

CLEVELAND POLICE AUTHORITY EXECUTIVE

A meeting of Cleveland Police Authority Executive was held on Thursday 28 February 2008 in the Members Conference Room at Police HQ

PRESENT: Councillor Caroline Barker, Councillor Barry Coppinger, Councillor Paul Kirton, Councillor Ron Lowes, Councillor Dave McLuckie, Councillor Hazel Pearson OBE and Councillor Steve Wallace

Magistrate Members
Mr Ted Cox JP, Mr Keith Fisher JP and Mr Mike McGrory JP

Independent Members
Miss Pam Andrews-Mawer, Mr Chris Coombs, Mr Aslam Hanif, Mr Alf Illingworth TD JP and Mr Peter Race MBE

OFFICIALS: Mr Joe McCarthy, Mrs Caroline Llewellyn and Mrs Julie Leng (CE)
Mr Sean Price, Mr Derek Bonnard, Mr Dave Pickard, Mr Graeme Slaughter, Mrs Claire Humble and Miss Kate Rowntree (CC)

224 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mary Lanigan.

225 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

226 **QUESTION TIME**

No questions were received from the public.

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

The Chief Executive presented this report in accordance with the requirement under Part 2 of the Local Government Act 2003 (Financial Administration). This requires the Treasurer (i.e. Chief Executive in the case of Cleveland Police Authority) 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 services'.

The Authority's budget setting process had been designed to ensure that estimates brought forward for approval were sound and robust. This report confirmed that approach and identified the key elements of the process that make it so.

Similarly, the Authority policy is to ensure that it has sufficient levels of reserves and balances to provide for known, anticipated and unforeseen costs and liabilities. The Chief Executive advised that he was satisfied that the proposal emerging from the 2008/2009 budget process were clear, soundly based and deliverable, and that the approach to reserves and balances contained therein were appropriate.

In setting a budget for 2008/2009 the Authority will need to continue to have regard to the underlying level of available resources. The budget report requires the Authority to continue to take a robust approach to this issue by agreeing a long term financial plan aimed at maintaining a sustainable position through the Plan period.

ORDERED that:-

1. the contents of the report be noted and taken into account when considering the 2008/09 Budget Report.

228

PROPOSED 2008/09 BUDGET AND LONG TERM FINANCIAL PLAN 2009/12

The Chief Constable presented this report which was one of five on the agenda. These reports were part of the process introduced by the Authority to establish sustainable annual and long term financial planning underpinned by prudent financial management. Legislation requires that the Police Authority agrees its budget and associated precept for the forthcoming year before the 1st March 2008.

This report included the revenue implications of the proposed capital plan which would be considered as a separate report and these proposals feed into the precept report that was also on the agenda.

The Authority and Force have invested heavily in developing and improving the service and need to provide sufficient

resources from 2008/2009 to maintain these services.

This report detailed three precept increase options and provided comparison against each of those options.

ORDERED that:-

1. members considered and agreed Option C as the precept increase for 2008/09 :-
'An increase of 9.97% in the Band D level'
2. contributions from general reserves of £3,373k in 2008/09 be agreed.
3. further contributions from general reserves in 2009/10, reducing general reserves from 4% to 3% of net budget be agreed.
4. cognisance be taken of the Robustness of Estimates and Adequacy of Financial Reserves Report of the Chief Executive considered earlier in the meeting.

229

SETTING THE 2008/09 PRECEPT

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

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.

This report established the Council Tax Base and presented 3 options of precept increase for the forthcoming year. These are consistent with the 3 precept options presented for Members consideration in the 2008/09 Budget and Long Term Financial Plan 2009/12 paper that was also on the agenda.

This paper presented three options for Members consideration:

- Option 1 – A precept rise of 4.90%
- Option 2 – A precept rise of 8.60%
- Option 3 – A precept rise of 9.97%

Legislation required that the Police Authority agree its budget and associated precept and basic council tax for the forthcoming year before 1st March 2008.

ORDERED that:-

1. the net budget requirement for 2008/09 as £124,623k be agreed.
2. the funding for the net budget requirement for 2008/09 be agreed as:
 - Police Grant £47,762k
 - Revenue Support Grant/NNDR £47,516k
 - Net Surplus on Collection Funds £74k
 - Precept £29,271k
 - £124,623k
3. the tax base for 2008/09 as 168,351 Band D equivalent properties be agreed.
4. the basic amount of council tax (Band D equivalent) for 2008/09 be set at £173.867 be agreed.
5. the following precepts be levied on the four billing authorities:-
 - Hartlepool Borough Council £4,791,775
 - Middlesborough Borough Council £6,915,038
 - Redcar & Cleveland Borough Council £7,587,034
 - Stockton on Tees Borough Council £9,976,836
6. it be agreed that the council tax be set at the following levels:-
 - A 2/3rds £115.911
 - B 7/9ths £135.230
 - C 8/9ths £154.548
 - D 1 £173.867
 - E 1&2/9ths £212.504
 - F 1&4/9ths £251.141
 - G 1&2/3rds £289.778
 - H 2 £347.734

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 set out in Appendix A to the report covered the period April 2008 to March 2012 and set out the capital priorities of the organization and the funding required for their delivery.

2009/10 would see the coming to fruition of the Cleveland Universal Police Information Device (CUPID) with a total capital investment of up to £2.9m. It would be piloted during 2008/09. The strategic driver for this project was the requirement to maximise front line patrol visibility identified in the work of the Policing Bureaucracy Task Force which has been highlighted as a key issue in the Flanagan Review of Policing. It was expected that the specification for a new Headquarters would be finalized in May 2008, with adverts placed thereafter to identify a new site and seek disposal of Ladgate Lane.

This report set out recommendations to make optimum use of the capital resources available to the Authority to refresh and develop the asset base for policing in the 21st Century in line with the vision of 'Putting People First'.

ORDERED that:-

1. prudential borrowing of £1.9m in 2008/09 be approved.
2. the facilities programme for 2008/09 as set out at Appendix B be approved.
3. the ICT capital schemes for 2008/09 as set out at Appendix C be approved with the exception of:
 - Cleveland Universal Police Information Device (£2,900k)
 - NSPIS Origin Human Resource & Self Service System (£295k)
 - Relocation of Force Fall Back Facilities (£250k)for which full business cases would be brought forward for Members' consideration.
4. the fleet programme for 2008/09 as set out at Appendix D be approved.

5. the delegation of the authority to approve capital schemes or make changes to budgets of up to £25k per scheme to the Chief Constables in consultation with the Chairman and Chief Executive be approved.

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**PRUDENTIAL BORROWING INDICATORS AND
TREASURY MANAGEMENT STRATEGY 2008/2012**

The Acting Assistant Chief Officer Finance and Commissioning 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 2008/09. The code also states that the indicators for treasury management should be considered together with the annual investment strategy for 2008/09.

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.

232

**MINUTES OF THE POLICY & RESOURCES / CORPORATE
DEVELOPMENT PANEL HELD ON 6 DECEMBER 2007**

ORDERED that the following minutes of the Policy & Resources / Corporate Development Panel held on the 6 December 2008 were submitted and approved.

