

## **CLEVELAND POLICE AUTHORITY EXECUTIVE**

A meeting of Cleveland Police Authority Executive was held on Wednesday 17 September 2008 in the Members Conference Room at Police HQ.

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

Magistrate Members  
Mr Ted Cox 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 and Mrs Julie Leng (CE)  
Mr Sean Price, Mr Derek Bonnard, Mr Graeme Slaughter, Mrs Heather Allen, Ms Anne-Marie Salway and Miss Kate Rowntree (CC)

### 123 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Keith Fisher JP.

### 124 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

### 125 **NOTE OF APPRECIATION**

**ORDERED** that Sarah Wilson and Jayne Harpe be formally thanked for their participation in the Youth Proof Local Policing Plan and the launch of the plans that had taken place on Tuesday 16 September 2008.

### 126 **CHANGE TO THE AGENDA**

It was agreed that Item 4 – Annual Governance Report – Report of the District Auditor would be considered as Item 3 and Item 3 – Statement of Accounts – Report of the Chief Executive would be considered as Item 4.

### 127 **ANNUAL GOVERNANCE REPORT**

The District Auditor presented the Annual Governance Report to Members. The report summarised the findings from the 2007/08 audit. It identified the key issues that should be considered before the District Auditor's opinion, conclusion and certificate is issued.

The report only included matters of governance interest that had come to the attention of the District Auditor in performing their audit. The audit was not designed to identify all matters that might be relevant to the Authority.

The detail of the report had been considered by the Audit and Internal Control Panel who recommended the full Authority to:

- Consider the matters raised in the report before approving the financial statements and recommend the financial statements for approval;
- Approve the representation letter before we issue our opinion, conclusion and certificate; and
- Agree the proposed action plan.

In conclusion the District Auditor completed the audit in accordance with the Code of Audit Practice and had regard to the criteria for police authorities specified by the Audit Commission and published in December 2006. The District Auditor was satisfied that, in all significant respects, Cleveland Police Authority made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2008.

**ORDERED** that:-

1. the contents of the report be noted and the following recommendations by the Audit and Internal Control Panel be agreed:-
  - the matters raised in the report be considered and the financial statements be approved;
  - the representation letter be approved;
  - the proposed action plan be agreed.

128

## **AUDITED STATEMENT OF ACCOUNTS 2007/08**

The Chief Executive presented the report to Members. Members had received and approved the Statement of Accounts 2007/08, subject to Audit, at the meeting in June. It was agreed that the audited accounts and any amendments resulting from the audit would be presented to a future meeting of the Police Authority.

The Statement of Accounts had been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: Statement of Recommended Practice 2007/08 and the subsequent Police Pension Fund Regulations 2007 (SI 1932/2007) and 'present fairly' the financial position and transactions of the Authority and the Police Pension fund for the year ended 31 March 2008.

**ORDERED** that:-

1. the Statement of Accounts for 2007/08 be agreed.

129

**MIINUTES OF THE AUDIT AND INTERNAL CONTROL  
PANEL HELD ON 28 MAY 2008**

**ORDERED** that the following minutes of the Audit and Internal Control Panel held on 28 May 2008 were submitted and approved.

**AUDIT AND INTERNAL CONTROL PANEL**

**ACTION**

A meeting of the Audit and Internal Control Panel was held on Thursday 28 May 2008 commencing at 10.00 am in the Members Conference Room, Police Headquarters.

PRESENT

Mr Mike McGrory JP (Chair), Councillor Victor Tumilty, Mr Chris Coombs (ex officio), Mr Keith Fisher JP, Councillor Mary Lanigan

OFFICIALS

Mr Joe McCarthy, Mr Paul Kirkham and Mr John Bage (CE)  
ACC Derek Bonnard and Miss Kate Rowntree (CC)

AUDITORS

Mr Ian Wallace (RSM Bentley Jennison) Ms Kath Andrew (Audit Commission)

131

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie (ex officio), Councillor Ron Lowes, Councillor Caroline Barker, Mr Aslam Hanif, Mr Graeme Slaughter.

132

**DECLARATIONS OF INTERESTS**

There were no declarations of interests.

133

**MINUTES OF THE PREVIOUS MEETING HELD 13 MARCH 2008**

The minutes were agreed as a true and accurate record.

134

## **OUTSTANDING RECOMMENDATIONS**

Updates were provided in relation to all outstanding recommendations.

### **ORDERED that:-**

1. the Outstanding Recommendations were noted and updated.

135

## **STATEMENT OF RESPONSIBILITIES**

The Executive Accountant informed members that the Audit Commission published a document which supports the Code of Audit Practice and defines the respective roles and responsibilities of auditors and audited bodies. The Audit Commission has reviewed its 2005 Statement of Responsibilities to take account of changes in its audit practice regime, and to further clarify arrangements in certain areas.

The report focused on organisational health and governance issues, which if not addressed would represent reputational risks to the Police Authority and the Force.

### **ORDERED that:**

1. the Audit Commission Report be received and agreed.

136

## **WHISTLE-BLOWING POLICY**

The Executive Accountant informed Members that as part of the rolling programme of review of governance arrangements commissioned by the Chief Executive, the Authority had agreed a new Code of Corporate Governance.

This report deals specifically with Whistleblowing, and the proposed policy which makes the commitment of the Authority much more explicit.

### **ORDERED that:**

1. the draft policy set out at Appendix A to the report be agreed.
2. the policy becomes effective from 1<sup>st</sup> June 2008.
3. the Authority and Force communicate this policy to all relevant stakeholders.

137

## **COUNTER FRAUD AND CORRUPTION POLICY**

The Executive Accountant informed Members that as part of the rolling programme of examination of existing governance arrangements the Chief Executive commissioned internal audit to review practices in relation to Counter-fraud and Corruption.

The review identified that the implementation of the 2006 Fraud Act in January 2007 required existing policies relating to Counter-fraud & Corruption to be updated to take account of the new definitions of fraud and related offences.

Articulating its commitment to an effective Counter-Fraud and Corruption policy, and communicating this to stakeholders contributes to reducing the risk of this occurring.

**ORDERED that:**

1. the draft policy set out at Appendix A to the report be agreed.
2. this Policy becomes effective from 1<sup>st</sup> June 2008.
3. the Authority and Force communicate this policy to all relevant stakeholders.

138

**INTERNAL AUDIT SERVICE – TERMS OF REFERENCE**

The Executive Accountant informed Members that the Performance and Audit Panel had reviewed the Internal Audit Terms of Reference at its meeting on the 30<sup>th</sup> May 2007. To ensure currency, the agreed Terms of Reference require an annual review.

A joint review had been undertaken by the Chief Executive and Internal Audit.

This report was focused on Internal Audit Services which is an integral component of the Authority's assurance framework.

This report updated the terms of reference agreed in 2007, in accordance with the annual review process.

**ORDERED that:**

1. the revised Terms of Reference set out at Appendix A to the report be agreed and adopted for 2008/2009 onwards.

139

**INTERNAL AUDIT SERVICE - ANNUAL REVIEW**

The Executive Accountant informed Members that each year, the Authority is required to review the effectiveness of the Internal Audit Service. This report is intended to allow Members to discharge that responsibility.

All public authorities have a statutory responsibility to maintain an adequate and effective system of internal audit of their accounting records and control systems. Internal auditors provide Officers and Members with an independent assessment of the adequacy and effectiveness of the internal controls operating within the organisation.

Internal audit work is carried out to standards set out by CIPFA in their 'Code of practice for internal audit in local government in the United Kingdom' ('the Code'). This Code is periodically updated - the current version was issued in late 2006.

**ORDERED that:**

1. the Cleveland Police Authority specific analysis at Appendix A to the report and the corporate self assessment from RSM Bentley Jennison at Appendix B to the report were both agreed.

140

**INTERNAL AUDIT ANNUAL REPORT**

The Head of Internal Audit informed members that as the provider of the internal audit service to Cleveland Police Authority they are required to provide the Section 151 Officer with assurance on the system of internal control.

The Head of Internal Audit informed Members that they were satisfied that sufficient internal audit work had been undertaken to allow them to draw a reasonable conclusion as to the adequacy and effectiveness of Cleveland Police Authority's risk management, control and governance processes.

In their opinion, based upon the work they had undertaken, for the 12 months ended 31 March 2008 Cleveland Police Authority had adequate and effective risk management, control and governance processes to manage the achievement of the organisation's objectives.

**ORDERED that:**

1. the report be agreed

141

**STRATEGY FOR INTERNAL AUDIT**

The Head of Internal Audit informed Members that HM Treasury are reviewing their approach to the Government Internal Audit Standards, and they are expecting Treasury to require a far closer link to the International Internal Audit Standards (IIA Standards).

Although the Internal Audit methodology already meets the IIA Standards, they have taken this opportunity to revisit their internal audit approach.

As part of embedding their updated internal audit approach, during 2008/09 they will be undertaking a risk maturity thematic review.

**ORDERED that:**

1. the report be agreed

142

**SOURCES OF ASSURANCE**

The Executive Accountant asked Members of the Audit and Internal Control Panel to review and comment on the Sources of Assurance as part of the process of establishing the assurance framework in support of the Annual Governance Statement.

As part of the framework for preparing the Annual Governance Statement the "PURE & Annual Governance Statement Group" (PURE & AGS Group) has identified through its work, the Sources of Assurance which underpin the provision of assurance on the adequacy and effectiveness of controls over key risks. Members reviewed the list of sources at the Performance & Audit Panel on 30th June 2007

**ORDERED that:**

1. the Sources of Assurance be agreed.

