

CLEVELAND POLICE AUTHORITY EXECUTIVE

A meeting of Cleveland Police Authority Executive was held on Thursday 10 December 2009 in the Members Conference Room at Police HQ.

PRESENT: Councillor Caroline Barker, Councillor Barry Coppinger, Councillor Paul Kirton, Councillor Ron Lowes, Councillor Dave McLuckie (Chair), Councillor Victor Tumilty and Councillor Steve Wallace

Independent Members

Miss Pam Andrews-Mawer, Mr Peter Hadfield, Mr Aslam Hanif, Mr Mike McGrory and Mr Peter Race MBE

OFFICIALS: Mr Joe McCarthy, Mrs Julie Leng, Mr Norman Wright and Mrs Caroline Llewellyn (CE)
Mr Sean Price, Mr Derek Bonnard, Mr Dave Pickard, Mrs Ann Hall, Chief Superintendent Adrian Roberts and Miss Kate Rowntree (CC)
Mrs Lynne Snowball and Mrs Kath Andrew (Audit Commission)
Superintendent Andrew Huddleston, Durham Police

248 **CHANGE TO THE AGENDA**

ORDERED that:-

1. Agenda Item 4 – Use of Resources be considered prior to Agenda Item 3 – Annual Audit Letter be agreed.
2. Agenda Item 8 – Annual Statement on Force Professional Standards be removed from today's agenda at the request of the Chair of the Professional Standards Panel because of his absence due to illness be agreed. This report would be submitted for consideration to the next meeting of the Police Authority Executive.

249 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Chris Coombs, Mr Ted Cox JP and Councillor Hazel Pearson OBE.

250 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

USE OF RESOURCES 2008-2009

The District Auditor summarised the key findings from their assessment of how Cleveland Police Authority was managing and using its resources to deliver value for money and better sustainable outcomes for local people.

This was the first year of the new Use of Resources approach, developed as part of the Audit Commission's new Comprehensive Area Assessment. The scope and approach was very different to the previous Police Use of Resources Evaluation (PURE) and therefore it was not appropriate to make comparisons with the Authority's scores from the previous year.

Overall the Authority was assessed as performing adequately in its use of resource: performing well in managing finances and performing adequately in governing the business and managing resources.

The Authority and Force had been successful in delivering better outcomes with reduced crime levels and increased public satisfaction. There were some areas where arrangements still required further development, particularly in strengthening controls over partnership working. Detailed findings were shown in Appendix 1 to the report.

Members raised their concerns over the process that had been undertaken including the timescales for appealing the decisions. The District Auditor advised that she had fed back the issues raised with her and explained that they were committed to improving the process for next year. The District Auditor stated that it had been a difficult year for the Audit Commission in introducing this new methodology and acknowledged the achievements that had been made by the Police Authority and the Force.

Members also asked for clarity around partnerships and asked the Audit Commission to evidence where they felt there were failings.

The Chief Constable raised concerns around Recommendation 7 which implied that the Authority and Force did not systematically review the workforce arrangements in conjunction with the financial constraints. The Chief Constable advised the Audit Commission that the Authority and Force continuously review staffing and resources robustly and have

clear evidence of this.

ORDERED that:-

1. the Use of Resources 2008/09 report be noted.
2. the recommendations detailed within the report be accepted.

252

ANNUAL AUDIT LETTER 2008/09

The District Auditor summarised the findings from their 2008/09 audit. It included messages arising from the audit of our financial statements and the results of the work undertaken to assess the arrangements to secure value for money in our use of resources.

The Annual Audit Letter detailed the four following areas:-

- Audit Opinion
- Financial Statements
- Use of Resources
- Comprehensive Area Assessments

Recommendations were detailed within the report and had been agreed with the audited body.

ORDERED that the Annual Audit Letter 2008/09 and the recommendations included within be noted and agreed.

253

LONG TERM FINANCIAL PLAN UPDATE

The Chief Executive and the Assistant Chief Officer Finance and Commissioning presented the Long Term Financial Plan Update. This report progressed the development of the budget for 2010/2011 against a background of the current national economic climate. This climate provided a complex planning challenge for 2011/2012 and beyond, and as a consequence it was recommended that a further report be brought forward about the period 2011/2012 to 2013/14 (incorporating 2010/11).

The provisional settlement for 2010/2011 was laid before Parliament on 26 November 2009 and confirmed the final year of the 3 year funding settlement of a 2.5% uplift allocated to

Cleveland Police Authority. This is in line with the assumptions outlined in the Long Term Financial Plan.

This report provided members with an outline on the current position for 2010/11 and looking to the future 2011/12 to 2013/14.

A balanced budget for 2010/11, that maintains the focus on front line policing and performance improvement would be brought to the February meeting for Members' consideration and decision.

ORDERED that:-

1. the current position in relation to the budget for 2010/11 as set out in paragraph 2.4 of the report be agreed.
2. the Long Term Financial Strategy (2010/11 to 2013/14) be brought for review to the Authority meeting in February 2010.

254

GOVERNMENT GRANT SETTLEMENT – 2010/11

The Chief Executive advised Members that although the Formula Grant uplift nationally is 2.7%, the uplift for Cleveland is restricted to 2.5% for 2010/11. The majority of Forces received uplifts in excess of Cleveland.

Members were asked to note that this is the fifth year in succession that Cleveland had been awarded the lowest uplift possible. Had Cleveland been awarded the same average increase as the rest of its 'Most Similar Force' Grouping for that period the Authority would be £1.4m better off in 2010/11.

ORDERED that:-

1. the contents of the report be noted.
2. the Chairman be authorised in consultation with the Chief Executive and Chief Constable, to make representations in response to the proposed settlement.

255

APPOINTMENT OF INDEPENDENT MEMBERS ON THE STANDARDS COMMITTEE

The Deputy Chief Executive sought members endorsement of the recommendation of the Appointments Panel to appoint five Independents to the Standards Committee.

Cleveland Police Authority had established its Standards Committee in accordance with the Local Government Act 2000 in April 2002. The membership at that time included two people who were independent of the Police Authority.

Following the resignation of the Vice Chair of that committee and changes to the Standards Committee Regulations in 2008 the Authority undertook a recruitment process to appoint additional Independent Members to the Standards Committee.

Having this additional pool of Independent Members on the Standards Committee would ensure that the Police Authority could meet its requirements to deal with any complaint received.

ORDERED that:-

1. the appointment of Ms Vicki Lawson-Brown, Mrs Carole Pollard MBE, Mr Joe Rayner, Mr John Robinson and Mr Gerard Walsh to serve as Independent Members on the Standards Committee for an initial period of four years commencing 1 January 2010, with the option to extend the appointments was approved.

256

POLICING PLEDGE UPDATE AND ALLOCATION OF MEMBERS TO KEY ROLES

The Head of Strategy and Performance informed members of the content and grades awarded to Cleveland Police by Her Majesty's Inspectorate of Constabulary (HMIC) following their recent inspection of the delivery of the Policing Pledge. Alongside this there was the development of an action plan and checklist for Cleveland Police Authority to oversee the implementation of the Policing Pledge.

