

## **CLEVELAND POLICE AUTHORITY EXECUTIVE**

A meeting of Cleveland Police Authority Executive was held on Friday 25 June 2010 in the Members Conference Room at Police HQ.

PRESENT: Councillor Barry Coppinger, Councillor Paul Kirton, Councillor Dave McLuckie (Chair), Councillor Hazel Pearson OBE.

Independent Members

Miss Pam Andrews-Mawer, Mr Ted Cox JP, Mr Geoff Fell, Mr Peter Hadfield, Mr Aslam Hanif, and Mr Peter Race MBE.

OFFICIALS: Mrs Julie Leng and Mr John Bage (CE)  
Mr Sean Price, Mr Derek Bonnard, Mrs Ann Hall, Mr Dave Sutherland and Mr Christian Ellis. (CC)

### 19 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Caroline Barker, Mr Chris Coombs, Councillor Mary Lanigan, Councillor Ron Lowes and Mr Mike McGrory

### 20 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

### 21 **ANNUAL GOVERNANCE STATEMENT 2009-2010**

The Assistant Chief Officer Finance & Commissioning and the Treasurer presented the report to Members, to review the third Annual Governance Statement.

Members were informed that arrangements required under the Account and Audit Regulations define proper practices to publish an Annual Governance Statement (AGS). The Executive agreed to build upon the existing arrangements for production of the Statement of Internal Control.

This meant that the Audit and Internal Control Panel had the responsibility to review the draft AGS, and to make recommendations to the Executive meeting. The draft had been drawn up using the CIPFA/SOLACE framework. A briefing for Members outlining the processes and assurances supporting the production of the AGS for 2009/2010 was given on the 1<sup>st</sup> June 2010.

Members were informed that at its meeting of the 3<sup>rd</sup> June 2010 the Audit and Internal Control Panel was asked to consider and amend as appropriate the final draft of the Annual Governance Statement 2009-2010. It was also asked to make recommendations thereon to the Police Authority Executive. The version of the AGS agreed by the Panel is contained at Appendix A to the report.

**ORDERED that:**

1. the recommendations of the Audit and Internal Control Panel of the 3<sup>rd</sup> June 2010 in respect of the Annual Governance Statement be agreed.
2. the Annual Governance Statement for 2009/2010 at Appendix A to the report be agreed.

22

**DRAFT STATEMENT OF ACCOUNTS 2009-2010 (SUBJECT TO AUDIT)**

The Treasurer presented the report to Members to inform them that under the Account and Audit Regulations 2003, local authorities, including police authorities, are required to receive and approve the Statement of Accounts before the end of June in any given year.

Members were informed that the role of the Audit and Internal Control Panel in reviewing the statement of accounts is set out in Appendix D of the Code of Corporate Governance, and that the role of the Police Authority Executive is to approve the Statement of Accounts, subject to the results of the scrutiny undertaken by the Audit and Internal Control Panel, and its recommendations.

The Vice Chair of the Audit & Internal Control Panel confirmed to Members that the Police Authority Executive can be confident that the Audit & Internal Control Panel has scrutinised the draft document and that they can be content with the proposed recommendations.

**ORDERED that:**

1. the report considered by the Audit & Internal Control Panel be noted.
2. the Statement of Accounts be agreed.

**REVISED CODE OF CORPORATE GOVERNANCE**

The Strategy & Performance Manager informed members that the new style Code of Corporate Governance was agreed by the Police Authority at its meeting in December 2007, becoming effective from 1<sup>st</sup> January 2008. It was agreed that there would be an annual review of the Code, which would be brought to Members for approval. Since the last update in June 2009 there had been important changes to the working document.

Members were informed of the proposed changes and that by revising and updating the Code of Corporate Governance, the Police Authority will ensure that it continued to meet its legal obligations and further its objective of maintaining good governance of its affairs.

**ORDERED that:**

1. the revised Code of Corporate Governance be agreed.

**POLICE AUTHORITY MEETING SCHEDULE 2010 – 2011**

The Chairman informed Members that the purpose of the report was to outline an annual meetings schedule for the Police Authority Executive and its Panels.

Members were informed that the meetings schedule at Appendix A to the report, had been drawn up in consultation with the Force Executive and that it is a necessary planning document in the scrutiny process.

**ORDERED that:**

1. the outline Meetings Schedule at Appendix A to the report be agreed.

**OUTLINE SCHEDULE OF REPORTS 2010 – 2011**

The Strategy & Performance Manager informed Members that the purpose of the report was to outline an annual schedule of reports for the Policy Authority Executive and its Panels.

Members were informed that the outline annual schedule of reports will enable the panel/committee business to be more effectively and efficiently planned and executed.

**ORDERED that:**

1. the Outline Annual Schedule of Reports at Appendix A to the report be agreed.

26

**AUDIT OPINION PLAN**

The Audit Commission informed Members of the audit work it intends to undertake for the financial statements 2009/10. The plan is based on the Audit Commission's risk-based approach to audit planning.

Members were informed that the Audit Commission had considered additional risks that are appropriate to the current opinion audit, and informed Members that these were to be :

- PFI Schemes
- Air Support Unit
- The new format to income and expenditure account
- Officer remuneration disclosure
- Changes in accounting for Council Tax

The Audit Commission informed Members of the audit team who would be carrying out the work.

Members queried whether or not the Police Authority would get value for money following recent changes in Government policy.