143

**SERVICE UNIT ASSURANCE QUESTIONNAIRE**

The Executive Accountant provided Members with a summary of the responses

from the survey of Service Unit Managers, undertaken as part of the process of establishing the assurance framework in support of the Annual Governance Statement.

At its meeting on 11<sup>th</sup> December 2007 the Police Authority Executive received and agreed a report in relation to the requirements to produce an Annual Governance Statement. Members were advised that the mechanism to be used was to be the same group that prepared the Statement of Internal control (SIC).

The Executive Accountant informed Members that as with the SIC work, the methodology used has been to follow the CIPFA "Rough Guide" in this case - "The Annual Governance Statement – meeting the requirements of the Account and Audit Regulations 2003 – Incorporating Account and Audit (Amendment)(England) Regulations 2006

The report represents the progression of advice in the CIPFA – Rough Guide to the Annual Governance Statement.

**ORDERED that:**

1. a report on the progress in making improvements be presented to a future panel meeting be agreed.
2. improvements will be promoted through the Police Use of Resources & Annual Governance Statement Working Group, the Organisational Governance Board and Service Unit Action Plans, as appropriate be noted.

144

**STATEMENT OF KEY CONTROLS**

The Executive Accountant informed Members that as part of the framework for preparing the Annual Governance Statement the PURE & Governance 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. This is similar in content, and exactly the same format as that considered and agreed by the Performance and Audit Panel on 30<sup>th</sup> May 2007.

The PURE & Governance Workgroup has reviewed the extent to which there is evidence to support compliance with these key controls and show the source of assurance relied upon.

**ORDERED that:**

1. the Statement of Key Controls as set out at Appendix A to the report be agreed.

145

**REVIEW OF INTERNAL CONTROL AND AGS ASSURANCE GATHERING PROCESS**

The Executive Accountant informed Members that the report "Review of Internal Control and the Annual Governance Statement Assurance gathering process" had been circulated to Members.

This report is focused on organisational health and governance issues which if not addressed represent risks to the reputation of the Police Authority and the

Force.

This report represents the progression of advice in the CIPFA – Rough Guide to the AGS.

**ORDERED that:**

1. the working document "Review of Internal Control and the Annual Governance Statement Assurance gathering process" was circulated to all Members of the Police Authority on 7<sup>th</sup> May 2008, be noted.

146

**THE ANNUAL GOVERNANCE STATEMENT 2007-8**

The Executive Accountant informed Members that with effect from the financial year 2007/2008 the requirement to produce a Statement of the Systems of Internal Control ceases.

The review of the internal control arrangements, now form part of a wider ranging document entitled, "Annual Governance Statement".

The Members CIPFA/SOLACE working group had produced a governance framework. It is an interrelated system that brings together an underlying set of legislative requirements, governance principles and management processes. Most crucially, however, is the doctrine that good governance relates to the whole organisation.

**ORDERED that:**

1. Members consider and amend as appropriate, the draft Annual Governance Statement for recommendation for approval to the Police Authority Executive meeting on the 5<sup>th</sup> June 2008 be agreed.

147

**STATEMENT OF ACCOUNTS 2007-8**

The Executive Accountant informed Members that under the Account and Audit Regulations 2003, local authorities, including police authorities, are required to receive and approve the Statement of Accounts for 2007/08 before the end of June.

The accounts are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: Statement of Recommended Practice (SORP) 2007/08. This specifies the principles and practices of accounting required to prepare a Statement of Accounts which 'presents fairly' the financial position and transactions of the Authority.

**ORDERED that:**

1. the Statement of Accounts for 2007/08 subject to audit be agreed.
2. the establishment of provisions totalling £291k be approved.
3. the establishment of earmarked reserves totalling £7,004k be approved.

148

**CORPORATE RISK REGISTER**



The Assistant Chief Constable (Corporate Performance) informed Members that the purpose of the report is to provide members with the latest copy of the Force's Corporate Risk Register as approved by the Strategic Development Group (SDG).

Members are aware of the progress made to introduce new risk management procedures and to embed risk management within the Force through the SDG. Members have also reviewed the new risk management procedures and agreed the regularity with which it wishes to receive such reports.

To ensure that the Members are able to discharge their oversight duties, within the new risk management procedures, a summary copy of the latest approved Corporate Risk Register was attached in the Appendices.

**ORDERED that:**

1. the report be noted.

149

**EXCLUSION OF THE PRESS AND PUBLIC**

**ORDERED that:**

1. pursuant to the Local Government Act 1972 the press and public be excluded from the meeting under paragraphs 3 and 7 of Part 1 of Schedule 12A to the Act.

The Chair agreed to re-order the remaining agenda items due to certain Members needing to attend other meetings.

150

**INTERNAL AUDIT SERVICE – RENEWAL OF CONTRACT**

The Executive Accountant informed members that by the end of March 2009, the Authority will need to have renewed the contract for provision of internal services. This report sets out the proposed arrangements and timetable to achieve this.

Current arrangements for provision of internal audit services arise from work undertaken in January and February 2003 to let a contract which became operational from 1<sup>st</sup> April 2003. The contract was let on the basis of 3 years with an option to extend its period of operation by a maximum further 2 years. Members will be aware that Pritchard Wood was the successful tenderer.

In 2005 the contract transferred to RSM Bentley Jennison when that company took over Pritchard Wood. Further in 2007 under provisions within the contract its period of operation was extended. Under Contract Standing Orders no further extension is possible. A new contract needs now to be in place effective from 1<sup>st</sup> April 2009.

**ORDERED that:**

1. the proposed timetable set out at para 3.7 to the report be agreed.
2. the Chief Executive acts in consultation with the Chair and Vice Chair be agreed.

151

**COUNTER FRAUD AND CORRUPTION AUDIT**

The Executive Accountant informed Members that as part of the rolling programme of examination of existing governance arrangements the Chief Executive commissioned internal audit to review practices in relation to Counter-fraud and Corruption. This was the subject of a separate report.

The review did identify that the implementation of the 2006 Fraud Act in January 2007 requires existing policies relating to Counter-fraud & Corruption to be updated to take account of the new definitions of fraud and related offences.

Appendix A to the report contains a draft policy which has been the subject of discussion with the Force, and which reflects the recommendations from the Internal Audit report.

**ORDERED that:**

1. the draft policy set out at Appendix A to the report be agreed.
2. this policy becomes effective from 1<sup>st</sup> June 2008.
3. the Authority and Force communicate this policy to all relevant stakeholders.

152

**FRAUD RESPONSE PLAN**

The Head of Internal Audit informed Members that RSM Bentley-Jennison were commissioned to undertake a review of Counter Fraud and Corruption arrangements.

Members were informed that one of the recommendations of the review was to establish a Fraud Response Plan to be activated in the event that the Authority experiences such an event.

A copy of the latest version of the plan was attached at Appendix A to the report.

**ORDERED that:**

1. the draft Fraud Response Plan be noted.

153

**SICKNESS AND ABSENCE REPORT**

The Head of Internal Audit verbally reported on the Internal Audit Report on Sickness and Absence.

He informed that the first draft of the report was delivered on 18 February 2008 and that this was still under review

There followed discussion of the protocols in place for the production and management review of internal audit reports and concern was expressed regarding the length of time taken for some reports to be presented to the Panel. It was agreed that a review take place of the protocols in place and the nature of any difficulties being experienced in meeting target timescales in order to ensure that future reports may receive timely consideration by the Panel.

**ORDERED that:**

1. the report be noted.

154

**ANY OTHER URGENT BUSINESS**

The Chair informed Members of the National Audit Office Self Assessment check list to assist police authorities in their audit and internal controls.

The Chair informed the meeting that this police authority is committed to continuous improvement and that the uptake of the checklist will allow us to benchmark our current audit and internal control position.

The use of the checklist will permit prioritisation of future tasks in the coming 12 – 18 months.

**ORDERED that:**

1. the National Audit Office checklist be adopted and the process be carried out be agreed.

155

**STRATEGIC POLICING & PERFORMANCE HELD ON 29 MAY 2008**

**ORDERED** that the following minutes of the Strategic Policing & Performance Panel held on 29 May 2008 were submitted and approved.

**STRATEGIC POLICING & PERFORMANCE**

A meeting of the Strategic Policing & Performance Panel was held on Thursday 29 May 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 (Vice Chair), Mr Alf Illingworth TD JP, Councillor Victor Tumilty and Mr Peter Race MBE (Chair).

OFFICIALS

Mr John Bage (CE)  
Mr Ron Hogg, Mr Dave Pickard, Miss Kate Rowntree (CC)

156

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie (ex officio). Mr Chris Coombs (ex officio) Councillor Ron Lowes, and Councillor Mary Lanigan

157

**DECLARATIONS OF INTERESTS**

There were no declarations of interests.

158

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

**Action**

The minutes were agreed as a true and accurate record.

159 **MATTERS ARISING FROM THOSE MINUTES**

One typographical error on page 2 of the minutes correcting the word summery to summary.

160 **OUTSTANDING RECOMMENDATIONS**

**ORDERED** that:-

1. the Outstanding Recommendations be noted.

161 **2007-8 YEAR END PERFORMANCE REPORT**

Temporary Assistant Chief Constable (Territorial) informed Members of the Force performance against the strategic policing objectives, set out in the 2007-10 Corporate Policing Strategy and 2007-08 Local Policing Plan.

Members were informed that there had been improvements in eleven of the thirteen crime categories across the year. In addition to this the Force had "Good and improving" scores against the Investigating Crime and Detecting Crime categories in the Policing Performance Assessment Framework (PPAF).