Members were also asked to agree the allocation of members to oversee the implementation of the Policing Pledge, neighbourhood policing and to represent the Police Authority, as required, on the local authority Crime and Disorder Scrutiny and Oversight Committees.

The Force had made good progress in relation to the implementation of the ten elements of the Policing Pledge. The Force is formulating an action plan to improve performance further and this will be bolstered by the Police Authority Action Plan and Check List. The Authority will focus its resources on monitoring the delivery of the Policing Pledge and the neighbourhood policing services. The outcome should be that the Force and Authority are best placed to improve customer satisfaction with the Police and to respond favourably to future performance inspections and audits.

ORDERED that:-

1. the HMIC Policing Pledge inspection findings as summarised at Appendix A of this report be noted.
2. the Police Authority Policing Pledge Action Plan and Check List outlined in Appendix B, which is a series of checks to oversee the Policing Pledge development force-wide be agreed.
3. progress with the (separate) Force policing pledge action plan would be regularly reported to the Operational Policing Panel be agreed.
4. members would be nominated to act as leads for the four Basic Command Units in order to oversee the delivery of the Policing Pledge and the continuous delivery of neighbourhood policing services be agreed.
5. members would be nominated to sit – as required, to represent the Police Authority – on the local authority Crime and Disorder Oversight and Scrutiny Committees be agreed. Members also agreed that it would be the policy of Cleveland Police Authority that a member who was invited to sit on the Crime and Disorder Oversight and Scrutiny Committee should not be a member who sits on the relevant CDRP.

It was noted that the following Members had been allocated to the above roles as follows:-

Area	BCU Lead	Scrutiny Committee
Stockton	Mr Mike McGrory JP	Miss Pam Andrews-Mawer
Hartlepool	Cllr Victor Tumilty	Cllr Steve Wallace
Redcar & Cleveland	Cllr Dave McLuckie	Mr Ted Cox JP
Middlesbrough	Cllr Barry Coppinger	Cllr Ron Lowes

257 **MINUTES OF THE POLICE AUTHORITY EXECUTIVE HELD ON 30 SEPTEMBER 2009**

ORDERED that the minutes of the Police Authority Executive held on Wednesday 30 September 2009 were approved and signed by the Chair as a true and accurate record.

258 **MINUTES OF THE OPERATIONAL POLICING PANEL HELD ON 6 OCTOBER 2009**

ORDERED that the following minutes of the Operational Policing Panel held on 6 October 2009 were submitted and approved.

OPERATIONAL POLICING PANEL

A meeting of the Operational Policing Panel was held on Tuesday 6 October 2009 commencing at 5.00pm in the Members Conference Room at Police Headquarters.

PRESENT Councillor Barry Coppinger (Chair), Councillor Hazel Pearson OBE, Mr Aslam Hanif, Councillor Mary Lanigan Councillor Victor Tumilty, Miss Pam Andrews-Mawer, Mr Peter Race MBE (ex officio)

OFFICIALS Mr Joe McCarthy, Mr John Bage (CE)
Mr Derek Bonnard and Miss Kate Rowntree (CC).

ADDITIONAL ATTENDEES Councillor Paul Kirton, Councillor Ron Lowes

259 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from, Councillor Dave McLuckie (ex officio), Councillor Steve Wallace (Vice Chair). Mr Chris Coombs, Mr Sean White and Mr Dave Pickard

260 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

261

OUTSTANDING RECOMMENDATIONS

ORDERED that:-

1. the outstanding recommendations be noted.

262

FORCE PERFORMANCE REPORT

The Deputy Chief Constable presented the report to Members on Force performance to July 2009 and also verbally reported on Force performance to September 2009.

Members were informed that up to the end of September 2009 there had been reductions in crime in twelve of the thirteen crime category's. This had resulted in a reduction in overall crime by -13.4%, compared with the same period the year previous.

The Deputy Chief Constable informed Members that all four Basic Command Unit's (BCU's) had retained good grading regarding the BCU inspection criteria, and that the overall Sanction Detection Rate was currently 39.4% an increase of +1.7% on the same period last year.

The Chief Executive requested clarification regarding areas where crime could be improved. He informed Members that there was currently a projected financial underspend and sought the Deputy Chief Constable's comments on whether providing additional funding in specific areas would be beneficial.

The Deputy Chief Constable informed Members that consideration would be given to the offer from the Chief Executive with some positive aspects being actively considered in the areas of anti social behaviour.

ORDERED that:-

1. the performance be noted.

263

ANTI-SOCIAL BEHAVIOUR

The Deputy Chief Constable informed Members that the purpose of the report was to provide commentary and a detailed overview of the current position in respect of anti-social behaviour.

Members were informed that currently there is debate nationally as to the number of actual incidents of anti-social behaviour, and to what level improved call handling and incident recording effect actual performance. An example of this was how quickly it had been identified that there was a correlation between the apparent rise in anti-social behaviour and the use of dedicated neighbourhood policing telephone numbers available to the public..

Members sought to clarify if there was any statistical information available regarding the ages of people perpetrating acts of anti-social behaviour.

The Deputy Chief Constable informed Members that two main age ranges had been identified and that strategies are in place to target such.

ORDERED that:-

1. the performance be noted.

264

MINUTES OF THE HR & DIVERSITY PANEL HELD ON 8 OCTOBER 2009

ORDERED that the following minutes of the HR & Diversity Panel held on 8 October 2009 were submitted and approved.

HUMAN RESOURCES AND DIVERSITY PANEL

A meeting of the Human Resources and Diversity Panel was held on Thursday 8 October 2009 in the Members Conference Room at Police Headquarters.

PRESENT: Mr Aslam Hanif (Chair), Mr Ted Cox JP, Cllr Ron Lowes, Cllr Paul Kirton, Miss Pam Andrews-Mawer, Mr Peter Race MBE (ex officio).

ADDITIONAL MEMBERS Cllr Hazel Pearson OBE, Cllr Victor Tumilty, Mr Peter Hadfield.

OFFICIALS: Mr Norman Wright, Mr John Bage and Mrs C Hunter (CE)
DCC Derek Bonnard, Miss Kate Rowntree (CC).

265

APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dave McLuckie (ex officio), Cllr Caroline Barker (Vice Chair) and Mr Chris Coombs.

266

DECLARATIONS OF INTERESTS

There were no declarations of interests.

267

MINUTES OF THE PREVIOUS MEETING HELD 7 AUGUST 2009

The minutes of the previous meeting held on the 7 August 2009 were agreed as a true and accurate record.

268

FLEXIBLE RETIREMENTS – POLICE STAFF

The Deputy Chief Constable presented a report to inform Members that the Force had received a request from a member of police support staff requesting that they be granted flexible retirement.

Members were informed that flexible retirements were introduced into the Local Government Pension Scheme in April 2006 as a discretionary provision which allowed employees, with the employer's consent, to reduce their hours or move to a lower graded position and withdraw the pension benefits already accrued.

Members sought clarification regarding the position of flexible and / or early retirements, and requested information on any other options available to

police support staff.