POLICY & RESOURCES / CORPORATE DEVELOPMENT

A meeting of the Policy & Resources / Corporate Development Panel was held on Thursday 6 December 2007 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT Miss Pam Andrews-Mawer, Mr Ted Cox JP, Mr Keith Fisher JP, Mr Aslam Hanif, Mr Alf Illingworth TD JP, Councillor Hazel Pearson OBE, Mr Peter Race MBE and Councillor Steve Wallace (Chair)

OFFICIALS Mr Joe McCarthy, Mr Paul Kirkham, Mrs Julie Leng and Mrs Clare Hunter (CE)
Mr Derek Bonnard, Mrs Ann Hall, Ms Andrea Crinnion (CC).

233 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Barry Coppinger, Mr Chris Coombs (ex officio) and Councillor Dave McLuckie (ex officio).

234 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

Action

235 **MINUTES OF THE POLICY & RESOURCES – CORPORATE DEVELOPMENT PANEL HELD ON 1 NOVEMBER 2007**

The minutes were agreed as a true and accurate record.

236 **OUTSTANDING RECOMMENDATIONS**

ORDERED that:-

1. the Outstanding Recommendations be noted.
2. quarterly reports of the Health and Safety be submitted to this Panel.

**ACC
Corporate
Development**

237 **BUDGET MONITORING REPORT TO 31 OCTOBER 2007**

The Assistant Chief Officer Finance and Commissioning presented the report. Members had approved a Net Budget Requirement (NBR) of £119,737k and budgeted revenue expenditure of £138,835k, the balance of expenditure being funded by specific grants, other income and transfers from reserves at their meeting on 23 February 2007. This report sets out the progress against delivery of that budget and was part of the process introduced by the Authority to maintain prudent financial management.

The forecast outturn as at end of October was for an underspend of £170k. This is after allowing for Member's authorisation to spend £400k on Performance Improvement Initiatives at their September meeting.

Budgets are being actively managed to ensure that material variances do not develop and that operational objectives are delivered. No material financial risks, other than those set out in the Risk Monitor at Appendix D, had been identified.

ORDERED that:-

1. the contents of the report be noted.
2. any underspends that develop during the year be used to reduce the planned transfer of £1.7m from General fund during this financial year and bolster the General Fund balance to provide greater flexibility against pressure whilst developing the saving required to return the Authority to recurring balance by 2009/10 be agreed.
3. paragraph 3.12 be amended to read 'National negotiations in relation to pay settlements are currently on going and when agreement is reached **our information is** that this will be back dated to the 1st September 2007'.

**ACO (F & C)
Chief
Executive**

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CAPITAL MONITORING REPORT TO 31 OCTOBER 2007

The Assistant Chief Officer Finance and Commissioning presented the progress against the delivery of the Capital Programme to date. Members had approved the Capital Programme and the Capital Plan for 2008/10 at their meeting on 23 February 2007. The report made recommendations to amend the approval plan.

ORDERED that:-

1. the contents of the report be noted.
2. the carry forward of the following budgets totaling £261.2k to 2008/09 be approved:-

▪ IEE Rewiring	£114.5k
▪ DDA Modifications	£23.8k
▪ ANPR I & II	£43.0k
▪ ANPR Fixed Site Expansion	£7.0k
▪ Enterprise Content Management	£18.9k
▪ IT Security Infrastructure	£54.0k
3. the carry forward of £4,850k of budget in respect of the Strategic Road Policing Facility to 2008/09 in line with the pre-tender project plan be agreed.
4. the planned £1m of Prudential Borrowing for 2007/08 be deferred to 2008/09 due to the rephasing of the programme be agreed.
5. the following monies totaling £52.6k not required to be added back to the unallocated funding be approved:-

▪ Photographic Ceiling & Light Replacement	£4.6k
▪ E-mail Archive Manager	£1.7k

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▪ Thin Client Architecture	£30.2k
▪ Sentry I	£4.4k
▪ Sentry II	£11.0k
▪ ID Unit Fleet Replacement	£0.7k

6. the following additions totaling £170k to the programme be approved:-

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▪ Airwaves	£14.0k
▪ Stockton CCTV	£16.7k
▪ Mobile Working (CUPID)	£15.5k
▪ Motorcycle Replacement	£2.2k
▪ OCU Vehicle Replacement	£121.6k

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TREASURY MANAGEMENT TO 31 OCTOBER 2007

The Assistant Chief Officer Finance and Commissioning updated Members on the status of the Authority's investments and borrowing. Members had agreed an investment strategy for 2007/08 at their meeting on 23 February 2007.

ORDERED that:-

1. the contents of the report be noted.

240

EVALUATION OF THE INITIAL POLICE LEARNING AND DEVELOPMENT PROGRAMME (IPLDP)

The Assistant Chief Constable informed Members of the developments emanating from the evaluation of the IPLDP.

An evaluation of the programme was commissioned by the Training and Development Scoping Group in October 2006 on behalf of the project sponsor, the Operational Performance Team.

The evaluation resulted in a total of 29 recommendations being made (detailed at Appendix A to the report).

A number of developments had already taken place in response to some of the 29 recommendations. The remaining 24 recommendations now form an action plan (attached at Appendix 2 to the report) with owners appointed to each to drive forward activity to ensure the continuing development of the IPLDP in line with the findings of the evaluation.

The Assistant Chief Constable updated Members on the proposals to consider a new training scheme which would involve students to complete a years training as a college student prior to commencing on police pay. This was currently only in the discussion phase and as and when further information became available update reports would be submitted to this Panel for consideration.

ORDERED that:-

1. the contents of the report be noted.
2. an update on the Action Plan be reported to this meeting in May 2008.

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COSTED TRAINING PLAN 2007/08

The Assistant Chief Constable updated Members on the 2007/08 costed training model.

The 2007/08 costed model and the overall costs of training were attached at Appendix 1 to the report. These were supported by a range of other documents, which further defined any issues of resource capacity and capability to facilitate the plan and were available from the Training Team.

ORDERED that:

1. the approach adopted by the Force in developing the annual costed training plan and the costs, assumptions and risks identified be noted.

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PEOPLE AND ORGANISATIONAL DEVELOPMENT STRATEGY 2007/10 AND ANNUAL PLAN – 2007/08

The Assistant Chief Constable provided Members with a copy of the Force's People and Organisational Development Strategy 2007/10 and an update of progress.

The P&OD Strategy 2007/10 identified the overall priorities for the P&OD team in supporting the Force's 'Putting People First' vision. It also reflects the people priorities identified within the Corporate Policing Plan, National Policing Plan and Regional Crime and Disorder Plans.

The P&OD Annual Plan 2007/08 identified the key deliverables, dependencies and risks of all proposed activities within this period. It also identified clear outcomes, which were measured through the monthly performance review process.

The delivery of the P&OD Strategy and Annual Plan is key to enabling the success of the Force's 'Putting People First' vision and long term sustainable business improvements. Progress against the 2007/08 plan to date was pleasing and with the reprioritisation already undertaken in Q3 and Q4 a sound platform for the delivery of the strategy would continue to be maintained.

ORDERED that:-

1. the People and Organisational Development Strategy 2007/10 and Annual Plan – 2007/08 be noted.

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HEALTH AND SAFETY UPDATE

The Assistant Chief Constable requested members approval to the development of a joint Health and Safety policy and reporting arrangements for both the Force and the Police Authority.