The Temporary Assistant Chief Constable (Territorial) informed Members that there had been a change in the way Violence would be recorded in the future. Violent crime would now be recorded as :

- Violence Categories
  - Serious Violent Crime
  - Assault with injury
  - Assault with-out injury

The performance figures show that the Force continues to work to make good progress in reducing crime and increasing detections

**ORDERED** that:-

1. 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.

162 **NATIONAL STANDARD FOR INCIDENT RECORDING (NSIR)**

The Deputy Chief Constable updated Members on the development work that had been undertaken with regards to the use of the 'hate crime' qualifier codes in NSIR, and to update Members on the NPIA health check review that was completed in February 2008.

Members were informed that in September 2007 a concern was raised regarding the apparent high number of incidents that had been recorded as a 'hate crime'.

The Communications Centre has since undertaken a review on the use of the qualifier codes. Every incident between April and October had been

checked and amended if necessary.

Compliance is much improved and to ensure this continues there is continual monitoring of the use of these qualifier codes, with feedback to operators if necessary.

In January 2008 the Force was subject to a baseline review of the implementation of National Standard for Incident Recording by the National Police Improvement Agency.

The review highlighted the good use of the data within the Force, with Anti-social behaviour data being well utilised through the National Intelligence Model by District Intelligence Analysts.

The report also identified a number of areas where compliance with NSIR could be improved. A working group has been established to address the recommendations

**ORDERED** that:-

1. the report be noted.

163

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

**ORDERED** that pursuant to the Local Government Act 1972 the press and public be excluded from the meeting under paragraph 7 of Part 1 of Schedule 12A to the Act.

164

#### **PROTECTIVE SERVICES UPDATE**

The Deputy Chief Constable updated Members on the position of Protective Services.

**ORDERED** that the recommendations be agreed.

165

#### **EXPRESSION OF THANKS**

The Chair passed on the thanks and gratitude of this Panel to the Deputy Chief Constable for his commitment, enthusiasm, and experience, and on behalf of the Panel wished him well for his retirement.

166

#### **MINUTES OF THE POLICY & RESOURCES / CORPORATE DEVELOPMENT PANEL HELD ON 4 JUNE 2008**

**ORDERED** that the following minutes of the Policy & Resources / Corporate Development Panel held on 4 June 2008 were submitted and approved.

#### **POLICY & RESOURCES / CORPORATE DEVELOPMENT**

A meeting of the Policy & Resources / Corporate Development Panel was held on Thursday 4 June 2008 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT Miss Pam Andrews-Mawer, Councillor Barry Coppinger (Chair), Mr Keith Fisher JP, Mr Aslam Hanif, Mr Alf Illingworth TD JP and Councillor Hazel Pearson OBE.

OFFICIALS Mrs Julie Leng and Mrs Clare Hunter (CE)  
A/DCC Bonnard, Mr Graeme Slaughter, Miss Kate Rowntree and Inspector Rob Donaghy (CC).

ADDITIONAL MEMBERS  
167 Councillor Ron Lowes and Councillor Victor Tumilty

**APOLOGIES FOR ABSENCE**

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

168 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

**Action**

169 **MINUTES OF THE POLICY & RESOURCES – CORPORATE DEVELOPMENT PANEL HELD ON 1 MAY 2008**

The minutes were agreed as a true and accurate record.

170 **OUTSTANDING RECOMMENDATIONS**

**ORDERED** that:-

2. the Outstanding Recommendations be noted.

171 **REVENUE OUTTURN 2007/08**

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the year end position against the revenue budget for 2007/08.

In overall terms the year end outturn is in line with forecasts that had remained consistent since November, when the Pay Awards were released. There had been a significant amount of variations to the forecast that were provided in Period 11 and there were areas for improvements in both forecasting and financial management that had been learned during the 2007/08 closure of accounts process.

**ORDERED** that:-

1. the revenue outturn position for 2007/08 of a £1,087k underspend which was in line with forecast be noted.
2. this outturn position is consistent with the assumptions that underpin the Long Term Financial Plan agreed by Members at their meeting on the 28 February 2008, where an underspend of £1.1m in 2007/8 was assumed to provide additional revenue support in 2008/09.
3. these results were presented subject to audit and that any

amendments resulting from the audit would be presented to a future Authority meeting.

172

### **CAPITAL OUTTURN 2007/08**

The Temporary Assistant Chief Officer (Finance and Commissioning) set out the year end position against the capital programme for 2007/08 and the capital plan for 2008/10 which Members had approved at their meeting on 23 February 2007.

This report is the final report for 2007/08. It set out the year end position against the approved programme and was consistent with the Revenue Outturn Report and Statement of Accounts which were also presented to this meeting.

This report set out the progress made in delivering the Capital Programme for 2007/08 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'.

**ORDERED** that:-

1. the capital outturn position for 2007/08 be noted.
2. the carry forward of funding totalling £8,379k to 2008/09 to complete schemes in progress be approved.
3. the carry forward of unallocated funding of £778k to fund new projects be approved.
4. these results were presented subject to audit and that any amendments resulting from the audit would be presented to a future meeting be noted.

173

### **TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS OUTTURN 2007/2008**

The Temporary Assistant Chief Officer (Finance and Commissioning) provided details of the Treasury Management performance in 2007/08 and details of performance against the Prudential Indicators for 2007/08, approved by Members on 23 February 2007.

This report also confirmed that the Authority had complied with the requirements of the CIPFA Codes for Treasury Management and Prudential Borrowing.

**ORDERED** that:-

1. the contents of the report be noted.

174

### **POLICE USE OF RESOURCES EVALUATION (PURE) 2007/2008 AREAS FOR IMPROVEMENT - DRAFT**

The Temporary Assistant Chief Officer (Finance and Commissioning) reported the result of initial discussions with the Audit Commission relating to those themes in Police Use of Resources Evaluation (PURE) 2007/2008

where the fieldwork had been completed, and where draft areas for improvement have been identified.

PURE is now an annual process which involves the Authority, with the Force, undertaking a process of self assessment for submission to the Audit Commission. Following review including fieldwork, the Audit Commission forms a judgement of performance against standard levels. One output of this work is a series of recommendations – Areas for Improvement – which are contained in a report produced by the Audit Commission following a national assessment and moderation of the conclusion and scoring determined by the local audit team. That final report is not due until October 2008, and will contain a full summary of use of resources by theme for the Police Authority.

Appendix 1 to this report contained the draft areas for improvement, and these were being submitted as early as practical in order to afford the maximum time to develop and implement appropriate responses. There were no surprises in the areas identified, since they echoed the results of our own self assessment and the work undertaken to produce the Annual Governance Statement.

It was likely that the formal report from the Audit Commission would reflect a steady improvement, on the basis of what was known to date. The key challenges were likely to be:

- Development and testing of business continuity plans.
- The Assessment Management Plan and supporting arrangements.
- Partnership governance arrangements.

**ORDERED** that:-

1. Members consider and where appropriate comment on Appendix 1 to the report.
2. when the work on Financial Reporting and Value for Money themes was complete, a further report on areas for improvement would be submitted to this panel be noted.
3. future progress reports relating to those areas for improvement identified at Appendix 1, and from Financial Reporting and Value for Money Themes be submitted to future meetings of this panel.

175

## **HEALTH AND SAFETY UPDATE**

The Temporary Deputy Chief Constable provided Members with an insight into the position with regard to health and safety and fire safety within Cleveland Police for the period 1 January 2008 to 31 March 2008 respectively.

**ORDERED** that:-

1. the contents of the report be noted.
2. future quarterly reports set out in summary format the



programme and processes underlying health and safety inspections, and the actions taken to reduce incidents be agreed.

3. that the future reports also provide information on the impact of health and safety injuries to sickness.

176

### **FLEXIBLE RETIREMENTS – POLICE STAFF**

The Temporary Deputy Chief Constable outlined to Members the process relating to Flexible Retirement for police staff members and proposed changes.

It was recommended that the Police Authority consider delegating decision making authority for Flexible Retirement request up to the value of £1000 per case, be delegated to the Chief Constable. A formal process would be devised in order to manage and review such requests.

**ORDERED** that:

1. Members considered the issues relating to Flexible Retirement requests and agreed to delegate to the Chief Constable, any future decisions relating to Flexible Retirement requests which may have associated financial cost implications up to the value of £1,000 per case.
2. An annual report of the number of applications be submitted to this Panel.

177

### **CAPITAL PROGRAMME 2008/09 PROJECT: MULTI MEDIA EQUIPMENT PURCHASE**

The Temporary Assistant Chief Officer Finance and Commissioning sought approval from the Authority for the inclusion of a project in the Capital Programme 2008/09 to acquire two multi media devices costing in total £49.6k, which would be utilized to convert media into the format required by the Criminal Justice system.

One of these devices would be purchased using funding from the Office for Criminal Justice Reform (OCJR), whilst the other would be funded from the Capital Programme for 2008/09.

The devices would be located at Hartlepool and Redcar & Cleveland Districts and ongoing maintenance and running costs would be met from those District Revenue budgets.

The purchase of this equipment would increase resource availability by reducing officer traveling time, and improve Cleveland's performance on a national monitor.

**ORDERED** that:-

1. the inclusion of a project in the 2008/09 Capital Programme for the acquisition of two multi media devices at a total cost of £49.6k, one being funded externally and the other being funded from the 2008/09 Capital Programme be approved.

## **ECONOMIC CRIME UNIT PROJECT**

The Temporary Deputy Chief Constable requested Members permission to vary the approved Crime structure for a 12 month period by the addition of two Police Staff Investigator posts at scale 5/6 to deliver the economic crime unit project. The additional costs would be met by existing Incentivisation funding.

The Economic Crime Unit had recently identified a further opportunity to increase its asset recovery capabilities. This is through the confiscation of any proceeds of crime which were not identified at the time of the original court proceedings.