The Deputy Chief Constable informed Members that a paper will be brought to a future meeting of the Panel to inform on the guidance and options available to employees.

The Deputy Chief Constable requested that the Police Authority consider this application for flexible retirement.

ORDERED that;

1. the request for flexible retirement be refused.

269

FORCE VETTING OFFICER

Members were informed that to enable the effective operation of Cleveland Police, it is of fundamental importance that its Officers and Police Staff act responsibly and honestly. This applies equally to other individuals, such as contractors and consultants, who are provided with access to the Force's sensitive information and facilities.

The ACPO Vetting Policy created an understanding of the principles of vetting and established uniformity in vetting procedures. The policy also recommended that procedures should be co-ordinated through a single point of contact.

Members were informed that there could be a reputational risk to the Force and the Authority if the correct vetting procedures are not adhered to.

Members sought clarification on the calculation of risks associated with considering such appointments and whether it was prudent in the current economic climate to do so.

The Deputy Chief Constable informed Members that there were a number of areas of risk associated with the management of sensitive information and facilities, and that these aspects had been considered before this request. Similarly, Members were informed that should such a request be agreed, then the Chief Constable would review the position in twelve months.

ORDERED that;

1. the report be noted.
2. the application for a Force Vetting Officer be agreed.
3. a review of the post of Force Vetting Officer, to be brought back to the Panel in twelve months, be agreed.

270

SINGLE EQUALITY SCHEME

The Strategy & Performance Manager informed Members on the scheduled 6-monthly update on the operation of CPA Single Equality Scheme, which was first accepted by the Police Authority Executive on 14th June 2007.

Members were informed that Cleveland Police Authority published an overarching Single Equality Scheme in 2007 that covered all six strands of

diversity. The Scheme additionally covered statutory responsibilities under the Employment Equality (Religion or Belief) Regulations, the Employment Equality (Sexual Orientation) Regulations and the Employment Equality (Age) Regulations.

The Strategy & Performance Manager informed Members that the CPA Single Equality Scheme is progressing as expected, with action plan items being attended to and equality impact assessments being carried out, as required.

ORDERED that;

1. the updated Action Plan at Appx A to the report be agreed.
2. the information on access to Force services and buildings at Item 10 of Appx A, be noted.
3. the recent re-assessments of the equality impact assessments carried out by CPA staff at Appx C to the report be noted.
4. the regulatory requirement for all public sector organisations to review their disability and gender schemes after 3 years, be noted.

271

MINUTES OF THE STRATEGIC PROCUREMENT & MAJOR PROJECTS PANEL HELD ON 16 OCTOBER 2009

ORDERED that the following minutes of the Strategic Procurement & Major Projects Panel held on 16 October 2009 were submitted and approved.

STRATEGIC PROCUREMENT & MAJOR PROJECTS PANEL

ACTION

A meeting of the Strategic Procurement & Major Projects Panel was held on Friday 16 October 2009 in the Members Conference Room at Police Headquarters.

PRESENT: Miss Pam Andrews-Mawer (Chair), Mr Chris Coombs (Vice Chair), Mr Ted Cox JP, Mr Peter Hadfield, Cllr Mary Lanigan, Cllr Ron Lowes, Cllr Dave McLuckie, Cllr Hazel Pearson OBE and Mr Peter Race MBE.

OFFICIALS: Chief Constable, Deputy Chief Constable, Mrs Ann Hall, Superintendent Glenn Gudgeon, Inspector Heather Allen and Miss Kate Rowntree
Mr Joe McCarthy CEO, Mrs Julie Leng and Mrs Jayne Harpe (CE).
Mr Rob Beattie.

ADDITIONAL MEMBERS Mr Aslam Hanif, Cllr Barry Coppinger and Cllr Victor Tumilty

272

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Caroline Barker and Mr Mike McGrory JP.

273

DECLARATIONS OF INTERESTS

There were no declarations of interests.

274 **MINUTES OF THE LAST MEETING 7 AUGUST 2009**

The minutes of the meeting on 7 August 2009 were agreed as a true record, an amendment was made to the attendees as Mr Peter Hadfield was not present.

275 **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 3 and 4 of Part 1 of Schedule 12A to the Act.

276 **UPDATE ON PROJECT I**

On 7th August bidders were short-listed from four to three for the next stage of the process.

The 3 remaining Bidders each gave a presentation to Police Authority Members. A lively debate by Members ensued.

ORDERED that:

1. A new short-list of 2 bidders for the next stage of the process be agreed at the next meeting on Monday 26 October 2009.

277 **MINUTES OF THE PROFESSIONAL STANDARDS PANEL HELD ON 30 OCTOBER 2009**

ORDERED that the following minutes of the Professional Standards Panel held on 30 October 2009 were submitted and approved.

PROFESSIONAL STANDARDS PANEL

ACTION

A meeting of the Professional Standards Panel was held on Friday 30 October 2009 in the Members Conference Room at Police Headquarters.

PRESENT: Mr Ted Cox JP (Chair), Cllr Mary Lanigan (Vice Chair), Mr Peter Hadfield, Mr Aslam Hanif, Mr Mike McGrory JP, Cllr Hazel Pearson OBE.

OFFICIALS: DCC Bonnard, Inspector Steve Gillson, Mrs Joanne Monkman, and Miss Kate Rowntree (CC)
Mrs Jayne Harpe (CE)

ADDITIONAL MEMBERS: Cllr Ron Lowes.

MEMBERS OF THE PUBLIC: Mr Gerald Walsh and Mrs Gillian Siddle.

278 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Caroline Barker, Cllr Dave McLuckie, Mr Peter Race MBE and Supt Darren Best.

279 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

280 **MINUTES OF THE PREVIOUS MEETING 29 JULY 2009**

One amendment was made to the minutes of 29 July 2009 – The Deliberate Damage report was presented by the Deputy Chief Constable. The minutes were agreed as a true record.

281 **OUTSTANDING RECOMMENDATIONS**

The Grievance Procedure had been updated and re-written following the recent Employment Tribunal result and updates in legislation. This report would be submitted to this Panel following a 28 Day Consultation Phase.

Complaints Against Police – Diversity Issues - Members Briefing had been arranged for 10 November 2009. This item was discharged.

Deliberate Damage Report – Members agreed that the report would remain in the same format. This item was discharged.

282 **CIVIL CLAIM STATISTICS**

The Legal Advisor presented the Civil Claim Statistics for the period 1st April 2009 – 30th September 2009. 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.

The question was asked why Employer’s Liability was so high in the Middlesbrough area. A written reply was given by the Deputy Chief Constable and the item added to Outstanding Recommendations for the next panel meeting in January 2010.

DCC

ORDERED that:

1. Members noted the number of claims received remained the same as the number of claims received in the same period last year. Motor liability was the leading category.
2. There had been a 23.1% increase in the number of claims finalised when compared with the same period last year.
3. 28.85% of finalised cases during the period were successfully defended which was to be compared with 21.43% successfully defended during the same period last year.
4. The 37 cases settled during the period cost the Force £164,612. This was to be compared with the 33 cases settled during the same period last year at a cost of £190,479.
5. Middlesbrough remained the area with most claims.
6. The contents of the report be noted.