The Chief Constable is responsible for the production, administration and implementation of the Force's Health and Safety Policy Statement. The above proposal would ensure the provision and maintenance of robust and comprehensive health and safety regime for all officers, employees,

contractors and any members of the public who come into contact with the Force.

ORDERED that:-

1. the development of a joint Health and Safety Policy by representatives of the Force and the Police Authority, including appropriate reporting arrangements which strengthen assurance and accountability be approved.

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(Corporate
Development)
Chief
Executive

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INSURANCE, RISK AND BUSINESS CONTINUITY

The Executive Accountant updated Members on the progress of appointing the Risk Team, and implementing arrangements to address issues identified in the report to the Modernisation Panel of December 2006.

Recommendations were made to change the status of some of the posts.

Members were advised that in order to meet the deadline for renewal of the Insurance the requirements to go out to tender had been waived using SO4.1.b in order to acquire the services of an external advisors with expertise in insurance for police authorities and public bodies.

ORDERED that:-

1. the reduction in the size of the Risk Team from 3 posts to 2 post be agreed.
2. the 2 remaining posts be made permanent on the basis that this does not increase the level of agreed commitments in the Long Term Financial Plan be agreed.
3. the Chief Constable, with the support of the Chief Executive, had exercised his authority under SO 4.2.c in respect of the appointment of external insurance advisors Giles Insurance Brokers, using SO 4.1.b be noted.

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PROCUREMENT REPORT FOR THE PROVISION OF CLEANING SERVICES

The Assistant Chief Officer Finance and Commissioning provided Members with a summation of the procurement exercise carried out to award a contract for the provision of Cleaning Services.

ORDERED that the recommendations included in the report, including those relating to the award of the contract to tenderer 2, be accepted.

ACO (F & C)

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MINUTES OF THE POLICE AUTHORITY EXECUTIVE HELD ON 11 DECEMBER 2007

ORDERED that the minutes of the Police Authority Executive held on the 11 December 2007 were approved and signed by the Chair as a true and accurate record.

247

MINUTES OF THE POLICY & RESOURCES / CORPORATE DEVELOPMENT PANEL HELD ON 17 JANUARY 2008

ORDERED that the following minutes of the Policy & Resources / Corporate Development Panel held on 17 January 2008 were submitted and approved.

POLICY & RESOURCES / CORPORATE DEVELOPMENT

A meeting of the Policy & Resources / Corporate Development Panel was held on Thursday 17 January 2008 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT

Miss Pam Andrews-Mawer, Mr Ted Cox JP, Mr Keith Fisher JP, Mr Aslam Hanif, Mr Alf Illingworth TD JP, Councillor Hazel Pearson OBE and Councillor Steve Wallace (Chair)

OFFICIALS

Mr Joe McCarthy, Mr Paul Kirkham and Mrs Julie Leng (CE)
Mr Derek Bonnard, Mr Graeme Slaughter and Miss Kate Rowntree (CC).

ADDITIONAL MEMBERS
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Councillor Mary Lanigan and Councillor Victor Tumilty

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Chris Coombs (ex officio), Councillor Dave McLuckie (ex officio), Mr Peter Race MBE and Mr Sean Price.

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DECLARATIONS OF INTERESTS

There were no declarations of interests.

Action

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MINUTES OF THE POLICY & RESOURCES – CORPORATE DEVELOPMENT PANEL HELD ON 6 DECEMBER 2007

The minutes were agreed as a true and accurate record.

251

OUTSTANDING RECOMMENDATIONS

ORDERED that:-

1. the Outstanding Recommendations be noted.

252

BUDGET MONITORING REPORT TO 30 NOVEMBER 2007

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the report. Members had approved a Net Budget Requirement (NBR) of £119,737k and budgeted revenue expenditure of £138,835k, the balance of expenditure being funded by specific grants, other income and transfers from reserves at their meeting on 23 February 2007. This report sets out the progress against delivery of that budget and was part of the process introduced by the Authority to maintain prudent financial management.

The current forecast was for a year-end underspend of £1.1m after allowing for Member's authorisation to spend £400k on Performance Improvement

Initiatives. This was an increase of £930k on the position reported to Members at Period 7. The reason for this significant change in forecast was largely due to confirmation of the 2007/08 pay awards. The assumption built into the budget in respect of pay was a 3.0 % uplift from the 1 September. The actual pay awards are 2.5 % from 1 December 2007 for Police Officers and 2.5 % from 1 September 2007 for Police Staff, generating an underspend of £730k against pay budgets.

Budgets are being actively managed to ensure that material variances do not develop and that operational objectives are delivered. No material financial risks, other than those set out in the Risk Monitor at Appendix D, had been identified.

ORDERED that:-

1. the contents of the report be noted.
2. any underspends that develop during the year be used to reduce the planned transfer of £1.7m from General fund during this financial year and bolster the General Fund balance to provide greater flexibility against pressures whilst developing the savings required to return the Authority to recurring balance by 2009/10 be agreed.
3. Members continued to support the proper implementation of the pay award for Police Officers to be back dated to 1 September 2007 and any monies identified would be set aside until this issue was resolved.

**ACO (F & C)
Chief
Executive**

253

CAPITAL MONITORING REPORT TO 30 NOVEMBER 2007

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the progress against the delivery of the Capital Programme to date. Members had approved the Capital Programme and the Capital Plan for 2008/10 at their meeting on 23 February 2007. This report made recommendations to amend the approved plan.

ORDERED that:-

1. the contents of the report be noted.
2. the receipt of a further capital grant of £273k bringing the total grant to £1,601k be noted.
3. the carry forward of the following budgets totaling £171.4k to 2008/09 be approved:-
 - IEE Rewiring £47.4k
 - Impact Data Protection £26.0k
 - Firewall Resilience & Encryption £45.0k
 - Police Records Management System £53.0k
4. the bring forward of £470k of the £4.85m carried forward last month on the Road Policing Unit, in order to cover land costs negotiated and due to be paid in period 9 be approved.
5. the transfer of £470.0k to the unallocated funding in 2008/09 as a result of the tenders for the Hartlepool Refurbishment Scheme

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coming back lower than the pre-tender estimate be agreed.

ACO (F & C)

6. the transfer of £32.1k to the unallocated funding in 2007/08 as a result of the tenders for the Stockton Police Station Lift Upgrade Scheme coming back lower than the pre-tender estimate be agreed.

7. the following additions totaling £108k to the programme be approved:-

ACO (F & C)

▪ E-forms	£24.0k
▪ Abacus Overtime & Expenses system	£10.0k
▪ Cannabis Drug Store for PFI	£8.0k
▪ Disclosure Software	£16.0k
▪ Headcams Back Office System	£35.7k
▪ NSPIS Origins	£15.0k

8. the carry forward of the £836.4k unallocated funding to support future years' capital programs, with the exception of any urgent proposals which may be put forward to be completed in 2007/08.

ACO (F & C)

254

TREASURY MANAGEMENT TO 30 NOVEMBER 2007

The Temporary Assistant Chief Officer (Finance and Commissioning) updated Members on the status of the Authority's investments and borrowing. Members had agreed an investment strategy for 2007/08 at their meeting on 23 February 2007.