The extension of the Forces current activities would send a strong message to the criminal community that the Force would pursue and confiscate all proceeds of crime, not just assets identified at the time of the original confiscation proceedings. This would support the Forces strategic aim to protect the public from the threat of serious crime and terrorism.

To deliver this the Crime Unit would need to identify, research, and develop financial intelligence relating to persons who have already been subject of a Confiscation Order. Once this intelligence had been gathered the team would then prepare a case requesting the court to reconsider the amount available for confiscation. It is anticipated that the volume and level of work undertaken to facilitate this new activity would equate to 2 FTE's at a salary of scale 5 / 6.

This report sought approval to fund 2 fixed term Police Staff Investigator posts for 12 months at scale 5 / 6 to focus on this project. During this period the Force would assess the long term impact of this activity on the Forces strategic aims and any ongoing financial implications to the Force.

An update report on progress 10 months after the appointment of the 2 Police Staff Investigators, with a recommendation to implement, extend or cease the project would be provided.

**ORDERED** that:

1. Two Police Staff Investigator posts on 12 month fixed term contracts at scale 5/6 be approved.

**179**

## **MINUTES OF THE POLICE AUTHORITY ANNUAL GENERAL MEETING HELD ON 5 JUNE 2008**

**ORDERED** that the minutes of the Police Authority Annual General Meeting held on 5 June 2008 were approved and signed by the Chair as a true and accurate record.

**180**

## **COMMUNITY PROTECTION PANEL HELD ON 12 JUNE 2008**

**ORDERED** that the following minutes of the Community Protection Panel held on 12 June 2008 were submitted and

approved.

### **COMMUNITY PROTECTION PANEL**

A meeting of the Community Protection Panel was held on Thursday 12 June 2008 in the Members Conference Room at Police Headquarters.

**PRESENT:** Miss Pam Andrews-Mawer, Mr Chris Coombs (ex officio) Mr Ted Cox JP, Cllr Ron Lowes, Mr Mike McGrory JP,, Cllr Hazel Pearson OBE (Chairman), Mr Peter Race MBE and Cllr Victor Tumilty (Vice Chair)

**ADDITIONAL MEMBERS** Mr Keith Fisher JP

**OFFICIALS:** Mr John Bage and Mr Norman Wright (CE)  
Mr Dave Pickard, Mrs Tara Holford, Miss Ann-Marie Salway, and Miss Kate Rowntree (CC)

181 **APOLOGIES FOR ABSENCE**

Cllr Dave McLuckie (ex officio)

182 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

183 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the Community Protection Panel meeting held on 8 May 2008 were agreed as a true and accurate record.

184 **OUTSTANDING RECOMMENDATIONS**

Domestic Violence Court

The Temporary Assistant Chief Constable (Crime) informed Members that he would bring an interim internal evaluation report on the Domestic Violence Court to the next meeting of this panel.

Domestic Abuse

The Temporary Assistant Chief Constable (Crime) informed Members that the Domestic Abuse Gold Group would be re-established to deal with Domestic Abuse. Member of the police authority would be nominated to represent the Authority on this Group.

**ORDERED** that:-

1. the outstanding recommendations be noted.
2. Miss Pam Andrews-Mawer was nominated to represent the police authority on the Domestic Violence Gold Group.

185 **VOLUNTEER POLICE CADET SCHEME**

The Temporary Assistant Chief Constable (Crime) informed Members of the progress to date of the Volunteer Police Cadet Scheme.

A working party had been established involving the Executive, the Districts in the form of Community Safety Chief Inspectors, Inspectors, the Police Authority and Safe in Tees Valley.

The working party has progressed funding internally and externally, begun the process of consultation with young people, reviewed the frameworks for the scheme and looked at how the scheme can be co-ordinated within the districts.

The scheme seeks to engage and involve young people in a much more inclusive and positive way, providing opportunities to improve community cohesion and reduce undesirable behaviour.

**ORDERED that:**

1. the Cleveland Police Cadet Scheme be launched in each of the four districts based on the structure outlined in 3.14 of the report be agreed.

186

**NEIGHBOURHOOD POLICING**

The Temporary Assistant Chief Constable (Crime) updated Members on the progress of implementation of Neighbourhood Policing.

The Force's approach to Neighbourhood Policing was based on the Chief Constable's Ward based model of a named police constable per neighbourhood. In addition, each neighbourhood has a minimum of one PCSO working alongside the Officer.

In line with the principles of Neighbourhood Policing, additional Police Officers and PCSOs had been allocated to neighbourhoods where demand is greatest.

The Force continued to build upon the experience and identification of effective practice in embedding Neighbourhood Policing. Surveys indicated the public continue to support Neighbourhood Policing and recognise the increase in visible patrols and improved service. The Force continues to reduce crime rates whilst embedding Neighbourhood Policing.

**ORDERED that:**

1. the report be noted

187

**ANTI-SOCIAL BEHAVIOUR UPDATE**

The Temporary Assistant Chief Constable (Crime) provided an overview of the current anti-social behaviour initiatives that had taken place in the Force area.

Members were informed that the strategic approach within the Force was for District and Council staff to share information to help identify a problem individual or group. Acting together they then involve other agencies for example, Children's Services, Education Youth Service providers, such as the Youth Inclusion Project or Connexions, and where appropriate Registered Social Landlords.

Data continued to indicate that the largest problem in all four districts is rowdy and inconsiderate behaviour by young people. The response to such problems requires a balanced and proportionate approach to enforcement, education and diversionary activities.

**ORDERED that:**

1. the report be noted.

188

**ALCOHOL ABUSE UPDATE**

The Temporary Assistant Chief Constable (Crime) provided an overview of the current alcohol abuse initiatives taking place in the Force area.

Members were informed that a report compiled by the North East Public Health Observatory in January 2006 identified key factors regarding alcohol misuse in the North East.

Most alcohol related problems in the Cleveland area are associated with alcohol abuse, manifesting in disorder within town centre areas, predominantly on a Friday and Saturday night, between the hours of 21:00 and 03:00. Force data provided an indication of the prevalence of alcohol related incidents within the force area.

Districts continue to work collaboratively with partners in the production of responses that reflect the creation of a safe, sensible and social drinking culture within Cleveland. Initiatives for prevention, education and enforcement continue to be evidenced. Positive action by District Licensing Units with partners such as Trading Standards in dealing with those individuals who flout Licensing laws is evident in all districts.

**ORDERED that:**

1. the report be noted

189

**STOP AND SEARCH STATISTICS**

The Temporary Assistant Chief Constable (Crime) presented Members with the latest statistics on stop and search by ethnicity and the reason for stop and search.

Members were informed that the Force policy on stop and search was agreed in December 2007 setting out the responsibilities of officers and staff in relation to stop and search powers. This policy would be the subject of annual review. During the period January to March 2008 the Force carried out 3246 stop and searches, of which 96.3% were white and 1.6% were of a visible minority ethnic origin. Of those stopped and subsequently arrested, 97.1% were white and 1.4% were of VME origin. The Force will continue to monitor the use of stop and search powers across the Force.

**ORDERED that:**

1. the report be noted

190

**YOUNG PERSONS LOCAL POLICING SUMMARY 2008-2009**

**ORDERED that:**

1. this report be presented to the next meeting of the Community Protection Panel.

191

### **PRECEPT LEAFLET 2008 CONSULTATION REPORT**

The Strategy and Performance Manager presented the report on the findings of consultation activity undertaken as part of the precept leaflet distribution for 2008.

Consultation activities inform the Police Authority of public concerns and priorities and go towards fulfilling its core legal requirement.

The policing priorities and anti-social behaviour concerns of the residents of Cleveland remain consistent with previous years, with anti-social behaviour remaining the key public priority.

#### **ORDERED that:**

1. the report be noted.

192

### **LOCAL POLICING SUMMARY'S 2008-9**

The Planning and Development Manager verbally reported to Members the results of the local policing summaries for the four police districts.

Members were given copies of the final drafts of the four summary's and informed that the final documents were going to print the following week, and would be distributed in July 2008.

Members sought clarification on the methods of distribution, expressing concern from previous experiences of distribution problems.

#### **ORDERED that:**

1. the report be noted.
2. a report on the methodology and an evaluation of the distribution be brought to a future meeting.

The next meeting will take place on 14 August 2008, at 2.00pm

193

### **MINUTES OF THE POLICY & RESOURCES / CORPORATE DEVELOPMENT HELD ON 9 JULY 2008**

**ORDERED** that the following minute of the Policy & Resources / Corporate Development Panel held on the 9 July 2008 were submitted and approved.

#### **POLICY & RESOURCES / CORPORATE DEVELOPMENT**

A meeting of the Policy & Resources / Corporate Development Panel was held on Wednesday 9 July 2008 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT

Miss Pam Andrews-Mawer, Councillor Barry Coppinger (Chair), Mr Ted Cox,

Mr Alf Illingworth TD JP, Councillor Hazel Pearson OBE and Mr Peter Race MBE.

OFFICIALS

Mrs Caroline Llewellyn, Mrs Julie Leng, Mr Paul Kirkham and Mrs Clare Hunter (CE)  
Mr Bonnard, Mr Graeme Slaughter and Miss Kate Rowntree (CC).

ADDITIONAL  
MEMBERS  
194

Councillor Ron Lowes and Councillor Victor Tumilty.

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Chris Coombs (ex officio), Mr Keith Fisher JP, Mr Aslam Hanif, Councillor Dave McLuckie (ex officio) and Mr Sean Price.

195

**DECLARATIONS OF INTERESTS**

There were no declarations of interests.