Whilst Legal Services had no control over the number of claims received, feedback was provided on a case by case basis to ensure assistance was given to Basic Command Units in managing risks.

283

COMPLAINTS AGAINST POLICE

A representative from the Professional Standards Department presented the Complaints Against Police for the period 1st July 2009 to 30th September 2009. The Quarterly Progress Report on Complaint Issues for Cleveland Police for the period 1st July to 30th September 2009 was attached to the report.

There had been a 29% increase in the number of cases recorded during that period (100 to 129), with a 9% increase in the number of complaints (up from 183 to 199).

Complaints of "other neglect/failure in duty" and "Incivility" continued to outnumber those of "Assault" allegations, 42 and 47 complaints respectively, compared to 31 in the "Assault" categories.

38% (55) of completed complaints had been locally resolved. During that period 85.5% (47) of locally resolved complaints had been by District and 14.5% (8) by the Professional Standards Department.

A draft document was passed for discussion to Members which covered number 10 of the Policing Pledge – *"Acknowledge any dissatisfaction with the service you have received within 24 hours of reporting it to us. To help us fully resolve the matter, discuss with you how it will be handled, give you an opportunity to talk in person to someone about your concerns and agree with you what will be done about them and how quickly"*. The document would provide data to the Police Authority in January 2010 based on October 2009 to December 2009 data.

Head of
Professional
Standards Dept

208 letters of appreciation had been received. Members pointed out that this exceeded the number of complaints received.

ORDERED that:

1. The contents of the report be noted.

284

DELIBERATE DAMAGE STATISTICS

The Deputy Chief Constable informed Members of the cost to the Force of deliberate damage by way of forced entry into premises for the period 1st July 2009 to 30th September 2009 and of the operational results achieved through such forced entry and other premises searches.

Members were informed that the Force had paid out £12,762 in compensation for acts of deliberate damage, this compared to £10,741 paid out in the same period during the previous year. Whilst 28824 searches were conducted, only 223 (7.9%) resulted in deliberate damage compared to 8.6% in the previous year. The value of property, cash and drugs seized totaled £571,947 and this compared to £610,916 seized during the same period in 2008.

Members agreed that the report should remain in the current format and the statistical data added value which could be used in documents circulated to

the public.

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. The report to remain in its current format.

285

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.

286

CASES FROM THE COMPLAINTS REGISTER

Members of the Complaints Panel were shown the cases from the Complaints Register which had previously been selected by the Panel Chair.

287

**MINUTES OF THE OPERATIONAL POLICING PANEL
HELD ON 13 NOVEMBER 2009**

ORDERED that the following minutes of the Operational Policing Panel held on 13 November 2009 were submitted and approved.

OPERATIONAL POLICING PANEL

A meeting of the Operational Policing Panel was held on Friday 13 November 2009 commencing at 10.00am in the Members Conference Room at Police Headquarters.

PRESENT

Councillor Barry Coppinger (Chair), Councillor Steve Wallace (Vice Chair).
Councillor Hazel Pearson OBE, Councillor Mary Lanigan, Councillor Victor Tumilty, Mr Chris Coombs, Mr Ted Cox JP

OFFICIALS

Mr Joe McCarthy, Mrs Sarah Wilson and Mr John Bage (CE)
Mr Dave Pickard, Mr Sean White and Miss Kate Rowntree (CC).

ADDITIONAL
ATTENDEES

Councillor Ron Lowes

288

APOLOGIES FOR ABSENCE

Apologies for absence were received from, Councillor Dave McLuckie (ex officio), Mr Aslam Hanif, Miss Pam Andrews-Mawer, Mr Peter Race MBE (ex officio).

289

DECLARATIONS OF INTERESTS

There were no declarations of interests.

290

OUTSTANDING RECOMMENDATIONS

ORDERED that:-

1. the outstanding recommendations be noted.

291

FORCE PERFORMANCE REPORT

The Assistant Chief Constable (Territorial) presented the report to Members on Force performance to September 2009.

Members were informed that progress against the Policing Plan Priority is monitored using the Priority Indicator Set. The Priority Indicator Set provided a suite of performance measures, which aimed to reflect outcome performance in relation to the local policing priority and the Chief Constable's vision of Putting People First.

The Assistant Chief Constable (Territorial) informed Members that for 2009-10, there were 18 performance measures within the Priority Indicator Set. Of these 11 were green, 2 were amber and 5 were red. The Force continued to improve public confidence and satisfaction, reduce crime significantly and increase detections, whilst improving the level of sickness absence amongst officers and staff.

ORDERED that:-

1. the performance be noted.

292

END OF YEAR POLICE AUTHORITY CONSULTATION REPORT

The Consultation & Performance Officer informed Members that the report presented the findings of consultation activities undertaken by Cleveland Police Authority from October 2008 to September 2009.

Members were informed that the newly created joint Force and Authority Neighbourhood Survey was implemented in 2009, replacing the Force Quality of Life Survey and the Police Authority's precept leaflet and policing plan summary surveys. An initial postal survey was conducted in April 2009, but following new national guidance the Force and Authority were now in the process of moving to a telephone methodology.

The Consultation & Performance Officer informed Members that once the telephone survey was embedded the Authority will be conducting additional qualitative consultation focusing on groups who were under-represented in the Neighbourhood Survey and specific issues raised through the survey

ORDERED that:-

1. cognisance of the Police Authority's consultation findings at Appendix 1 to the report, be taken, with a view to using the results, along with the Force strategic assessments and the Home Secretary's national policing priorities, to assist in setting the local policing priorities for 2010 – 2011 be noted.

293

2010 – 2013 LOCAL POLICING PLAN

The Assistant Chief Constable (Territorial) informed Members that the report had been prepared to update Members concerning the proposed policing priorities for 2010/11 and the schedule for the production of the 2010/13 Local Policing Plan (LPP).

Members were informed that the Local Policing Plan sets out the policing priorities of the Authority and Force and translates those broad priorities into practical and tangible plans that will incrementally deliver Putting People First.

Members sought clarification on the policing priorities for each neighbourhood area and whether they were included in the Plan. The Assistant Chief Constable (Territorial) informed Members that neighbourhood priorities were included in the Policing Plan.

ORDERED that:-

1. the following policing priorities be approved;
 - Deliver citizen focused policing to all our neighbourhoods
 - Reduce crime, antisocial behaviour and protect neighbourhoods
 - Reduce the harm caused by drugs and alcohol
 - Ensure efficient and effective use of our people and the public's money.

294

STOP & SEARCH STATISTICS

The Assistant Chief Constable (Territorial) presented Members with the latest statistics on stop and search by ethnicity and the reason for stop and search. Members were informed that the report covered the period April to September 2009.

The Cleveland Police 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 will be the subject of annual review.

Members were informed that during the period April to September 2009 the Force carried out 6970 stop and searches, of which 96.4% were white and 2.4% were of a visible minority ethnic origin. Of those stopped and subsequently arrested, 96.4% were white and 2.7% were of VME origin.