Paragraph 3.9 advised members of the late return of an investment due to an error on the part of a counterparty. This had resulted in the Authority's account with Natwest going overdrawn by £769k. The counterparty had accepted liability for the error. Members were advised that full reimbursement of bank charges and loss of interest had now been received.

ORDERED that:-

1. the contents of the report be noted.

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CORPORATE ESTATES STRATEGY UPDATE

The Temporary Assistant Chief Officer (Finance and Commissioning) provided Members with an updated version of the Estates Strategy and a summation of progress to date.

The Estates Strategy supports the Chief Constable's 'Putting People First' vision and provides the broad direction for the holding of property, which is adequately funded, fit for purpose and supportive of future service delivery.

ORDERED that:-

1. the contents of the report and the Estates Strategy attached at Appendix 1 and the Action Plan at Appendix 2 be noted.

256

FLEET MANAGEMENT STRATEGY

The Temporary Assistant Chief Officer (Finance and Commissioning) informed Members of the Force Fleet Management Strategy and Action Plan.

Fleet Management continue to support a range of vehicles across the Force which are not just a means of transport, but also provide protection, a safe working environment and a mobile office.

The fleet continued to underpin the objective of high visibility policing, reassuring the public, maintain confidence and help to reduce the fear of crime.

ORDERED that:

1. the contents of the report be noted.

257

POST IMPLEMENTATION REVIEW OF FORCE STANDARD DUTY ROTA

The Assistant Chief Constable presented the findings of a report examining the impact of the new Force Standard Duty Rota (FSDR) introduced in April 2007.

There is evidence of improvement in demand management attributable to the new FSDR. This improvement in demand management has contributed to the successful implementation of the Neighbourhood Policing Model.

The FSDR would be the subject of future reviews to ensure it continued to align resources to demand.

ACC
(Corporate
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ORDERED that:-

1. the improvements made in demand management detailed within the report be noted.

ACC
(Corporate
Development)

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PROCUREMENT REPORT FOR AIRWAVE HARDWARE AND ASSOCIATED GOODS AND SERVICES

The Temporary Assistant Chief Officer (Finance and Commissioning) advised Members of the Metropolitan Police Contract for the procurement of Airwave Hardware.

The Metropolitan Police had carried out a competitive tender exercise to award a contract for the procurement of Airwave Hardware. The contract was available to other Authorities to use.

The Metropolitan Police contract had been investigated and had been identified as value for money.

The Consortia completed the procurement exercise in line with European Legislation.

The contract awarded by the consortia had been successful to date.

Cleveland Police Authority did not previously join the consortia due to existing arrangements in place for the procurement of Airwaves Hardware

which have now been superseded.

The Consortia Contract was available for Cleveland Police Authority to join at a cost of £5,000. The consortia offered the Authority the potential for savings of £655k over 4 years, compared with the previous arrangements, if an average of 500 terminals were purchased annually.

ORDERED that:-

1. the use of Contract Standing Order 4.1h to give exemption from the normal requirement to obtain tenders for Airwave Hardware and Associated Goods and Services be ratified.
2. the Force use the Consortia Contract led by the Metropolitan Police, taking advantage of the greater buying power of the Consortium be ratified.

259

COMPREHENSIVE AREA ASSESSMENT

The Executive Accountant presented the report to raise Members' awareness of the introduction of Comprehensive Area Assessment (CAA) from 2009 and the effect this would have upon Police, Local Authority and Partners inspection and performance regimes.

The White Paper Strong and Prosperous Communities, published in October 2006 set out a wide range of proposals for improving local services. A key part of these proposals was the new performance assessment framework, Comprehensive Area Assessment that would take effect from 1 April 2009.

The Comprehensive Area Assessment is an attempt to streamline the current inspection and performance regimes. Although separated performance frameworks such as APACS would continue to operate, they would be more closely aligned to partnership delivery and accountability. The Local Area Agreement would be a key document for assessing outcomes being delivered locally and form the base of the Comprehensive Area Assessment.

ORDERED that:-

1. the contents of the APA report be noted.

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POLICE USE OF RESOURCES (PURE) 2007/2008

The Executive Accountant advised Members of the receipt of the final version of the Key Lines of Enquiry (KLoE) received on the 20 December 2007 to be used for the 2007/2008 PURE assessment. Further, to give Members preliminary information concerning the future interaction of PURE with Comprehensive Area Assessments (CAA).

The 2007/2008 Key Lines of Enquiry represent a progressive challenge.

ORDERED that:-

1. the contents of the report be noted.

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MINUTES OF THE COMMUNITY PROTECTION PANEL HELD ON 23 JANUARY 2008

ORDERED that the following minutes of the Community Protection Panel held on the 23 January 2008 were submitted and approved.

COMMUNITY PROTECTION PANEL

A meeting of the Community Protection Panel was held on Wednesday 23 January 2008 in the Members Conference Room at Police Headquarters.

PRESENT: Miss Pam Andrews-Mawer (Chair), Mr Ted Cox JP, Cllr Paul Kirton, Cllr Ron Lowes, Mr Mike McGrory JP, Cllr Hazel Pearson OBE (Vice Chair) and Cllr Victor Tumilty

OFFICIALS: Mrs Julie Leng (CE)
Mr Ron Hogg, Mr Dave Pickard, Ms Anne-Marie Sawley and Miss Kate Rowntree (CC)

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APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Chris Coombs (ex-officio), Cllr Dave McLuckie (ex officio) and Mr Peter Race MBE.

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DECLARATIONS OF INTERESTS

There were no declarations of interests.

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MINUTES OF THE PREVIOUS MEETING

The minutes of the Community Protection Panel meeting held on 7 November 2007 were agreed as a true and accurate record.

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OUTSTANDING RECOMMENDATIONS

ORDERED that:-

1. the outstanding recommendations be noted.

266

UPDATE ON INDEPENDENT CUSTODY VISITING SCHEMEN OPERATED BY CLEVELAND POLICE AUTHORITY

The Lead Member for the Independent Custody Visiting Scheme updated Member's on the operation of the Scheme. This included the results of the recruitment drive, visits undertaken and training undertaken since the last report.

Police Authorities are required to operate an Independent Custody Visiting Scheme within the Police Reform Act 2002.

The Police Authority continued to fulfill its obligation and commitment to the Independent Custody Visiting Scheme with sufficient volunteers to maintain their interest and yet not overburden the individuals. On average individual visitors undertook a visit every 6 – 8 weeks which meets the

Authority's requirements.

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ORDERED that:

1. the visits undertaken be noted.
2. Members' appreciation be passed to the volunteers within the scheme for their continued commitment. That a letter be sent to each volunteer thanking them for their continued service and support.

**Secretariat
Manager**

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ANTI-SOCIAL BEHAVIOUR UPDATE

The Deputy Chief Constable provided Members with an overview of the current anti-social behaviour (ASB) initiatives.

Anti-Social Behaviour is a key concern for our local communities and a continued focus should be maintained.

Data suggests that the largest problem in all four policing districts is rowdy and inconsiderate behaviour by young people. The response to such problems required a balanced and proportionate approach to enforcement combined with education and diversionary activities.

A holistic and partnership approach was required to ensure long term solutions were found to local problems.

ORDERED that:-

1. the contents of the report be noted.