**Action**

196

**MINUTES OF THE POLICY & RESOURCES – CORPORATE  
DEVELOPMENT PANEL HELD ON 4 JUNE 2008**

The minutes were agreed as a true and accurate record.

197

**OUTSTANDING RECOMMENDATIONS**

**ORDERED** that:-

1. the Outstanding Recommendations be noted.

198

**BUDGET MONITORING REPORT TO 31 MAY 2008**

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the report. Members had approved a Net Budget Requirement (NBR) of £124,623k and budgeted revenue expenditure of £145,301k, the balance of expenditure being funded by specific grants, other income and transfers from reserves at their meeting on 28 February 2008. 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 position to date and the year-end forecast were shown at Appendix A to the report. No material risk, other than those set out in the Risk Monitor at Appendix D to the report had been identified to the delivery of a break-even position for 2008/09.

However, the recent developments on the provision of air support were not extant when the Long Term Financial Plan was agreed by Members in February and create a significant financial pressure on the years 2009/10 and beyond. It was recommended that the expenditure for 2008/09 be reviewed and proposal for creating a provision against the future costs of a stand alone Air Support Unit be brought forward to a future meeting.

**ORDERED** that:-

1. the contents of the report be noted.
2. the expenditure plan for 2008/09 be reviewed and proposal for creating a provision against the future costs of a stand alone Air Support Unit be brought forward to a future meeting be agreed. ACO (F & C)

199

### **CAPITAL MONITORING REPORT TO 31 MAY 2008**

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the progress against the delivery of the Capital Programme for 2008/09 and the Capital Plan for 2008/11 which Members had approved at their meeting on 28 February 2008.

This report set out the progress made in delivering the Capital Programme for 2008/09 and recommendations to make optimum use of the capital resource available to the Authority 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'.

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

1. the contents of the report be noted.
2. the addition of the following projects (all to be revenue funded) to the 2008/09 Capital Programme be approved:-
  - Audio to Cells and Matrix Upgrade at Middlehaven £19.0k
  - Speed Awareness Module £25.0k
  - E-forms increase £9.6k
3. the following have now been added to the Capital Programme which Members approved at previous meetings of the Policy & Resources panel be noted:-
  - Increase for Storage Management & DR Capability £16.0k
  - Multi Media Equipment £49.6k
4. the following transfer to unallocated funding be approved:-
  - OCU Vehicle Replacement £124.0k

200

### **TREASURY MANAGEMENT TO 31 MAY 2008**

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the report to Members.

Local Authorities' (including Police Authorities) treasury management activities are prescribed by the Local Government Act 2003. Essentially a police authority may borrow or invest for any purpose relevant to its functions, under any enactment, or 'for the purpose of the prudent management of its financial affairs'.

An investment strategy for 2008/09 was agreed by Members at their meeting on 28 February 2008. This report provided an update on the status of the Authority's investments and borrowing. It was part of the process



introduced by the Authority to maintain prudent financial management.

**ORDERED** that:-

1. the contents of the report be noted.

201

### **HEALTH AND SAFETY ANNUAL REPORT**

The Temporary Deputy Chief Constable provided Members with the annual report with regard to Health and Safety and Fire Safety within Cleveland Police for the period 1 April 2007 to 31 March 2008.

Throughout the year the approach had been to ensure that the health and safety and fire safety standards expected by regulators and equally as importantly by staff. This report reflected how this had been achieved in 2007/08.

**ORDERED** that:-

1. the content of the report be noted.

202

### **PENSION CONTRIBUTION RATES**

The Temporary Deputy Chief Constable outlined to Members issues arising from the changes to the Local Government Pension Scheme on the 1 April 2008, specifically in relation to pension contribution rates.

As part of a general review of public sector pension schemes, the Government introduced changes to the Local Government Pension Scheme (LGPS) for employees in England and Wales from 1 April 2008.

In the new scheme rather than most employees paying a standard contribution rate of 6% of their pensionable pay, there were different contribution rates for different pay bands. These new rates have been designed to give more equality between the cost and benefits of scheme membership.

The new regulations allow an employer to reallocate an employee to a new pension contribution band following a material change in pay. Three options were detailed within the report for consideration.

Consideration had been given to all of the available options and the advantages and disadvantages of each. The Finance community had also been consulted in order to take account of the impact on workload of each option.

It was concluded that Option 3 (reallocating the pension contribution band at the point of pay change) was the most appropriate option to pursue. However, in order to assess its full impact on potential changes to workload and in particular financial systems, it was advised to implement Option 1 in the first instance.

Members considered the issues presented and decided upon the method of

reallocating pension contribution bands following a material change in pay.

**ORDERED** that:-

1. Members approved that Option 1 be implemented for the financial year 2008/09 with the inclusion that any reductions be discussed with the individual concerned. Subject to confirmation that the required system changes were possible, Option 3 would be implemented with effect from 1 April 2009.

203

### **DISCRETIONARY POLICY STATEMENT**

The Temporary Deputy Chief Constable outlined to Members issues in relation to the statutory requirement, under Local Government Pension Scheme regulations, to formulate and publish a discretionary policy statement.

A draft Discretionary Statement Policy is attached at Appendix A to the report. This was an interim policy statement to ensure that the Force meets the statutory requirement. The HR Department in consultation with Authority Officers is in the process of formulating a more detailed policy statement which will be the subject of consultation with Unison. Once finalised this Policy Statement will be presented for consideration and approval by Members of the Policy & Resources / Corporate Development Panel.

**ORDERED** that:

1. Members considered the issues presented and approved the interim discretionary policy statement.

204

### **POLICE USE OF RESOURCES AUDITOR FEEDBACK INTERIM REPORT**

The District Auditor presented the results of the 2007/08 police use of resources assessment (PURE) at Cleveland Police Authority. The Audit Commission undertook the review during the period March 2007 to May 2007, as part of their responsibility to examine the economy, efficiency and effectiveness of the Authority's use of resources under section 5(1)(e) of the Audit Commission Act 1998.

The review had been completed in accordance with the methodology and guidance issued by the Audit Commission (the Commission). The results were subject to internal and national quality control arrangements, designed to ensure compliance with the methodology and guidance, and consistency.

The report summarised the approach taken and the results of the assessment. It also highlighted areas for improvement based on the criteria issued by the Commission.

Table 1 to the report summarized the scores and 2006/7 comparative judgements for each theme. During 2007/08 there had been an improvement in internal control. Risk management had continued to improve as had the assurance framework in relation to risks, controls and assurances. Financial management and financial standing scores have

remained at their 2006/07 levels but have become increasingly embedded. The overall value for money score has remained at the same level.

The key actions for Police Authority Members to ensure a continued focus on effective use of resources were:-

- Adopt the asset management plan to ensure that it is updated annually;
- To develop business continuity plans and ensure that these are regularly tested and reviewed;
- Continue to develop collaborative and partnership working to progress against the modernization agenda;
- Ensure there are arrangements in place for the expanded use of resources assessment being introduced in 2008/09.

**ORDERED** that the report be noted and the recommendations agreed.

**205**

### **MINUTES OF THE AUDIT AND INTERNAL CONTROL PANEL HELD ON THE 17 JULY 2008**

**ORDERED** that the following minutes of the Audit and Internal Control Panel held on the 17 July were submitted and approved.

#### **AUDIT AND INTERNAL CONTROL PANEL**

#### **ACTION**

A meeting of the Audit and Internal Control Panel was held on Thursday 17 July 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, Cllr Mary Lanigan, Mr Keith Fisher JP, Cllr Victor Tumilty, Mr Chris Coombs (ex-officio), Mr Ted Cox JP and Mr Peter Race MBE
OFFICIALS	Mr Joe McCarthy and Mrs Jayne Harpe (CE) T/DCC Derek Bonnard, Mr Graeme Slaughter and Miss Kate Rowntree (CC)
AUDITORS	Ms Sue Turner (RSM Bentley Jennison) Ms Catherine Andrew (Audit Commission)

206

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Aslam Hanif

207

#### **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

208

#### **MINUTES OF THE PREVIOUS MEETING HELD 28 MAY 2008**

The minutes were agreed as a true and accurate record.

209

## **OUTSTANDING RECOMMENDATIONS**

Report on the latest insurance position would be presented at the next Audit and Internal Control Panel in September 2008.

**ORDERED** that:-

2. the Outstanding Recommendations were noted and updated.

210

## **CORPORATE RISK REGISTER**

The Temporary Deputy Chief Constable presented the latest copy of the Force's Risk Register to Members.

**ORDERED** that:-

1. Members noted the document and the progress to date on mitigating risk within the force.

211

## **POLICE AUTHORITY RISK REGISTER**

The Chief Executive informed Members that the Police Authority Risk Register would be updated in line with the policy to review the document at six monthly intervals.

**ORDERED** that:-

1. Members agreed the Police Authority Risk Register as detailed in Appendix 1, noting the new register item No PA7 relating to the relocation of the Police HQ.
2. Members noted the Police Authority Risk Register Analysis in Appendix 2, which provided the rationale behind the items included within the Risk Register.
3. Members noted that the risk score for item PA1 (consultation) had increased owing to the pending staffing shortfall as a consequence of maternity leave.
4. Members considered re-instating a Risk Register item PA2 relating to the promotion of economy, efficiency, effectiveness and continuous improvement in services, subject to there being no overlap with the items on the revised Force Risk Register. Details of the analysis for this item were included within Appendix 2.

212

## **INTERNAL AUDIT REPORTING TIMETABLE**

The Temporary Assistant Chief Officer for Finance & Commissioning requested that the existing timetable be reviewed and refined to ensure the timeliness of audits and reporting to the panel.