Members sought clarification on whether Prolific & Priority Offenders (PPO) were stopped more than the general public. The Assistant Chief Constable (Territorial) confirmed to Members that PPO are targeted for 'stop and search'

ORDERED that:-

1. the contents of the report be noted.

295

HATE CRIME

The Assistant Chief Constable (Crime Operations) presented to Members an overview of current response to incidents of Hate Crime.

Members were informed of the definitions for Hate Crime and Hate

Incidents. The Assistant Chief Constable (Crime Operations) informed Members that these descriptions absorb the definitions of racist, religiously aggravated, faith, age, sexual orientation, disability, and transphobic incidents, and any other hate crime.

Hate crime and incidents were key concerns and a continuing focus needs to be maintained. The response to such a problem called for improved confidence in communicating with the Police and improved initial police intervention together with longer-term solutions involving partners.

Members sought clarification regarding the lack of statistical information on Hate Crime committed on persons with a disability.

The Assistant Chief Constable (Crime Operations) informed Members that this would be looked into and discussions would be taken into consideration to consult with Disability Groups.

ORDERED that:-

1. the contents of this report be noted.

296

MINUTES OF THE POLICY & RESOURCES PANEL HELD ON 24 NOVEMBER 2009

ORDERED that the following minutes of the Policy & Resources Panel held on 24 November 2009 were submitted and approved.

POLICY & RESOURCES / CORPORATE DEVELOPMENT

A meeting of the Policy & Resources Panel was held on Thursday 24 November 2009 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT

Mr Aslam Hanif (Chair), Councillor Hazel Pearson OBE (Vice Chair), Councillor Victor Tumilty, Mr Chris Coombs.

OFFICIALS

Mr Norman Wright, Mr John Bage, Mr Paul Kirkham and Mrs Claire Hunter (CE)
Mr Sean Price, Mr Derek Bonnard, Mrs Ann Hall, and Miss Kate Rowntree (CC)

ADDITIONAL MEMBERS

Councillor Ron Lowes

297

APOLOGIES FOR ABSENCE

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

298

DECLARATIONS OF INTERESTS

There were no declarations of interests.

299

MINUTES OF THE POLICY & RESOURCES / CORPORATE

Action

DEVELOPMENT PANEL HELD ON 10 SEPTEMBER 2009

The minutes were agreed as a true and accurate record.

300 **MINUTES OF THE HUMAN RESOURCES AND DIVERSITY PANEL HELD ON 8 OCTOBER 2009**

The minutes were agreed as a true and accurate record.

301 **OUTSTANDING RECOMENDATIONS**

ORDERED that:-

1. the Outstanding Recommendations be noted.

302 **PANEL STRUCTURE & OUTLINE SCHEDULE OF REPORTS**

The Strategy & Performance Manager informed Members of the proposed changes to the police authority's panel structure together with a proposed outline schedule of reports.

Members were informed that the panel structure had been reviewed by the Chair, Vice Chair, Chief Executive and Deputy Chief Executive in light of the developing business plan, the policy to minimise bureaucracy and the general test of fitness for purpose.

ORDERED that:-

1. the HR and Diversity Panel be amalgamated with the Policy and Resources/Corporate Development Panel, with the new Terms of Reference (at Appendix A to the report), be agreed.
2. the Strategic Procurement and Major Projects Panel being disbanded and the ongoing work be taken through the Police Authority Executive, be agreed.
3. the Outline Schedule of Reports (at Appendix B to the report) be agreed.

303 **BUDGET MONITORING REPORT TO 30 SEPTEMBER 2009**

The Assistant Chief Officer Finance and Commissioning presented the report. Members had approved a Net Budget Requirement (NBR) of £128,790k and budgeted revenue expenditure of £146,911k, the balance of expenditure being funded by specific grants, other income and transfers from reserves. The report set out the progress against delivery of that budget and was part of the process introduced by the Authority to maintain prudent financial management.

Members HAD approved, at their meeting on the 10th September 2009, a revised expenditure plan for 2009-10. This plan reduced the contribution from the General Fund by £625k whilst maintaining the same service level. Members also approved that the expenditure plan for 2009/10 be further reviewed and proposals for creating additional in year savings be brought forward to a future meeting. The aim of which will be to provide further reductions in the amount needed to support the 2009-10 budget which will

in turn provide more options in developing the 2010-14 LTFP.'

Members sought clarification on the recent reduction in Police Community Support Officers (PCSOs) and queried future working arrangements. The Deputy Chief Constable informed Members that the Executive were aware of the current reduction of PCSO's and that this was down to natural wastage. Members were informed that recruitment is planned throughout the year to combat such variances.

The Assistant Chief Officer Finance and Commissioning informed Members that the position to date and the year-end forecast were available for inspection at Appendix A to the report. No material risks, 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 2009/10. Some pressures were expected to emerge during the year but they will be robustly managed and absorbed within the revised budget.

ORDERED that:-

1. the contents of the report be noted.
2. the expenditure plan for 2009/10 be reviewed in line with the proposals detailed in para. 3.4 of the report, be agreed.
3. the reduced transfer from General Reserves of £1,275k to support the 2009/10 budget, as approved by Members on the 10th September 2009, is reduced by a further £350k to £925k as a result of the proposals detailed in para. 3.4 to the report, be agreed.

304

CAPITAL MONITORING REPORT TO 30 SEPTEMBER 2009

The Assistant Chief Officer Finance and Commissioning presented the progress against the delivery of the Capital Programme for 2009/10 and the Capital Plan for 2009/13 which Members had approved at their meeting on 26 February 2009.

Members approved a capital programme totalling £9,806k at their meeting on 26th February 2009. This included new capital schemes, schemes carried forward from 2008/09 and unallocated funding. Since the original programme was agreed, a number of changes had been identified. These were detailed at Appendix B to the report.

ORDERED that:-

1. the report be noted.
2. the £7.4k from the ICT capital budget in relation to the E-forms project being put back into the overall 2009/10 programme be approved.
3. the addition of the following schemes to the Programme, be approved:

▪ Promat ID	£46k
▪ Highways Agency Interface	£26k

4. under delegated authority, the Replacement Horse Walker at a cost of £9k be approved.

305

TREASURY MANAGEMENT REPORT TO 30 SEPTEMBER 2009

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

Members agreed an investment strategy for 2009/10 at their meeting on 26th February 2009. At that meeting Members resolved to continue to delegate authority to amend the approved List of Counterparties and the investment limits with institutions, to the Chief Executive in consultation with the Deputy Section 151 Officer. The delegated authority was initially to be withdrawn at 30th September 2009 but Members agreed at their Meeting on the 10th September to extend this authority until the 31st March 2010

The report updated Members on the status of the Authority's investments and borrowing. This was part of the process introduced by the Authority to maintain prudent financial management.

ORDERED that:-

1. the contents of the report be noted.

306

THE MANAGEMENT OF TIME OFF IN LIEU / REST DAYS OWED

The Deputy Chief Constable updated Members on work being undertaken by the Force to reduce levels of time off in lieu (TOIL) and rest days owed.