269

ALCOHOL ABUSE UPDATE

The Deputy Chief Constable provided Members of the Community Protection Panel with an overview of the current alcohol abuse initiatives taking place in the Force area.

Alcohol leads to a range of public health problems. Alcohol affects all of society, from the burden on the NHS, economic burden due to loss of employment and reduced capacity to work through to other negative effects of alcohol on the social and behavioural welfare of communities.

The national strategy 'Safe, Sensible, Social; The next steps in the National Alcohol Strategy', published in June 2007 outlined a co-ordinated response across a wide range of community groups.

Public Service Agreements (PSA) for 2008 – 2011 set out the key priority outcomes the Government wants to achieve in that spending period.

The stronger communities and better quality of life PSA aims towards 'having a safe, sensible and social drinking culture where violent and anti-social behaviour is not tolerated' – a sub strand being 'reducing harms caused to the community as a result of associated crime, disorder and anti-social behaviour.'

There is a need for a continued focus on this issue, collaboration with other partners and a robust, multi-agency response in order to combat current trends.

ORDERED that:-

1. the contents of the report be noted.
2. the Police Authority actively work to reduce the harm caused by alcohol abuse.

270

NEIGHBOURHOOD POLICING

The Assistant Chief Constable updated Members on the progress of implementation of Neighbourhood Policing.

The Force had built upon the experience and identification of effective practice at Hartlepool to inform its roll-out of Neighbourhood Policing.

Early indications show improved user satisfaction with Cleveland Police across a range of measures with overall satisfaction rising from 66.2% to 79.6% (Quarter 1 2007/08).

The Force continued to reduce crime rates during the roll-out phase of Neighbourhood Policing.

ORDERED that:-

1. the report be noted.
2. a report be submitted to this panel on the results of the inspection of neighbourhood policing and citizen focused policing which was to be completed by the Operational Performance Team by the end of February.

**T/ACC
Pickard**

271

TENTATIVE APPLICATION FOR FUNDING RELATING TO THE INDEPENDENT DOMESTIC VIOLENCE ADVOCATE (IDVA) TO THE TEESIDE SPECIALIST DOMESTIC VIOLENCE COURT (SDVC)

The Deputy Chief Constable presented this report which sought Members approval for financial assistance in the funding of the Independent Domestic Violence Advocate (IDVA) role within Teesside's Specialist Domestic Violence Court (SDVC) during 2008/09. The IDVA is employed by My Sisters Place in Middlesbrough and the cost for one IDVA during the financial year 2007/08 was £34,198 including salary, accommodation and other expenses.

There is no central funding stream available to meet the cost of the IDVA role within the SDVC project therefore financial assistance is required from elsewhere. Financial assistance was agreed during 2007/08 from agencies involved in the project.

The issue of financial support for IDVA's had been raised nationally by

various groups but no firm commitment had been secured for 2008/09 so once again funding assistance was been sought.

The IDVA role is essential to the successful running of the SDVC within Teesside Magistrates Court. Removal of the position would render the project as unfit for purpose.

The SDVC project is an important tool in meeting domestic abuse challenges in Cleveland while also providing protection and support to victims and witnesses.

It was accepted that the funding arrangements were not ideal and work would continue to highlight this problem through Government Office North East.

ORDERED that:-

1. the Police Authority provide £4,000 funding towards maintaining the IDVA role in 2008/09 be approved.

272

MINUTES OF THE AUDIT AND INTERNAL CONTROL PANEL HELD ON 24 JANUARY 2008

ORDERED that the following minutes for the Audit and Internal Control Panel held on 24 January 2008 were submitted and approved.

AUDIT AND INTERNAL CONTROL PANEL

ACTION

A meeting of the Audit and Internal Control Panel was held on Thursday 24 January 2008 commencing at 10.00 am in the Members Conference Room, Police Headquarters.

PRESENT	Mr Mike McGrory JP (Chair), Councillor Ron Lowes (Vice Chair), Councillor Caroline Barker, Councillor Hazel Pearson OBE, Councillor Victor Tumilty, Mr Aslam Hanif and Mr Chris Coombs (ex officio).
OFFICIALS	Mr Joe McCarthy, Mr Paul Kirkham and Mrs Jayne Harpe (CE) Mr Graeme Slaughter, Ms Andrea Crinnion and Miss Kate Rowntree (CC)
AUDITORS	Mr Ian Wallace (RSM Bentley Jennison)

273

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mary Lanigan and Mr Keith Fisher JP

274

DECLARATIONS OF INTERESTS

There were no declarations of interests.

275

MINUTES OF THE PREVIOUS MEETING HELD 15 NOVEMBER 2007

The minutes were agreed as a true and accurate record.

The Chair opened the meeting and asked two questions reflecting current issues, nationally and within the Police Authority.

The Chair sought assurances that robust management processes and expertise were in place following specification issues around the refurbishment of Hartlepool BCU. The Chief Executive commented that processes and expertise were now in place for future projects. He explained that the Hartlepool refurbishment had initially been part of the Action Stations PFI – it was withdrawn from this process on affordability grounds due to insufficient PFI Credits. It had become clear that the initial specification did not reflect the real costs and scope of the project. This had since been rectified and the project was now within the revised budget agreed by the Authority. The Chief Executive was assured that the lessons in relation to specification were now learnt.

The Chair asked in the light of national and local news items in relation to high profile loss of information, what assurances could be given to the Authority with regard to data security within the force and Authority.

The Temporary ACO informed Members that there was a force information security policy in place which was last revised in August 2007. He further advised that there was a procedure in place for the release of data with forms being signed and forwarded to the Information Security Officer. The Temporary ACO offered Members the opportunity for a full briefing on this issue from the Information Security Officer.

TACO (F&C)

276

OUTSTANDING RECOMMENDATIONS

Updates were provided in relation to all the outstanding recommendations.

ORDERED that:-

1. the Outstanding Recommendations were noted and updated.

277

RISK MANAGEMENT ARRANGEMENTS

The Head of People and Organisational Development provided Members with an update on the development of risk management within the Force and to agree future reporting requirements to the Panel.

ORDERED that:-

1. Members approved the report and progress to date on simplifying and embedding risk management within the Force.
2. Members agreed the following future risk reporting arrangements to the Audit and Internal Control Panel:
 - Quarterly reporting on risks with a current risk score of 12 or above by the Chief Constable.
 - An Annual report on compliance with approved risk management policies and procedures with the first report scheduled for March 2009.

- Independent assurance reporting by Internal Audit on behalf of the Police Authority.

278

CORPORATE RISK REGISTER

The Head of People and Organisational Development provided the meeting with an update on the Force's current Corporate Risk Register.

ORDERED that:-

1. Members discussed the recommendation and agreed to amend the recommendation from noted to approved.

279

INTERNAL AUDIT PROGRESS REPORT

The Internal Auditor informed the meeting that the periodic internal audit plan for 2007/08 was approved by the Audit and Performance Panel on 23 March 2007. This report summarised the outcome of work completed to date against the plan, and Appendix A provided cumulative data in support of internal audit performance.

Four reports had been finalised since the last Committee meeting, these were in the areas of:

- Payroll
- General Ledger
- Income & Debtors
- Treasury Management

All of the audits completed had yielded audit opinions of substantial assurance. There had been no identified areas of fundamental weakness and only a small number of significant recommendations had been made.