**ORDERED** that:-

1. the Panel approved the revised reporting timetable set out in Appendix A.

213 **ANNUAL GOVERNANCE REPORT**

The External Auditor summarised the findings from their 2007/08 audit, which was substantially complete. It identified the key issues that should be considered before they issued their opinion, conclusion and certificate.

Member's attention was drawn to paragraph 4 and the points referred to at paragraphs 5, 12 and 13 will be resolved prior to the Police Authority Executive meeting in September 2008.

**ORDERED** that:-

1. the report be noted.

214 **EXCLUSION OF THE PRESS AND PUBLIC**

**ORDERED** that pursuant to the local Government Act 1972, excluding the press and public from the meeting under Paragraphs 3 and 7 of Part 1 of Schedule 12A to the Act.

215 **SICKNESS ABSENCE**

The Internal Auditor informed Members that the action plan recommendations were agreed with the exceptions of paragraphs 5, 7 and 1 which were to be subject to further consultation.

**ORDERED** that:-

1. the report be noted..

216 **WORKFORCE STRATEGY/RECRUITMENT PLAN**

The Internal Auditor drew Members attention to page 5. Temporary Deputy Chief Constable informed the meeting that actions were monitored through the minutes of the Resource Management Group (RMG).

**ORDERED** that:-

1. the report be noted.

217 **TIME OFF IN LIEU**

The Internal Auditor informed Members that an audit of Time Off in Lieu (TOIL) was undertaken in addition to the approved internal audit plan for 2007/08.

**ORDERED** that:-

1. the report and recommendations be noted.

218 **DISTRICTS & SUB UNITS**

The Internal Auditor informed Members that an audit of one of the Districts was undertaken as part of the approved internal audit periodic plan for 2007/08.

**ORDERED** that:-

1. the report and recommendations be noted.

219

#### **IT DISASTER RECOVERY**

The Internal Auditor informed Members that an audit review of IT Disaster Recovery was undertaken as part of the approved internal audit periodic plan for 2007/08.

**ORDERED** that:-

1. the report and recommendations be noted.

220

#### **RISK MANAGEMENT**

The Internal Auditor informed Members that an audit of Risk Management was undertaken as part of the approved internal audit periodic plan for 2007/08.

**ORDERED** that:-

1. the report and recommendations be noted.

221

#### **PARTNERSHIPS**

The Internal Auditor informed Members that an audit of Partnerships was undertaken as part of the approved internal audit periodic plan for 2007/08. For the purposes of this audit, partnership arrangements within two Districts were examined.

**ORDERED** that:-

1. the report and recommendations be noted.

222

#### **PROCUREMENT & PAYMENTS**

The Internal Auditor informed Members that an audit of Procurement was undertaken as part of the approved internal audit periodic plan 2007/08. The Temporary Deputy Chief Constable informed the meeting that a review was currently pending.

**ORDERED** that:-

1. the report and recommendations be noted.

223

#### **EFFICIENCY SAVINGS**

The Internal Auditor informed Members that an audit of Efficiency Savings was undertaken as part of the approved internal audit periodic plan for 2007/08. The Temporary Assistant Chief Officer for Finance & Commissioning informed the meeting that Efficiency Strategy for the force was work in progress.

**ORDERED** that:-

1. the report and recommendations be noted.

224

### **FOLLOW UP REVIEW**

The Internal Auditor informed Members that as part of the approved internal audit periodic plan for 2007/08, they had undertaken a review to follow up progress made by Cleveland Police Authority to implement previous internal audit recommendations. Recommendations with dates for implementation not yet due will be followed up as part of the 2008/09 follow up work. A review of petty cash by the Police Authority Technical Accountant will resolve recommendations.

**ORDERED** that:-

1. the report and recommendations be noted

225

### **ANNUAL AUDIT REPORT FINAL**

The Internal Auditor informed Members that this report had been presented previously, it now contained all final reports and nothing had changed substantially.

**ORDERED** that:-

1. the report be noted.

226

### **ANNUAL PROGRESS REPORT**

The Internal Auditor informed Members that the periodic internal audit plan for 2008/09 was approved by the Audit & Internal Control Panel on 28 May 2008. This report summarised the outcome of work completed to date against that plan.

**ORDERED** that:-

1. the report be noted.

227

### **RISK REGISTER**

The Risk Register was presented to Members.

**ORDERED** that:-

1. the Risk Register will be presented at all future Audit & Internal Control Panel meetings.

228

### **MINUTES OF THE STRATEGIC POLICING & PERFORMANCE PANEL HELD ON 30 JULY 2008**

**ORDERED** that the following minutes of the Strategic Policing & Performance Panel held on 30 July 2008 were submitted and approved.

#### **STRATEGIC POLICING & PERFORMANCE**

A meeting of the Strategic Policing & Performance Panel was held on Wednesday 30 July 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 (Chair), Mr Alf Illingworth TD JP (Vice Chair), Councillor Mary Lanigan and Councillor Ron Lowes.

OFFICIALS Mrs Julie Leng and Mr Norman Wright (CE)  
Mr Ron Hogg, Mr Dave Pickard, Miss Kate Rowntree (CC)

ADDITIONAL Councillor Hazel Pearson OBE and Councillor Victor Tumilty

MEMBERS  
229

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Barry Coppinger, Councillor Dave McLuckie (ex officio) and Mr Peter Race MBE.

230 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

**Action**

231 **MINUTES OF THE STRATEGIC POLICING AND PERFORMANCE  
PANEL HELD ON 29 MAY 2008**

The minutes were agreed as a true and accurate record.

232 **MATTERS ARISING FROM THOSE MINUTES**

One typographical error on page 2 of the minutes correcting the wording under the Violence Categories to Serious Violent Crime.

233 **OUTSTANDING RECOMMENDATIONS**

**ORDERED** that:-

1. the Outstanding Recommendations be noted.

234 **PERFORMANCE REPORT**

Temporary Assistant Chief Constable (Crime Operations) presented an update on Force performance for the period 1 April to 30 June 2008.

Recorded crime during the period showed a reduction in the number of crimes. There was a 16% decrease in overall crime, which equated to 2805 fewer victims of crime.

The Force sanction detection rate during the reporting period increased to 38.5%, a 5.5 percentage point improvement from the same period last year.

The performance figures show that the Force continued to work to make excellent progress in reducing crime and increasing detections.

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

**ORDERED** that:-

1. the positive performance figures for the first quarter of the year be



noted.

235

### **NATIONAL STANDARD FOR INCIDENT RECORDING (NSIR)**

The Temporary Assistant Chief Constable (Crime Operations) informed Members of the Force's current position with regards to compliance with the National Standard for Incident Recording (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 aims to ensure Forces adopt a similar approach to recording incidents so meaningful comparison could be made.

Progress towards compliance is measured by the Force Incident Registrar, the Communications Quality Team and External Auditors. The Force was also required to provide a monthly data return to the NSIR Team at the Home Office.

During 2007/08 a monthly evaluation report was sent to ACPO for their information. This report showed a compliance average of 82.25%.

The April 2008 audit of NSIR had now been completed and this showed that overall Force compliance stands at 86.76%, which is a grade of 'Fair'.

The Force would continue to develop and improve its data quality and compliance with NSIR in line with the recommendation of the NPJA. This would assist the Force in delivering on both Neighbourhood Policing and Citizen Focus.

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

1. the progress to date be noted.
2. the action plan containing the 17 recommendations identified by the NPJA to improve the Force's compliance with NSIR detailed in paragraph 3.6 to the report be submitted to a future meeting of this Panel.

236

### **FORCE COMPLIANCE WITH THE NATIONAL CRIME RECORDING STANDARDS (NCRS)**

The Assistant Chief Constable (Territorial Operations) 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 orientated approach to crime recording.

The NCRS audit arrangements continued to be very effective and efficient. With the continue development of NSIR this will support and improve performance in NCRS.

However, the Force is actively working to ensure that whilst it has a strong ethical and robust approach to incidents and crime recording, it only records

matters as 'crimes' that properly sit within this category. It is important to be both ethical and proportionate in recording crime properly whilst reducing the bureaucratic burden on officers and the Force and reducing crime further.

**ORDERED** that the progress to date be noted.

237

### **SICKNESS ABSENCE REPORTING**

The Temporary Assistant Chief Constable (Crime & Operations) presented this report which provided the final figures for 2007/08 and figures for the first quarter of 2008/09.

The figures for 2007/08 had seen a significant reduction for both officers and staff. There had also been a good start to the current year in that the figures for the first quarter of 2008/09 were equally encouraging.

The data forms part of the Force's ongoing monitoring of sickness absence. The figures for 2007/08 were very positive. Attendance management must continue to be given a high priority if the improvements were to be maintained.

**ORDERED** that:-

1. the contents of the report be noted.

238

### **LSP / CDRP COMMUNITY SAFETY TARGETS WITHIN LOCAL AREA AGREEMENTS 2008-09**

The Strategy and Performance Manager provided members with an overview of LSP / CDRP Community Safety Targets within Local Area Agreements for 2008/09.

The report compared the LSP / CDRP targets with those set by Cleveland Police as part of the Policing Plan process.

The LAA community safety targets are now nearing completion/agreement between the LSPs and Government Office. It was expected that the target setting process for forthcoming years would be more timely and coordinated.

**ORDERED** that:-

1. the analysis of LSP/CDRP community safety targets and relevant comparisons with Police targets for 2008/09 as outlined in Appendix A to the report be noted.
2. the different levels of targets set, for example, the police have set a 6% reduction target for serious violent crime, whereas Middlesbrough and Stockton LSPs/CDRPs have set their targets at a 3% reduction be noted.