Members were informed that previous reports to Members of the Police Authority had highlighted the approach taken by the Force in reducing the commitment in TOIL and rest days owed. This had been prompted by concerns that changes to the International Financial Recording Standards (IFRS) may mean that a financial liability had been incurred as a consequence of retaining large amounts of time off held by members of the Force as a consequence of working additional duty.

The Deputy Chief Constable informed Members that the Operational Performance Team (OPT) had to date conducted three audits to determine the level of exposure to this liability. These audits were undertaken in August 2008, March 2009 and September 2009. An annual reduction of 9.3% had been achieved to date, this equated to approximately 8,500 hours with average reductions in the last 6 months of approximately 1,000 hours per month.

Members sought clarification on whether a target had been set for TOIL for 2010-11 and additionally if shift patterns were to be looked at with a view to changing such.

The Deputy Chief Constable informed Members that a review was being taken and a target will be set after March 2010, however it was un-likely that shift patterns would be altered.

ORDERED that:-

1. the contents of the report be noted.

PROCUREMENT REPORT ON THE PROVISION OF GAS

The Assistant Chief Officer Finance and Commissioning informed Members that the report is intended to provide Members with a summation of the current gas market, and also a summary of the contractual options available to the Authority on expiry of the current North East Procurement Organisation (NEPO) gas agreement.

It was reported to the Authority in February 2009, that the Force currently purchases its gas and electricity supplies through a CPB (Central Purchasing Body) called NEPO. NEPO manages a flexible framework agreement for gas and electricity supplies on behalf of approximately twenty six local authorities within the North East region.

Members were reminded that during February 2009, Members approved the Force entering into a new 5 year electricity agreement from April 2009 with NEPO plus an extension of the current NEPO gas agreement to 31st March 2011. The award of a new contract, approximately 12 months before expiry of the existing agreement, allowed for forward purchasing of energy and continuation of supplies, it also enabled best practice risk management in a very complex and volatile market. As a result, the Procurement Dept. had concluded an options appraisal, detailing potential opportunities available to the Authority regarding the future provision of gas supplies.

ORDERED that:-

1. a new agreement with NEPO for gas supplies from 31st March 2011 onwards be approved.

PROCUREMENT REPORT ON THE PROVISION OF OCCUPATIONAL HEALTH SERVICES

The Assistant Chief Officer Finance and Commissioning informed Members that the report was to provide a summation of the procurement exercise carried out to consider the award of a contract for the provision of Occupational Health Services.

Members were informed that in 2007 a contract was awarded, after going out to tender, for the provision of Occupational Health Services, which included the services of a professional consultant and physician. The term of the contract was 3 years with a contract end date of 28th February 2010.

The new tender process had been completed in line with EU Legislation and Contract Standing Orders using the E-Tendering system. The tender submission had fully met the specification required by Cleveland Police. The Evaluation Team were confident that the procurement process had achieved Best Value.

ORDERED that:-

1. the procurement method used be noted.
2. the recommendation put forward by the Evaluation Team be approved.
3. the details submitted by Tenderer 1 as the Most Economically Advantageous Tender be agreed.

CLEVELAND AIR OPERATIONS UNIT CONTRACT

Members were informed that in January 2011, Cleveland Police is scheduled to take ownership of a new EC135 P2 Helicopter. To ensure a continued efficient and effective service of Cleveland Air Operations, a number of contracts must be awarded prior to receipt of the new helicopter. These include a decision on the options for the Engine and Airframe support agreements

The Assistant Chief Officer Finance and Commissioning informed Members that the existing Power by the Hour contract is more than 10 years old and covers both engine and airframe components. This agreement will terminate on disposal of the existing helicopter. The industry has changed the way it offers these support agreements to customers, which had resulted in two separate agreements, a Term Cost Agreement for engines only and Support by the hour (SBH) for the airframe

The Procurement Department in partnership with Specialist Operations & Communications had investigated the options available to Cleveland Police Authority in relation to the Term Cost Agreement and Support by the Hour contract as outlined below.

ORDERED that:-

1. Option 3 – to participate in the collaborative agreement for Engine Support only via a Term Cost Agreement with Eurocopter UK be approved.
2. the setting up of an account to hold funds for replacement parts of the airframe be approved.
3. the increase in budget of £565, which can be contained within the long term financial plan be approved.

POLICE AUTHORITY SERVICE IMPROVEMENT PLAN

The Strategy & Performance Manager informed Members that the purpose of the report was to request Members to consider to update the police authority service improvement plan 2009 – 2012 at Appx A to the report and to propose that this be subsumed within the developing police authority business plan.

Members approved the first Police Authority service improvement plan in 2006. Since then the plan had undergone 6-monthly updates which are reported to the panel for approval.

Most of the items included in the service improvement plan are also being developed within the new draft business plan. The business plan will incorporate proposals for service improvements that emanate from business reviews, audits and inspections.

ORDERED that:-

1. the 8 service improvement areas and key deliverables included within section 3 of the service improvement plan 2009-12 at Appx A to the report be noted.

2. the service improvement plan be incorporated within the developing police authority business plan be agreed.

311

CLEVELAND POLICE AUTHORITY DRAFT BUSINESS PLAN 2010 /2011 – 2012/2013

The Executive Accountant informed Members that the purpose of the report was to seek Members approval to the draft Business Plan 2010/2011 - 2012/2013 for the purposes of consultation and feedback with key stakeholders

As part of the process of developing the conceptual framework of corporate governance of the Authority, the development of a business plan is a natural progression from the service improvement plan established in 2006.

The earlier service improvement planning process provided members with assurance that the recommendations of audits, inspections and reviews were being progressed in a systematic and timely manner. The vehicle for ensuring that this process continues is now the business plan.

ORDERED that:-

1. the Draft Business Plan 2010/2011 - 2012/2013 for the purpose of consultation be agreed.
2. the Draft Business Plan 2010/2011 - 2012/2013 be made available to key stakeholders for comment be agreed.

312

USE OF RESOURCES

The Chair requested that Members consider this agenda item to be moved to the next meeting of the Police Authority Executive, to be held on 10 December 2009.

ORDERED that:-

1. this agenda item be moved to the Police Authority Executive meeting, to be held on 10 December 2009, be agreed.

313

FLEXIBLE RETIREMENTS

The Deputy Chief Constable informed Members that the Force had received a request from a member of staff who wished to reduce her working hours to 18.5 hours per week on a job-share basis. The Police Authority in June 2008 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.

Members were informed that Flexible Retirement was introduced into the Local Government Pension Scheme in April 2006 as a discretionary provision which allows employees, with the employer's consent, to reduce their hours or move to a lower graded position and withdraw the pension benefits already accrued. Employees can also continue to pay into the LGPS under flexible retirement in order to accrue further benefits.

The Deputy Chief Constable requested that the Police Authority consider this

application for flexible retirement, however due to the costs associated with it, the application is not supported by the Force.

Members sought clarification whether or not a reduction in pension would be taken into consideration and whether the effects of the increase in the minimum pension retirement age to 55, from April 2010, is likely to increase the demand from staff for flexible retirement provision.