The assurance work undertaken had focused primarily on key financial systems. Common themes arising from the audits included the completeness of procedure notes and reference documents for staff and also the finalising of job descriptions following restructure of the Finance Department. The District Audit were pleased that progress had been made against all outstanding recommendations from previous audits with the majority having been fully implemented.

Fieldwork had been undertaken on the Corporate Governance and the Budgetary Control audits and it was expected that draft reports would be issued imminently. Fieldwork is currently underway for Sickness and Absence Monitoring and District Sub Units. Audits recently planned but yet to commence included Partnerships and Efficiency Savings

ORDERED that:-

1. The report be noted.

280

INTERNAL AUDIT PAYROLL REPORT

The Internal Auditor informed the meeting that an audit of Payroll had been undertaken as part of the approved internal audit periodic plan for 2007/08.

Cleveland Police Authority employed 1,706 police officers, of which 67 work part time and 896 police staff, of which 170 work part time. Police officers were paid every 4 weeks and police staff were paid every month. The salaries of staff were paid directly into their bank accounts using the BACS system.

For 2006/07 financial year the total police officer and police staff payroll expenditure was £75,774,971 and £21,741,960 respectively. At the time of audit the value of payroll expenditure between April and August 2007 was £35,202,966 for police payroll and £9,525,334 for police staff payroll.

The payroll function was the management responsibility of the Financial Services Manager who was supported by 2 permanent and one temporary senior payroll officers.

Taking account of the issues identified in paragraphs 1.4 to 1.6 in the report, the opinion of the Internal Audit was the control framework for the area under review, which was currently laid down and operated, provided substantial assurance that risks material to the achievement of the organisation's objectives for the area were adequately managed and controlled.

ORDERED that:-

1. the report and recommendations in the action plan be noted.

281

INTERNAL AUDIT TREASURY MANAGEMENT REPORT

The Internal Auditor informed the meeting that an audit of Treasury Management had been undertaken as part of the approved internal audit periodic plan for 2007/08.

The Authority had a dedicated Treasury Management section which had undertaken monitoring of the Authority's cash flow and funding requirements and also limited investments. The majority of investments were undertaken on behalf of the Authority by Middlesbrough Council, with whom the Authority had a long standing arrangement.

During 2006/07 the Authority invested in excess of £130 million which generated almost £1 million of interest. At the time of Audit (September 2007) the level of investments was approximately £60 million, which had generated interest in excess of £0.5 million.

Taking account of the issues identified in paragraphs 1.3 to 1.6, the opinion of the Internal Audit was the control framework for the area under review, which was currently laid down and operated, provided substantial assurance that risks material to the achievement of the organisation's objectives for the area were adequately managed and controlled.

ORDERED that:-

1. the report and recommendations in the action plan be noted.

282

INTERNAL AUDIT GENERAL LEDGER REPORT

The Internal Auditor informed the meeting that an audit of General Ledger had been undertaken as part of the approved internal audit periodic plan for 2007/08.

The Authority used the "Welcom" general ledger system and had done so for a number of years. The "Crystal" reporting suite was used by the Authority to interrogate the general ledger system as some of the standard "Welcom" reports, such as trial balance, were unsuitable in their present format. Management were currently reviewing the system to identify best fit for future needs.

Taking account of the issues identified in paragraphs 1.3 to 1.6, the opinion of the Internal Audit was the control framework for the area under review, which was currently laid down and operated, provided substantial assurance that risks material to the achievement of the organisation's objectives for the area were adequately managed and controlled.

The following points of good practice were noted:

- Accurate and timely reconciliation of key control and suspense accounts;
- Maintenance of a journals register;
- Maintenance and monitoring of month end closedown using a checklist which formed part of the Management Performance Review (MPR).

ORDERED that:-

1. the report and recommendations in the action plan be noted.

283

INTERNAL AUDIT INCOME AND DEBTORS REPORT

The Internal Auditor informed the meeting that an audit of Income and Debtors had been undertaken as part of the approved internal audit periodic plan for 2006/07.

The Authority's total budgeted income for 2007/08 was £138,622,361. There were four main funding streams which represented over 80% of the budget income:

- Revenue Support Grant, received from the Department for Communities and Local Government;
- Police Support Grant, received from the Home Office;
- Precept, received from Local Authorities within the Cleveland Police Authority boundary;
- Other income from Specific Grants, Partnerships and Fees & Charges.

The Finance department structure had been reviewed and as a result of that a number of new staff were in post since the previous audit. As part of the structure review job descriptions had been refreshed and staff training needs had been identified.

Taking account of the issues identified in paragraphs 1.3 to 1.6, the opinion of the Internal Audit was the control framework for the area under review, which was currently laid down and operated, provided substantial assurance

that risks material to the achievement of the organisation's objectives for the area were adequately managed and controlled.

The Chief Executive informed Members that there would be a review for the requirement of a new accounting system.

ORDERED that:

1. the report and recommendations in the action plan be noted.

284

ANNUAL GOVERNANCE REPORT – PROGRESS IN IMPLEMENTING RECOMMENDATIONS

The Technical Accountant informed the meeting that the Annual Governance Report for 2006/2007 had been reported to the Police Authority in September 2007. It contained a number of recommendations and the report mapped out the progress in their implementation.

ORDERED that:-

1. Members noted the progress in implementing recommendation for the 2006/2007 Annual Governance Report.

285

MINUTES OF THE COMPLAINTS PANEL HELD ON 30 JANUARY 2008

ORDERED that the following minutes of the Complaints Panel held on the 30 January 2008 were submitted and approved.

COMPLAINTS PANEL

ACTION

A meeting of the Complaints Panel was held on Wednesday 30 January 2008 in the Members Conference Room at Police Headquarters.

PRESENT: Cllr Caroline Barker, Mr Chris Coombs (ex officio), Mr Ted Cox JP (Chair), Mr Keith Fisher JP (Vice Chair), Mr Aslam Hanif, Cllr Paul Kirton and Mr Mike McGroary JP

OFFICIALS: ACC Derek Bonnard, Supt Brian Dunn, Inspector Eric Robinson, Mrs Jacqueline Chaffey and Miss Kate Rowntree (CC).
Mrs Jayne Harpe (CE)
Mrs CM Llewellyn, Mr Joe McCarthy and Mr Graham Gordon joined the meeting for the below the line item.

286

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ron Lowes and Cllr Dave McLuckie (ex officio).

287

DECLARATIONS OF INTERESTS

There were no declarations of interests.

288

CIVIL CLAIM STATISTICS

The Legal Advisor presented the Civil Claim Statistics for the period 1st April 2007 – 31st December 2007. The Panel were informed of the number and types of civil claims against the Force received during that period, the amount paid out for those claims finalised during the period and the amount recovered. The report also detailed a comparison between the Basic Command Units.

ORDERED that:

1. There had been a 14.89% increase in the number of claims received when compared with the same period last year be noted. Motor liability was the leading category.
2. There had been a 15.38% decrease in the number of claims finalised when compared with the same period last year be noted.
3. 15.15% of the finalised cases during the period were successfully defended compared with 11.54% successfully defended during the same period last year be noted.
4. The 56 cases settled during the period cost the force £227,807 compared with the 69 cases settled during the same period last year at a cost of £706,456 be noted.
5. Headquarters continued to be the area with most claims be noted.