239

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

**ORDERED** that pursuant to the Local Government Act 1972 the press and public be excluded from the meeting under paragraph 7 of Part 1 of Schedule 12A to the Act.

**BRITISH CRIME SURVEY**

The Assistant Chief Constable (Territorial Operations) provided members with an overview of Force performance in relation to rear of crime, perceptions of disorder, anti-social behaviour and drug use/dealing as reported via the British Crime Survey (BCS). This report covered the 12 months ending December 2007.

In all the PPAF indicators from the British Crime Survey, Cleveland was performing well. In all of the PPAF Indicators, Cleveland had a rate which was better than the MSF average and was also in the top 3 positions in the MSF group.

From April 2008, the PPAF framework is being replaced by Assessment of Police and Community Safety (APACS) and as a result the performance indicators were changing. The indicators in relation to fear of crime would no longer be statutory performance indicators under APACS although the data would continue to be available for analysis.

**ORDERED** that:-

1. the contents of the report be noted.

241

**MINUTES OF THE COMPLAINTS PANEL HELD ON 31 JULY 2008**

**ORDERED** that the following minutes of the Complaints Panel held on 31 July 2008 were submitted and approved.

**COMPLAINTS PANEL****ACTION**

A meeting of the Complaints Panel was held on Thursday 31 July 2008 in the Executive Conference Room at Police Headquarters.

**PRESENT:** Mr Ted Cox JP (Chair), Mr Keith Fisher JP (Vice Chair), Cllr Paul Kirton, Mr Mike McGrory JP, Cllr Caroline Barker, Mr Chris Coombs (ex-officio) and Mr Alf Illingworth.

**OFFICIALS:** A/Supt Darren Best, Mrs Jacqueline Chaffey and Miss Kate Rowntree (CC). Mrs Jayne Harpe (CE)

242

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from T/DCC Bonnard, Cllr Ron Lowes, Mr Aslam Hanif, Cllr Dave McLuckie (ex officio) and Mrs Joanne Monkman.

243

**DECLARATIONS OF INTERESTS**

There were no declarations of interests.

244

**CIVIL CLAIM STATISTICS**

The Legal Advisor presented the Civil Claim Statistics for the period 1<sup>st</sup> April 2008 – 30th June 2008. The Panel was 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. Members noted there had been a very slight decrease in the number of claims received when compared with the same period last year. Public liability was the leading category.
2. There had been a slight increase in the number of claims finalised when compared with the same period last year.
3. 23% of finalised cases during the period were successfully defended which was to be compared with 15% successfully defended during the same period last year.
4. The 20 cases settled during the period cost the Force £144,824. This was to be compared with the 17 cases settled during the same period last year at a cost of £118,379.
5. Headquarters continued to be the area with most claims.
6. The contents of the report be noted.

245

#### **COMPLAINTS STATISTICS**

The Head of Professional Standards presented the Complaints Against Police for the period 1<sup>st</sup> April 2008 to 30<sup>th</sup> June 2008. The Quarterly Progress Report on Complaint Issues for Cleveland Police for the period April to June 2008 was attached to the report.

There had been a 31% increase in the number of Cases recorded during this period (90 to 118), with a 23% increase in the number of complaints (up from 164 to 202).

Complaints of other neglect/failure in duty and Incivility continued to outnumber those of Assault allegations, 43 and 48 complaints respectively compared to 22 in the Assault categories.

34.7% (52) of completed complaints had been locally resolved. During this period 73% (38) of locally resolved complaints had been by District and 27% (14) by the Professional Standards Unit.

46 letters of appreciation had been received.

The Chair of the Panel informed Members that he would be meeting with the Commissioner from the Independent Police Complaints Commission on 13 August 2008 during his annual visit to Chairs of Complaints Panels to discuss any problems.

**ORDERED** that:

1. The contents of the report be noted.

246

#### **DELIBERATE DAMAGE STATISTICS**

The Head of Professional Standards informed Members of the cost to the

Force of deliberate damage by way of forced entry into premises for the period 1<sup>st</sup> April 2008 to 30<sup>th</sup> June 2008 and of the operational results achieved through such forced entry and other premises searches.

Members were informed that the Force had paid out £8,599 in compensation for acts of deliberate damage. Whilst 3143 searches were conducted, only 248 (7.9%) resulted in deliberate damage. The value of property, cash and drugs seized totaled £1,079,186.

**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.
3. Future reports would contain comparisons with the same period the previous year.

247

#### **MEMBERS TRAINING FOR NEW REGULATIONS**

The Chair of the Complaints Panel informed the meeting that arrangements for training would be made within the next 2 weeks.

The Head of Professional Standards added that his Department would be delivering 10 training sessions on the new regulations. Members would be invited to attend these sessions commencing 1<sup>st</sup> December 2008

**ORDERED** that:

1. The verbal update be noted.

248

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

**ORDERED** that pursuant to the local Government Act 1972, excluding the press and public from the meeting under Paragraphs 1 and 7 of Part 1 of Schedule 12A to the Act.

249

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

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

**250**

#### **MINUTES OF THE POLICY & RESOURCES / CORPORATE DEVELOPMENT PANEL HELD ON 7 AUGUST 2008**

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

#### **POLICY & RESOURCES / CORPORATE DEVELOPMENT**

A meeting of the Policy & Resources / Corporate Development Panel was

held on Thursday 7 August 2008 commencing at 10.00 am in Conference Rooms 5 and 6 at Police Headquarters.

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

OFFICIALS Mr John Bage (CE)  
Mr Sean Price, Mr Derek Bonnard, Mr Graeme Slaughter, Mr Glenn Gudgeon, Miss Kate Rowntree and Miss Ann –Marie Salwey (CC).

ADDITIONAL ATTENDEES Mr Rob Beattie - CUPID

251

#### **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

252

#### **DECLARATIONS OF INTERESTS**

Mr Peter Race MBE declared an interest in Agenda Item 8, as he is in receipt of national utility retirement pension.

**Action**

253

#### **MINUTES OF THE POLICY & RESOURCES – CORPORATE DEVELOPMENT PANEL HELD ON 9 JULY 2008**

The minutes were agreed as a true and accurate record.

254

#### **OUTSTANDING RECOMMENDATIONS**

**ORDERED** that:-

1. the Outstanding Recommendations be noted.

255

#### **BUDGET MONITORING REPORT TO 30 JUNE 2008**

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the report. Members had approved a Net Budget Requirement (NBR) of £124,623k and budgeted revenue expenditure of £145,301k, the balance of expenditure being funded by specific grants, other income and transfers from reserves.

The position to date and the year-end forecast were shown in Appendix A of the report. No material risks, other than those set out in the Risk Monitor or those mentioned in the report, had been identified to the delivery of a break-even position for 2008/09.

At their meeting on 9<sup>th</sup> July Members agreed the expenditure plan for 2008/09 be reviewed and proposals for creating a provision against the future costs of a stand alone Air Support Unit be brought forward to a future meeting. An updated Long Term Financial Plan will be brought to the September meeting of the Police Authority Executive.

Although some pressures were emerging there is sufficient resilience in budgets to absorb them in 2008/09.

**ORDERED** that:-

1. the contents of the report be noted.
2. that a feasibility report be produced into the use of Liquid Petroleum Gas (LPG) as a potential future fuel source.

T/ Asst Ch  
Off (F+C)

256

### **CAPITAL MONITORING REPORT TO 30 JUNE 2008**

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the progress against the delivery of the Capital Programme for 2008/09 and the Capital Plan for 2008/11 which Members had approved at their meeting on 28 February 2008.

The report set out the progress against delivery of the programme and is part of the process introduced by the Authority to maintain prudent financial management.

The Authority had made optimum use of the capital resource available to the Authority 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'.

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

1. the contents of the report be noted.
2. the addition of the following projects which will be funded by transfers from revenue to the capital be approved:
  - OCR/ICR Technology £14.7k
  - Officer Enforcer Software £9.5k
3. the following transfer to unallocated funding be approved:
  - LOCARD Upgrade £44.0k
  - Sexual Assault & Referral Centre £2.6k
  - Stockton Police Station Upgrade £2.5k

257

### **TREASURY MANAGEMENT TO 30 JUNE 2008**

The Temporary Assistant Chief Officer (Finance and Commissioning) presented the report to Members.

Local Authorities' (including Police Authorities) treasury management activities are prescribed by the Local Government Act 2003. Essentially a police authority may borrow or invest for any purpose relevant to its functions, under any enactment, or 'for the purpose of the prudent management of its financial affairs'.

An investment strategy for 2008/09 at their meeting of 28<sup>th</sup> February 2008. The report updated Members on the status of the Authority's investments and borrowing. It was part of the process introduced by the Authority to maintain prudent financial management.

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

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

1. the contents of the report be noted.

258

## **PROPOSALS FOR REDUCING ELECTRICITY/GAS CONSUMPTION**

The Temporary Assistant Chief Officer (Finance and Commissioning) advised Members that the Utilities budgets were under pressure due to rising prices throughout 2007/08 and continue to be so in 2008/09. Unless the components of utilities expenditure i.e. price and usage were controlled the pressure on utilities budgets would add to an already challenging savings target in future years. The current and proposed arrangements to manage both elements were detailed in the report.

As previously reported, utilities budgets were under pressure due to rising prices throughout 2007/08. The 2008/09 budget was increased to the level of the 2007/08 outturn with an additional 16% to provide for price inflation. However, the current forecast was for price pressures in excess of this and the forecast overspending against these budget heads was for an overspending of circa £175k that was being absorbed by underspends across other budget headings.