The Deputy Chief Constable informed Members that the Force were currently reviewing the situation and would report back to Members in the near future.

**Dep. Chief
Constable**

ORDERED that:-

1. the request not be approved.

314

WORKFORCE DEVELOPMENT PLAN

The Deputy Chief Constable informed Members that the areas contained within the report for consideration were, a recruitment plan update, the promotion and development plan, the costed training plan and the Force leadership and development plan.

Members were informed that the report provided important information regarding the Force Workforce Plan carried out by the Force in quarter 2 of 2009/10 and projected financial outturns on appropriate budgets.

Members informed that their requirements would be for a forward looking 3 to 5 year Workforce Plan that would be linked to a Long Term Financial Plan and sought clarification as to how this would be delivered by the Force.

The Deputy Chief Constable informed Members that the Force supported such forward planning and that the first element of this proposal covering a 12 month period will be brought to a Members briefing.

ORDERED that:-

1. the contents of the report be noted.

315

OPERATION OF THE SINGLE EQUALITY SCHEME

The Deputy Chief Constable informed Members that the report provided an overview on work undertaken by Cleveland Police in the area of equality and diversity and how Cleveland Police is preparing for the adoption of the Equality Standard for the Police Service.

Members were informed that there is a legal requirement for Cleveland Police to produce equality schemes covering race, disability and gender and demonstrate how it intends to fulfill the requirements of the general and specific duties pertaining to such. The scheme included an action plan and corporate guidance/pro-forma in respect of statutory equality impact assessment work.

In February 2009 Cleveland Police were accepted as a pilot site for the Equality Standards for the Police Service (ESPS). In partnership with National Policing Improvement Agency (NPIA), the Force had undertaken a

field testing programme and a comprehensive benchmarking exercise against the ESPS criteria.

Members were informed that as a consequence the ESPS had been incorporated into existing action plans and structures. The purpose of the ESPS is to ensure that each Force fully integrates equality and diversity into its policy making, service delivery, employment practices and community engagement activity and that equality and diversity develops into mainstream business

The Police Authority's HR Advisor requested that it would be appropriate for Members to be briefed on the results of the Action Plan outcomes. The Deputy Chief Constable informed Members that a briefing was to be arranged to fulfill this requirement.

Dep. Chief Constable.

Members sought further information on what research was carried out to enable the Force to fulfill its obligations in these matters and further to give additional information on the area of Equality Impact Assessments (EIA), what there impact would involve and who would be responsible for carrying out such.

The Deputy Chief Constable informed Members that all such enquiries would be dealt with at the proposed future briefing.

The Cleveland Police Single Equality Scheme and Equality Standard work are progressing as expected, with action plan items being attended to and a comprehensive programme of EIA work due to commence in late November 2009.

ORDERED that:-

1. the content of the report be noted.

316

MINUTES OF THE AUDIT & INTERNAL CONTROL PANEL HELD ON 26 NOVEMBER 2009

ORDERED that the following minutes of the Audit & Internal Control Panel held on 26 November 2009 were submitted and approved.

AUDIT AND INTERNAL CONTROL PANEL

ACTION

A meeting of the Audit and Internal Control Panel was held on Thursday 26 November 2009 commencing at 10.00 am in the Members Conference Room, Police Headquarters.

PRESENT	Mr Mike McGrory JP (Chair), Councillor Ron Lowes, Mr Chris Coombs, Councillor Caroline Barker, Councillor Victor Tumilty,
OFFICIALS	Mr Paul Kirkham, Mr John Bage and Mr Norman Wright (CE). Mrs Ann Hall, Mr Derek Bonnard, Miss Kate Rowntree (CC).
AUDITORS	Mr Ian Wallace (RSM Bentley Jennison), Ms Catherine Andrew (Audit

Commission)

317 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie (ex officio), Mr Peter Race MBE (ex officio), Mr Peter Hadfield (Vice Chair), Councillor Steve Wallace, Councillor Barry Coppinger, Councillor Hazel Pearson OBE, Mr Ted Cox JP.

318 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

319 **MINUTES OF THE PREVIOUS MEETING HELD 3 SEPTEMBER 2009**

The minutes were agreed as a true and accurate record.

320 **OUTSTANDING RECOMMENDATIONS**

ORDERED that:-

1. the Outstanding Recommendations were noted.

321 **AUDIT COMMISSION FRAUD INITIATIVE**

Members were informed that the Audit Commission had published its report on key fraud risks for Police, local authorities and related bodies in September 2009, which was an overview of the threats of fraud facing such bodies. It called upon authorities to urgently review and re-assess their counter-fraud plans and to ensure that staff understood, and had faith in, whistle-blowing arrangements.

The Assistant Chief Officer Finance + Commissioning informed Members that although the report had a main focus on fraud associated with social housing, tenancy and council tax discounts, it also covered areas of particular interest to the Force and Authority; namely fraud associated with procurement, recruitment, abuse of position and insurance claims against the police.

The Chair requested information as to when the piece of work would be carried out.

The Executive Accountant informed Members that the work should be completed before the end of 2009.

ORDERED that:-

1. a review of the current counter-fraud plans in line with the relevant recommendations in the Audit Commission's report at para 3.4 to the report be agreed.
2. the relevant questions in the Audit Commission's counter-fraud

Checklist for those responsible for governance at Appx A to the report, be completed as part of this review be agreed.

322

2008/2009 SELF ASSESSMENT ACTION PLAN PROGRESS

The Executive Accountant informed Members that the Action Plan arising from the Panel's self assessment in October and November 2008 was approved at their meeting of the 26th November 2008, the progress of which to date is at the Appx to the report.

Members were informed that following an analysis of the self assessment questionnaires completed by all of the members of the panel, an Action Plan intended to address areas for improvement had been developed.

The Executive Accountant informed Members that the self assessment process had proved to be useful to Members and Officers alike in developing the role and effectiveness of the Panel.

ORDERED that:-

1. the progress against the approved Action Plan be noted.

323

ANNUAL GOVERNANCE STATEMENT

The Executive Accountant informed members that Authorities, including Police Authorities, were required to prepare an Annual Governance Statement. Though the statement was published within the Annual Statement of Accounts, Members were informed that it should be considered and agreed as a separate document as it referred to all corporate controls and not confined to financial issues. Guidance from CIPFA envisages that the statement was reviewed by a Member group during the year. The Audit and Internal Control panel had been tasked with this role in the light of its other remits

Members were informed that the Annual Governance Statement process was to provide a continuous review of the effectiveness of an organisation's governance arrangements including internal control and risk management systems. This was intended to give assurance on their effectiveness or otherwise leading to an action plan to address identified weaknesses.

The Executive Accountant informed Members that at Table 2 to the report, it laid down the timetable to which the Panel would carry out its responsibilities to the Police Authority Executive to formalize assurances on its behalf.

324

PROGRESS AGAINST THE AUDIT PLAN REPORT

The Audit Commission informed Members that the report provided a summary of the completion of the 2008/09 audit programme and also updated Members on 2009/10 audit programme to date.