289

COMPLAINTS STATISTICS

The Head of Professional Standards presented the Complaints Against Police for the period 1st October 2007 to 31st December 2007. The Quarterly Progress Report on Complaint Issues for Cleveland Police for the period October to December 2007 was attached to the report.

There had been a 32% decrease in the number of Cases recorded during this period (148 to 100), with an 8% decrease in the number of complaints (down from 213 to 196).

Complaints of other neglect/failure in duty and Incivility continued to outnumber those of Assault allegations, 46 and 45 complaints respectively compared to 25 in the Assault categories.

31.1% (50) of completed complaints had been locally resolved. During this period 46% (23) of locally resolved complaints had been by District and 54% (27) by the Professional Standards Unit.

156 letters of appreciation had been received.

ORDERED that:

1. The contents of the report be noted.

290

DELIBERATE DAMAGE STATISTICS

The Assistant Chief Constable informed Members of the cost to the Force of deliberate damage by way of forced entry into premises for the period 1st October 2007 to 31st December 2007 and of the operational results achieved

through such forced entry and other premises searches.

Members were informed that the Force had paid out £7,987 in compensation for acts of deliberate damage. Whilst 2440 searches were conducted, only 267 (11%) resulted in deliberate damage. The value of property, cash and drugs seized totaled £1,101,258.

The drugs value was a street value, the actual value to the force was nil as the drugs were destroyed. An annual report would be presented to the Complaints Panel on the amount of cash was recovered and how much the force actually received.

**ACC
Bonnard**

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, outweigh the cost of the damage claims be noted.

291

IPCC REPORT ON POLICE COMPLAINTS

The Head of Professional Standards presented police complaints statistics for England and Wales 2006/07 from an IPCC (Independent Police Complaints Commission) document. The report showed Cleveland Police had the second highest amount of substantiated complaints for this period (60) 23%. In the same period Cleveland Police had completed case files which contained 832 allegations which made the force 17th highest in the country.

Of the 60 allegations substantiated:

- 19 were recorded in 2004/05 and completed in 2006/07.
- 26 complaints were for "Other Neglect or Failure in Duty", complaints which under normal circumstances were suitable for Local Resolution but the complainant had declined this option.
- 9 Incivility, Impoliteness and intolerance – again suitable for Local Resolution.
- 7 Breach of PACE.

The force compared well against National figures in respect of:

Local Resolution:	Nat: 47%	Cleveland: 44%
Investigation:	Nat: 30%	Cleveland: 32%
Withdrawn:	Nat: 12%	Cleveland: 12%
Dispensation:	Nat: 10%	Cleveland: 13%

The force had been the subject of at least three dip sampling exercises over the last two years and each time had come out with flying colours and examples of good practice had been taken away by the IPCC.

ORDERED that:

1. A report from the IPCC on Deaths During Policing be presented at the next meeting on 30 April 2008.
2. This report be submitted to the next main Police Authority meeting.

292

IPCC REPORT ON POLICE ROAD TRAFFIC INCIDENTS

The Head of Road Policing Unit presented a report to the meeting on Police Road Traffic Incidents. The Panel were informed that the report detailed 29 recommendations on Police and pursued vehicles. The recommendations were intended to reinforce and strengthen the existing ACPO guidelines. The Head of Road Policing Unit informed the panel that a revised report was out for consultation and this would change the guidelines into ACPO Policy.

Cleveland had excellent driver training facilities. All Police drivers had triennial assessments and pursuit refreshers which were split into 3 categories:

Basic:	Competency skills
Standard	3 week course -"Blues and Twos", initial phase pursuit
Advanced	4 week course for Road Policing Unit, ANPR and Armed Response

In addition to the advance level, training was also given in (Tactical Pursuit and Containment) TPAC and use of the stinger.

Police drivers could be re-assessed at any time if required.

Cleveland followed the national guidance – no tactics – no pursuit with the Control Room Inspector giving authority to continue a pursuit, taking into account the 13-point criteria. (The 13-point criteria had been reduced to 8 points nationally)

Each trained Police driver was given a copy of the "Vehicle Pursuit & Emergency Call Response Driving" Codes of Practice and the information was also available on the force intranet.

The Panel were also informed that 200 vehicles in the force had been fitted with a "black box" data recorder. The driver was required to swipe their ID card prior to driving the vehicle. The data recorder was a hard drive which would be accessed in the event of an incident and showed how the vehicle was being driven, whether sirens and lights activated.

ORDERED that:

1. Members accepted the report and were satisfied with compliance.

293

TRAINING NEEDS AND PROPOSALS

The Head of Professional Standards informed the meeting that training had been put on hold as the 2008 regulations had not yet been put before Parliament. It was hoped that regulations were to be implemented by Summer 2008. Training would be national in conjunction with the IPCC. Training was currently available under the current regulations but would change once the 2008 regulations were passed.

ORDERED that:

1. Members agreed to wait for the 2008 regulations to be adopted prior to undergoing any training.

294

DIP SAMPLING OF COMPLETED COMPLAINTS FILES – ADOPTION OF APA GUIDANCE

The Chair of the Complaints Panel sought Members agreement to adopt the APA Guidance on dip sampling of completed complaints files. (Guidance attached at Appendix A) Members discussed the guidance at the last meeting of the Complaints Panel on 31st October 2007 and ordered that a formal report be submitted to this meeting.

ORDERED that:

1. the guidance be adopted forthwith be agreed.
2. 20% of completed complaint files be selected for examination by the Panel each quarter.
3. Members of the Panel be responsible for selecting the files to be examined from a list of all files completed during the relevant quarter. Such a list would be provided by the Professional Standards Department.
4. The Chairman / Vice Chairman of the Panel should each quarter select and examine a number of files which had been classified as Direction and Control to satisfy themselves that those files had been correctly classified.

295

AMENDMENT TO THE POLICE STAFF GRADING REVIEW PROCEDURE AND APPEALS PROCEDURE

The Chair of the Panel sought Members agreement to amend the timescales within the Police Staff Grading Review Procedure and Appeals Procedure.

ORDERED that:

1. Members approved the following amendment to the Police Staff Grading Review Procedure and Appeals procedure with immediate effect:

'In order to appeal the individual must complete a Grading Appeal Application Form, obtained from and returnable to the Police Authority Secretariat Manager. The completed form must be returned to the Secretariat Manager by the applicant within 28 days of receiving notification of their application from the Grading Review Panel. Any exemptions to the 28 days appeal period may be considered by the Chair of the Appeals Panel if he/she feels it is appropriate to do so.'

296

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.

297

CIVIL CLAIMS

The meeting discussed civil claims.

298

HR ISSUES

The meeting discussed HR issues.

299

CASES FROM THE COMPLAINTS REGISTER

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

300

MINUTES OF THE STRATEGIC POLICING & PERFORMANCE PANEL HELD ON 31 JANUARY 2008

ORDERED that the following minutes of the Strategic Policing & Performance Panel held on 31 January 2008 were submitted and approved.