In respect of price controls, the Office of Government Commerce has cited North East Purchasing Organisation (NEPO) as an example of best practice stating "It is estimated that NEPO's could save up to 10% in energy costs."

In respect of usage controls, the Carbon Trust's recommendations would reduce usage, promote a greater understanding of environmental issues and reduce the organisation's carbon footprint. The total cost of implementing the recommendations is £137k generating annual savings of approximately £116k.

### **ORDERED** that:-

1. the programme of works by the Carbon Trust at an estimated cost of £137k to be funded from the Invest to Save Reserve with the balance being funded from existing Facilities budgets be agreed.
2. a further report on proposals to reduce energy costs be brought to a future meeting be agreed.

T/ Asst Ch  
Off (F+C)

259

## **RECRUITMENT UPDATE**

The Temporary Deputy Chief Constable provided Members with performance outturn information regarding recruitment activities carried out by the Force from April 2008 to date.

During 2006/7 a Resourcing Team within the Human Resources Dept. had been established to provide a single point of contact for all recruitment and selection activities, except Special Constable recruitment, which is currently managed by a separate grant funded team. In 2008/9 the team was expanded to include a Police Officer with the remit to increase awareness of all policing roles within our local communities.

A recruitment plan for 2008/9 had also been agreed as part of the Long Term Financial Plan, which resulted in a 1% vacancy rate for Police Officers, a 1.5% vacancy rate for PCSOs and 2% vacancy rate for Police Staff. In addition it was agreed that the Force would employ the maximum 197



PCSOs at the earliest available opportunity.

Members were informed that the report provided performance outturn information regarding recruitment activities carried out by the Force in quarter 1 2008/9. Further reports would be provided to the Policy and Resources / Corporate Development Panel in November, February and May.

**ORDERED** that:-

1. the report be noted.

260

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

**ORDERED** that pursuant to the Local Government Act 1972, excluding the press and public from the meeting under Paragraph 3 of Part 1 of Schedule 12A to the Act.

261

#### **ROAD POLICING UNIT TENDER**

The Chief Constable presented the report to Members

**ORDERED** that:

1. the recommendations be approved.

262

#### **CUPID TENDER**

The Chief Constable presented the report to Members.

**ORDERED** that:

1. the recommendations be approved.

**263**

#### **MINUTES OF THE COMMUNITY PROTECTION PANEL HELD ON 14 AUGUST 2008**

**ORDERED** that the following minutes of the Community Protection Panel held on 14 August 2008 were submitted and approved.

#### **COMMUNITY PROTECTION PANEL**

A meeting of the Community Protection Panel was held on Thursday 14 August 2008 in the Executive Conference Room at Police Headquarters.

**PRESENT:** Miss Pam Andrews-Mawer, Mr Ted Cox JP, Mr Mike McGrory JP,, Cllr Hazel Pearson OBE (Chairman), Mr Peter Race MBE and Cllr Victor Tumilty (Vice Chair)

**ADDITIONAL MEMBERS** Mr Keith Fisher JP

**OFFICIALS:** Mr John Bage and Mrs Sarah Wilson (CE)  
Mr Derek Bonnard, Mr Graeme Slaughter, Miss Ann-Marie Salway, Miss Caroline Kerr, and Miss Kate Rowntree (CC)

264

## **APOLOGIES FOR ABSENCE**

Cllr Dave McLuckie (ex officio), Mr Chris Coombs (ex officio), Mr Dave Pickard

265

## **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

266

## **MINUTES OF THE PREVIOUS MEETING**

The minutes of the Community Protection Panel meeting held on 12 June 2008 were agreed as a true and accurate record.

267

## **OUTSTANDING RECOMMENDATIONS**

**ORDERED** that:-

1. the outstanding recommendations be noted.

268

## **COMMUNITY JUSTICE INITIATIVE (EAST MIDDLESBROUGH COURT)**

The T/Deputy Chief Constable informed Members that Cleveland's participation in the Government's Community Justice Initiative was announced by the Lord Chancellor in November 2006. Following the announcement a local multi-agency project board was established and the initiative became operational in April 2007.

Members were informed the aims of the project were to:

- Reduce repeat offending and increase compliance with orders of the court
- Ensure that the criminal justice system was seen to be responsive to local people
- Increase public confidence in the courts and criminal justice agencies
- Identify those aspects of community justice that can be extended to other parts of the community
- Identify good news that can support the development of new community justice initiatives elsewhere.

Performance is monitored by the project board with reports being compiled by the Local Criminal Justice Board support team. Monitoring and evaluation areas include:

- The number of completed cases
- Average number of hearings per case
- Types of case disposal
- Number of community orders made and any breaches.
- Payment rate of fines and compensation orders.

The initiative is a positive step in delivering Community Justice within Cleveland and its progress is worthy of note by the Community Protection Panel.

**ORDERED that:**

1. the report be noted.

269

### **SEXUAL OFFENCES**

The T/Deputy Chief Constable presented the report to provide Members with an overview of the current procedures for dealing with victims of sexual offences and details of current force performance in this area.

Rape and serious sexual assault portfolio responsibility sits with a Detective Chief Inspector (DCI) within the Crime Operations Dept. The current procedures for dealing with sexual offences vary depending upon the age of the victim and nature of the offence.

Members were informed that the conviction rate for Cleveland is 69.2% and that this relates to the percentage of convictions of those cases that go to trial. As was recently highlighted in a report by the Fawcett Society (based on 2006 data), conviction rates in Cleveland were the highest in the country and showed significant improvements since 2004. The national average conviction rate was 6.1%.

The Force has a robust action plan aimed at improving service delivery, policy and procedures in line with national best practice. The action plan is overseen by an executive officer and monitored through the Rape Steering Group.

#### **ORDERED that:**

1. the report be noted.

270

### **VOLUNTEER SCHEME UPDATE**

The Volunteer Scheme Project Manager presented the report to update Members as to the present position with regard the Cleveland Police Volunteer Scheme.

The official launch of the force wide volunteer scheme took place at Force Headquarters on the 29<sup>th</sup> February 2008. The Chief Constable and the Chair of Cleveland Police Authority hosted the event. The event was well attended by Members of the Police Authority, Honorary Guests from the Local Authorities, MP's, members of the Special Constabulary, service unit managers and members of our communities who had expressed in an interest in volunteering with the force.

A robust recruitment process is now in place enabling the smooth and timely processing of candidates applications. The process is a simple one but ensures that rigorous vetting and selection processes are in place. All volunteers will be vetted to the same level as police staff.

A work stream, made up of the key stakeholders from the Volunteer Project board has been established to examine the roles currently identified for volunteers. These roles are:

- School Liaison
- Neighbourhood Policing
- Website/Newsletter
- Road Safety

- Crime prevention

The Force is on target to have 100 volunteers in place by the end of 2008. The program is now moving to the next phase which is the placement of volunteers into roles and the monitoring of their effectiveness.

**ORDERED that:**

1. the report be noted

271

**YOUTH ENGAGEMENT**

The T/Deputy Chief Constable presented the report on the range of youth engagement activities taking place across the Force area.

Youth engagement across the Force continues to be diverse in frequency, method and purpose. Youth Activities Guidelines for Neighbourhood Policing have been produced by the Force's Youth Manager and circulated to all officers to ensure that any activities with young people are planned and delivered within safe guidelines including parental consent, risk assessment and safe supervision levels.

An arrangement has been made with Safe in Tees Valley to include youth activities carried out by Police within Safe in Tees Valley's current Youth Activities Public Liability Policy at no additional cost to the Force.

A system has been developed whereby Community Safety Inspectors are requested to inform the Youth Manager monthly of current/changes to activity with young people within their District.

The Force continues to participate in a number of youth engagement activities, both with partners and on their own. The Youth Manager will continue to offer support and advice to all Cleveland Police Officers in relation to engagement of young people at all levels.

**ORDERED that:**

1. the report be noted.

272

**YOUNG PERSONS LOCAL POLICING SUMMARY 2008-09 UPDATE**

The Police Authority's Consultation Officer presented a report to Members with an overview of the Young Persons Local Policing Summary initiative.

A small team of 4 young people have been recruited from each of the four policing districts by Just 4 Youth, a local organisation set up for the development of youth involvement and peer support work. Each group will produce a version of the Local Policing Summary for their Policing District.

This project will allow Cleveland Police Authority to engage young people in their community – giving them an active role to play in helping shape the future of policing. The Young Persons Local Policing Summary will be launched on 16<sup>th</sup> September 2008.

**ORDERED that:**

1. the report be noted

**273 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, 2, 3 and 4 of Part 1 of Schedule 12A to the Act.

**274 PFI UPDATE**

The Chief Executive presented the report to Members.

**ORDERED** that the recommendations be approved.

**275 STRATEGIC PROCUREMENT REVIEW**

The Chief Constable and Chief Executive presented the report to Members.

**ORDERED** that the recommendations be approved.

**276 APPOINTMENT OF THREE INDEPENDENT MEMBERS ON CLEVELAND POLICE AUTHORITY**

The Secretariat Manager invited Members to make three appointments to the Independent Membership of the Police Authority.

This followed the change of Police Authority membership to nine Councilors and eight Independent Members (with at least one been a Lay Justice) in accordance with the Police Authority Regulations 2008 (SI 630 2008).

**ORDERED** that:-

1. the following candidates be appointed as Independent Members for a term of four years commencing on Wednesday 1 October 2008:-
  - Mr Mike McGrory JP
  - Mr Ted Cox JP
  - Mr Peter Hadfield

**277 MINUTES OF THE SELECTION PANELS HELD ON 18 JULY 2008, 31 JULY 2008 AND 1 AUGUST 2008**

**ORDERED** that the Selection Panel minutes be noted.