Members were informed that the Audit Commission had completed the agreed work from the plan:

- Pre statements opinion work, including the Commissions three year review of internal audit.
- The audit of the financial statements, the Commission gave an unqualified opinion on the accounts on 30 September 2009;
- Use of resources work scores were confirmed to the Authority on 14 September 2009. The Authority chose to request a review of the scores and this request was accepted by the Audit Commission. The review did not result in any change to the scores.

The Executive Accountant referred Members to para's 20 – 21 of the report, which commented on the proposed Police Authority Inspections. Members were informed that these areas of information will be included in the Police Authority's Business Plan Report by March 2010.

ORDERED that:-

1. the report be noted.

325

CLEVELAND POLICE AUTHORITY PROGRESS REPORT

The Internal Auditor informed Members that the periodic internal audit plan for 2009/10 was approved by the Audit + Internal Control Panel on 28 May 2009. The report presented at this meeting summarised the outcome of work completed to date against that plan, and Appendix A to the report provided cumulative data in support of internal audit performance.

The Internal Auditor informed Members that there were no issues arising from their work for the year to date that would have a negative impact upon their opinion for 2009/10.

ORDERED that:-

1. the report be noted.

326

POLICE AUTHORITY RISK MANAGEMENT ARRANGEMENTS

The Strategy & Performance Manager presented a report to update Members on the development of the Police Authority Joint Risk Management Group arrangements, including an update of the CPA Risk Register and Action Plan.

Members were informed that the 2007 CIPFA/APA guidance for Police Authorities "Delivering Good Governance in Local Government Framework" recommended that an effective risk management system be put in place and that decisions be subject to effective scrutiny and the management of risk. It further recommended that the Authority should ensure that risk management was embedded into the culture of the organization, with Members and managers at all levels recognising that risk management was part of their job.

The Deputy Chief Constable sought approval to attend such future meetings of the Joint Risk Management Group.

ORDERED that:-

1. the terms of reference for the Joint Risk Management Group at Appendix A to the report be agreed.
2. the revised CPA Risk Register management process as outlined in Appendix B to the report be agreed.
3. the revised CPA Risk Register and Action Plan at Appendix C to the report be agreed.
4. the CPA Risk Register will be maintained within the *4Risk* software be agreed.
5. the Deputy Chief Constable to attend all future meetings as a full member of the group.

327

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 Paragraph 3 of Part 1 of Schedule 12A to the Act.

328

KEY FINANCIAL CONTROLS

The Internal Auditor informed members that an audit of Key Financial Controls and the Central Business Unit Petty Cash had been undertaken as part of the approved internal audit periodic plan for 2009/10.

Members sought clarity on a number of areas pertaining to petty cash. The Internal Auditor satisfied their queries.

Members were informed that taking account of the issues identified, in their opinion the Authority could take substantial assurance that the controls upon which the organisation relied to manage this area, as currently laid down and operated, were effective.

ORDERED that:-

1. the report be noted.

329

CORPORATE GOVERNANCE – COMPLIANCE WITH THE CODE OF GOVERNANCE

The Internal Auditor informed Members that an audit of Corporate Governance – Compliance with the Code of Governance had been undertaken as part of the approved internal audit periodic plan for 2009/10. Cleveland Police Authority had adopted a formal code of corporate governance in line with the Chartered Institute of Public Finance and Accounting/Association of Police Authorities' guidance notes for Police Authorities 2007, "Delivering Good Governance in Local Government".

Members were informed that Corporate Governance is the term used to describe the systems and processes that organisations have in place for managing both their own internal affairs and relationships with their communities. The Police Authority had a responsibility to maintain an efficient and effective police service for Cleveland and to obtain local views and opinion by consulting widely with all sections of the community.

The Internal Auditor informed Members that taking account of the issues identified, in their opinion the Authority could take substantial assurance that the controls upon which the organisation relied to manage this risk, as currently laid down and operated, were effective.

ORDERED that:-

1. the report be noted.

330

CONTRACT STANDING ORDER NO. 9 – EXEMPTION FROM THE NORMAL REQUIREMENT TO TENDER (JULY TO SEPTEMBER 2009)

The Assistant Chief Officer Finance & Commissioning informed Members that Standing Orders paragraph 4.3c stated that "Every authorised exemption shall be reported to the Authority via the appropriate Panel, and shall be recorded in the minutes of the Authority." The report covered exemption requests for the period July to September 2009.

Members were informed that in compliance with Contract Standing Orders it had been the practice to report quarterly, every circumstance where it appeared that the normal requirement to tender had not been followed.

Members considered each exemption, as detailed in Appendix A to the report and questions were raised and discussed to the satisfaction of the Panel.

ORDERED that:-

1. the exemptions in Appendix A of this report which satisfy the criteria for exemption from the normal requirement to tender set out in Contract Standing Order 9 be noted.

331

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 Paragraph 7 of Part 1 of Schedule 12A to the Act.

332

VETTING

The Internal Auditor informed Members that an audit of Vetting had been undertaken as part of the approved internal audit periodic plan for 2008/09.

Members were informed that in March 2009 the Force Operational Performance Team undertook a 'Review of Force Vetting Arrangements'. An

Action Plan had been produced as a result of the recommendations made from that review. The majority of the recommendations relate to the appointment of a Force Vetting Officer. As such a Business Case had been prepared for the recruitment of a Force Vetting Officer,

The Deputy Chief Constable informed Members that the Police Authority Executive had recently approved the appointment of a Force Vetting Officer.

The Chair sought clarity over whether the Internal Auditors had sufficient vetting capability to carry out their functions.

The Deputy Chief Constable confirmed that the Internal Auditors were sufficiently vetted to enable them to discharge their duties.

The Internal Auditor informed Members that taking account of the issues identified, in their opinion the Authority could take adequate assurance that the controls upon which the organisation relied to manage this area of Audit, as currently laid down and operated, were effective.

ORDERED that:-

1. the report be noted.

333

DIGITAL IMAGING SERVICES REPORT

The Deputy Chief Constable tabled and spoke to a paper in which he sought to update Members on recent issues surrounding the operational running of the Force Digital Imaging Services.

Members sought clarification and assurance regarding a number of issues pertaining to the report. This was given by the Deputy Chief Constable.

ORDERED that:-

1. the report be noted.

334

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.

335

FIREARMS & ROAD POLICING UNIT – OPTIONS FOR JOINT WORKING

The Assistant Chief Constable presented the report which sought agreement from the Cleveland and Durham Police Authorities as to the way forward for collaborative arrangements to deliver the police firearms and roads policing services required by the communities of both forces.

The Cleveland and Durham Joint Firearms Project had reached a stage where firm proposals for joint working had been put forward, via the Chief Officers and Chairs of Police Authorities, for consideration of the two Police Authorities.

The proposals were contained in full in the attached Options Paper, and the preliminary view of the joint Chief and Chairs were set out in the report.

Home Office fund for the Project had now ceased and further support may not be forthcoming.

Decisions are now necessary on the direction of future collaboration work, in line with the following recommendations.

ORDERED that the recommendations detailed within the report be agreed.