNAL CONTROL STATEMENT OF KEY CONTROLS**

The Technical Accountant informed Members that this report reviewed and commented on the Statement of Key Controls as part of the process of establishing the assurance framework in support of the Statement on Internal Control (SIC)

As part of the framework for preparing the Statement of Internal Control the SIC Work Group has collated a Statement of Key Controls, as one the Sources of Assurance which underpin the provision of assurance on the adequacy and effectiveness of controls over key risks.

The SIC Workgroup reviewed the extent to which there was evidence to support compliance with these key controls and show the source of assurance relied upon.

**AGREED** that:

1. the Statement of Key Controls be approved.

236

## **THE DRAFT STATEMENT ON INTERNAL CONTROL 2006/2007**

The Technical Accountant presented the report which reviewed and commented on the proposed Draft Statement on Internal Control 2006/2007

Members were informed that this was only a draft Statement on Internal Control at this point in time, as other reports had identified some additional work that needed to be undertaken, prior to consideration of the final version of the SIC in May 2007 by this Panel.

Subject to Members comments the final report would be presented by the Chief Executive to the Police Executive meeting on the 23<sup>rd</sup> February 2007,

which would also consider the Budget for 2007/2008.

**AGREED** that:-

1. the draft report be approved, and that the final report would be submitted to the Police Authority Executive on 23 February 2007.

237

## **PERFORMANCE AND AUDIT PANEL PROPOSED WORK PROGRAMME**

The Technical Accountant asked Members to consider the establishment of a Work Programme.

One of the key controls identified in the report on the Statement of Key Controls was

"The audit committee provides effective leadership on audit and governance issues. It is proactive and has a forward looking programme of meetings and agenda items to ensure comprehensive coverage of all responsibilities in relation to the internal control environment."

The expanded remit of the Panel to include that of an Audit Committee means that the existing cycle of meetings can only accommodate the workload of the Panel if the length each meeting is extended. On occasions the extension could be quite considerable.

To enable the Panel to meet its remit and enable Members to give due consideration to the issues involved, the work programme tabled at Appendix A to the report was proposed. The Panel was asked to consider its implications and agree its implementation subject to any further deliberations of the Annual Meeting of the Police Authority Executive.

**AGREED** that:-

1. the proposed work programme be approved.
2. Monthly meetings be arranged towards the end of each relevant month.

238

## **SICKNESS ABSENCE REPORTING**

The Assistant Chief Constable provided Members with information requested by them at their meeting on the 7<sup>th</sup> November 2006. This included updated year-to-date figures; a comparison with our most similar Forces and information around the risk of sickness absence if not managed.

The Assistant Chief Constable reported a small year on year decline in short term sickness levels for Police Staff of 0.09 days. Police Officers show a small increase in sickness at 0.24 days year on year. There was, however, an increase year on year in long term sickness, which had risen by 2.83 days for Police Officers and 1.42 days for Police Staff.

The sickness data forms part of the Force's ongoing monitoring of sickness absence, which has in recent years delivered a downturn in short term absence. However, recent reviews of the data indicate that a long term sickness review is now required to manage to the most recent stretching

target of 8 days per employee.

Sickness reporting would be brought to the Force's Strategic Performance Group for monitoring. In addition, comparisons are being made with Most Similar Forces (MSFs) to benchmark sickness absence.

**AGREED** that:-

1. the content of the report be noted.

239

## **PERFORMANCE REPORT**

The Assistant Chief Constable presented an update on Force performance against the 2006-09 Corporate Policing Strategy and 2006-07 Local Policing Plan.

During April to December 2006, overall crime fell by 6.8%, a total of 3,764 less recorded crimes than during the same period last year.

At the end of December 2006, the overall detection rate for 2006-07 stood at 31.1%. This was an improvement of 2.1 percentage points when compared to last year

In April 2006, Cleveland Police implemented the National Standard for Incident Recording. During the first nine months of the year (April to December 2006) a total of 191,061 incidents were recorded.

**AGREED** that:-

1. the content of the report be noted.

240

## **ACTIVITY BASED COSTING (ABC)**

The Performance Development Officer updated Members in relation to Activity Based Costing (ABC).

The report came in two parts:

Part A – Activity Against objectives in the 2006-07 Corporate Policing Strategy and 2006-07 Local Policing Plan.

Part B – Comparison of activity and performance against Most Similar Forces.

This report:-

- updated members with ABC information in accordance with the timetable set out in the previous 'ABC – The way forward' report which was submitted to the previous Performance Panel.
- demonstrated the Force's commitment to meeting SPI targets and to delivering a service with value for money.
- demonstrated the Force's efficient use of resources in context to Cleveland's Most Similar Force family (MSF).
- highlighted the resources used to achieve the statutory performance indicator (SPI) targets over the financial years



2003/04 to 2005/06, and against MSFs. To forecast performance and resource use for 2006/07.

**AGREED** that:-

2. the content of the reports be noted.

241

### **QUARTERLY AND YEAR END PERFORMANCE REPORT**

The Strategy and Performance Manager discussed options with Members for a revised performance report format in line with the Members' wishes, as outlined at their special meeting held on 27<sup>th</sup> September 2005.

Members outlined the following requirements for quarterly performance reporting:

- Members wish to establish a position where they are fully informed of all current and predicted performance issues so that they are "no surprises" with performance results.
- The current Quarterly Performance Report would be enhanced with extra commentary and forecasts.
- Members agreed that they would not wish to create any duplication of effort stemming from their performance reporting requirements.

**AGREED** that:-

1. the content of the report be noted and the draft
2. a small working group be established to develop the performance report format.

**ACC Briggs**

242

### **INTERNAL AUDIT**

The Internal Auditor informed Members of a range of draft Internal Audit reports these were:

- Corporate Planning / Risk Management
- Insurance
- Ordering Receipt and Payment
- Income and Debtors
- Contracting
- Budgetary Control
- Treasury Management
- Best Value
- General ledger

The Internal Auditor tabled an additional document "Internal Audit Progress Report" which summarized the above Internal Audit Reports.

The Internal Auditor informed Members of the performance, opinions and recommendations for each of the reports.

**AGREED** that:-

1. the content of the reports be noted.

**243                   OUTSTANDING RECOMMENDATIONS**

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

**244                   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.

**245                   HUMAN RESOURCE ISSUES**

The Independent Clerk Adviser presented his report to Members.

**ORDERED** that the report be noted and the proposed resolution was agreed.