STRATEGIC POLICING & PERFORMANCE

A meeting of the Strategic Policing & Performance Panel was held on Thursday 31 January 2008 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT Miss Pam Andrews-Mawer, Mr Chris Coombs (ex officio), Mr Ted Cox JP, Mr Keith Fisher JP, Mr Aslam Hanif (Vice Chair), Mr Alf Illingworth TD JP, Councillor Ron Lowes and Mr Peter Race MBE (Chair).

OFFICIALS Mrs Julie Leng and Mr Norman Wright (CE)
Mr Ron Hogg, Mr Dave Pickard, Ms Anne-Marie Salwey and Miss Kate Rowntree (CC).

ADDITIONAL MEMBERS Councillor Hazel Pearson OBE

301 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Dave McLuckie (ex officio).

302 DECLARATIONS OF INTERESTS

There were no declarations of interests.

Action

303 MINUTES OF THE STRATEGIC POLICING AND PERFORMANCE PANEL HELD ON 27 NOVEMBER 2007

The minutes were agreed as a true and accurate record.

304 OUTSTANDING RECOMMENDATIONS

ORDERED that:-

3. the Outstanding Recommendations be noted.

305 FORCE PERFORMANCE REPORT

The Temporary Assistant Chief Constable presented the update on force performance against the 2007-10 Corporate Policing Strategy and 2007-08 Local Policing Plan.

The appendix detailed actual performance from 1 October 2007 to 31

December 2007 and included sections on:-

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

The performance figures showed that the force continued to work to make good progress in reducing crime and increasing detections. Improvements in 10 of the 13 crime categories had been achieved and the detection rate had improved in 11 of the 13 crime categories.

The improvements detailed above in relation to recorded crime and sanction detection rates would assist to achieve the vision of 'Putting People First' and making our communities and neighbourhoods safer places to live and work.

ORDERED that:-

4. the force performance against the strategic policing objectives set out in the 2007-10 Corporate Policing Strategy and 2007-08 Local Policing Plan be noted.

306

NATIONAL STANDARD FOR INCIDENT REPORTING (NSIR)

The Deputy Chief Constable informed Members of the Force's current position with regard to compliance with the National Standard for Incident Reporting (NSIR).

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

Progress towards compliance would be measured by the Force Incident Registrar and External Auditors.

There was a clear indication NSIR had been accepted and there was a desire to comply fully with the standard.

ORDERED that:-

7. the progress to date be noted.

307

FORCE COMPLIANCE WITH THE NATIONAL CRIME RECORDING STANDARD (NCRS)

The Deputy Chief Constable informed Members of the Force's current position with regards to compliance with the National Crime Recording Standard (NCRS).

The National Crime Recording Standard was introduced in April 2002 with the aim of promoting greater consistency between Police Forces in the recording of crime, requiring Forces to take a more victim oriented approach to crime recording.

External data testing by the Audit Commission for 2006/07 was a 'light touch' approach as a result of the previous year's 'excellent' data quality assessment. Following the audit, advice was received that future internal audits should be focused in areas of concern or risk, rather than routine auditing.

It was reported that the NCRS audit arrangement continued to be very effective and efficient. With the continued development of NSIR this would support and improve performance in NCRS.

ORDERED that:-

1. the progress to date be noted.

308

MINUTES OF THE POLICY & RESOURCES / CORPORATE DEVELOPMENT PANEL HELD ON 7 FEBRUARY 2008

ORDERED that the following minutes of the Policy & Resources / Corporate Development held on 7 February 2008 were submitted and approved.

POLICY & RESOURCES / CORPORATE DEVELOPMENT

A meeting of the Policy & Resources / Corporate Development Panel was held on Thursday 7 February 2008 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT Miss Pam Andrews-Mawer, Councillor Barry Coppinger, Mr Chris Coombs (ex officio), Mr Ted Cox JP, Mr Keith Fisher JP, Mr Alf Illingworth TD JP, Councillor Hazel Pearson OBE and Councillor Steve Wallace (Chair)

OFFICIALS Mrs Julie Leng (CE)
Mr Derek Bonnard, Mr Graeme Slaughter and Miss Kate Rowntree (CC).

ADDITIONAL MEMBERS Councillor Ron Lowes

309

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Aslam Hanif, Councillor Dave McLuckie (ex officio), Mr Peter Race MBE and Mr Sean Price.

310

DECLARATIONS OF INTERESTS

There were no declarations of interests.

Action

311

MINUTES OF THE POLICY & RESOURCES / CORPORATE DEVELOPMENT PANEL HELD ON 17 JANUARY 2008

The minutes were agreed as a true and accurate record.

312

OUTSTANDING RECOMMENDATIONS

ORDERED that:-

1. the Outstanding Recommendations be noted.

313

BUDGET MONITORING REPORT TO 31 DECEMBER 2007

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the report. Members had approved a Net Budget Requirement (NBR) of £119,737k and budgeted revenue expenditure of £138,835k, the balance of expenditure being funded by specific grants, other income and transfers from reserves at their meeting on 23 February 2007. This report sets out the progress against delivery of that budget and was part of the process introduced by the Authority to maintain prudent financial management.

The current forecast was for a year-end underspend of £1m after allowing for Member's authorisation to spend £400k on Performance Improvement Initiatives. This was £100K less than reported to Members in Period 8.

Budgets are being actively managed to ensure that material variances do not develop and that operational objectives are delivered. No material financial risks, other than those set out in the Risk Monitor at Appendix D, had been identified.

ORDERED that:-

1. the contents of the report be noted.
2. any underspendings that develop during the year be used to reduce the planned transfer of £1.7m from General Fund during this financial year to enable additional support to be provided to revenue in 2008/09 consistent with the draft LTFP considered by Members at their briefing meeting on 14 January 2008 be agreed.
3. Members continued to support the proper implementation of the pay award for Police Officers to be back dated to 1 September 2007 and any monies identified would be set aside until this issue was resolved.

**ACO (F & C)
Chief
Executive**

314

CAPITAL MONITORING REPORT TO 31 DECEMBER 2007

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the progress against the delivery of the Capital Programme to date. Members had approved the Capital Programme and the Capital Plan for 2008/10 at their meeting on 23 February 2007. This report made recommendations to amend the approved plan.

ORDERED that:-

1. the contents of the report be noted.
2. the carry forward of the following budgets totaling £694.0K to 2008/09 be approved:-
 - Hartlepool Custody & Refurbishment £681.0k
 - Fleet Replacement £13.0k
3. the following underspends totaling £59.9k be added back to the

ACO (F & C)

ACO (F & C)

unallocated funding:

▪ Holmes 2 servers	£33.4k
▪ E-mail Archive Manager	£10.3k
▪ IEE Re-wiring	£16.2k

315

TREASURY MANAGEMENT TO 31 DECEMBER 2007

The Temporary Assistant Chief Officer (Finance and Commissioning) updated Members on the status of the Authority's investments and borrowing. Members had agreed an investment strategy for 2007/08 at their meeting on 23 February 2007.

The Authority manages its cash resources in a low risk yet highly liquid manner. Returns on the investments were very competitive given that no risk was taken and the funds were only invested in the short term.

ORDERED that:-

1. the contents of the report be noted.

316

EXEMPTIONS UNDER STANDING ORDER NO.4

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the quarterly report detailing the exemption requests to Force Standing Orders.

ORDERED that:-

1. Members noted that Standing Orders had been waived and the details of the exemptions were included in Appendix A to this report.