The Audit Commission informed Members that although the Government had made significant changes by ceasing work on Central Area Assessments and Use of Resources, it could confirm that the work had been carried out. However the Audit Commission can only give limited feedback.

**ORDERED that:**

1. the report be noted.

**MINUTES OF THE LEADERSHIP PANEL HELD ON 23 FEBRUARY 2010**

**ORDERED** that the following minutes of the Leadership Panel held on 23 February 2010 were submitted and approved.

**LEADERSHIP PANEL**

A meeting of the Leadership Panel was held on Tuesday 23 February 2010

in the Chair's office at Police Headquarters.

PRESENT: Miss Pam Andrews-Mawer, Cllr Barry Coppinger, Mr Ted Cox JP, Mr Mike McGrory JP, Cllr Dave McLuckie (Chair). Cllr Hazel Pearson OBE and Mr Peter Race MBE

27 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

28 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

29 **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 2 of Part 1 of Schedule 12A to the Act.

30 **ROLE OF THE CHIEF EXECUTIVE**

The Chair presented the report to Members of the Leadership Panel.

**ORDERED** that:-

1. the recommendations detailed within the report be approved.

31 **LEADERSHIP ISSUES**

The Chair presented the report to Members of the Leadership Panel.

**ORDERED** that:-

1. the recommendations detailed within the report be approved.

32 **MINUTES OF THE POLICE AUTHORITY EXECUTIVE  
HELD ON 25 FEBRUARY 2010**

**ORDERED** that the minutes of the Police Authority Executive held on 25 February 2010 were approved and signed by the Chair as a true and accurate record.

33 **MINUTES OF THE SPECIAL POLICY & RESOURCES  
PANEL HELD ON 16 MARCH 2010**

**ORDERED** that the following minutes of the Special Policy & Resources Panel held on 16 March 2010 were submitted and approved.

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

A meeting of the Special Policy & Resources Panel was held on Tuesday 16 March 2010, commencing at 3.30 pm in the Members Conference Room at Police Headquarters.

Mr Aslam Hanif (Chair), Councillor Hazel Pearson OBE (Vice Chair), Councillor Victor Tumilty, Miss Pam Andrews-Mawer, Councillor Ron Lowes, Councillor Barry Coppinger and Mr Peter Race MBE (ex officio)

Mr Paul Kirkham and Mr John Bage (CE)  
Mrs Ann Hall, Mr Derek Bonnard and Miss Kate Rowntree (CC)

### 34 **APOLOGIES FOR ABSENCE**

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

### 35 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

### 36 **PROCUREMENT REPORT FOR THE NICHE RECORDS MANAGEMENT SYSTEM**

The Assistant Chief Office (Finance & Commissioning) informed Members that the purpose of the report was to inform Members that the Niche Records Management System contract was to expire on 31<sup>st</sup> March 2010.

Members were informed that a review had been undertaken and during the re-negotiation of the contract, the Force had been advised that licenses and maintenance would no longer be supplied through a re-seller network via Office of Government Commerce (OGC). Members were informed that a contract must be established direct with the copyright and Intellectual Property Right (IRP) owners. During this process consultations had been taken with Project I who were content with the method of the award of this contract.

During consultation both bidders for Project I informed the Force that this was the only tendering option currently available. Members were also advised that by approx 2015 national systems may be in place to supersede this current arrangement.

Members sought to clarify why Niche had refused to deal with any participating OGC re-sellers and where managing their own maintenance capability.

The Assistant Chief Officer (Finance & Commissioning) informed Members that Niche had decided to keep their commercial interests with their own organization, however Members were assured that this process had passed procurement testing. In addition, the Force had seven years experience with the current provider, and can evidence a good maintenance record.

Members were further assured that the Procurement Process was completed

in line with European Legislation and it was being recommended that the contract be awarded for five years based on the details provided.

ORDERED that:

1. the procurement method used be noted.
2. the contract be awarded to Tender 1 be agreed.
3. the contract term of 5 years be agreed.

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### **MINUTES OF THE POLICE AUTHORITY ANNUAL GENERAL MEETING HELD ON 17 MARCH 2010**

**ORDERED** that the minutes of the Police Authority Annual General Meeting held on 17 March 2010 were approved and signed by the Chair as a true and accurate record.

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### **MINUTES OF THE OPERATIONAL POLICING PANEL HELD ON 18 MARCH 2010**

**ORDERED** that the following minutes of the Operational Policing Panel held on 18 March 2010 be submitted and approved.

#### **OPERATIONAL POLICING PANEL**

A meeting of the Operational Policing Panel was held on Thursday 18 March 2010 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT Councillor Barry Coppinger (Chair), Miss Pam Andrews-Mawer, Councillor Victor Tumilty, Mr Peter Race MBE (ex officio) and Mr Geoff Fell.

ADDITIONAL ATTENDEES Mr Ted Cox JP and Councillor Ron Lowes.

OFFICIALS Mrs Joanne Hodgkinson and Mr John Bage (CE)  
Mr Sean White, Mr Dave Pickard and Miss Kate Rowntree (CC).

39

#### **APOLOGIES FOR ABSENCE**

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

40

#### **WELCOME**

The Chair on behalf of Members welcomed Mr Geoff Fell to the meeting.

41

#### **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

42

### **MINUTES OF THE MEETING HELD 22 JANUARY 2010**

The minutes of the previous meeting were held as a true record.

43

### **OUTSTANDING RECOMMENDATIONS**

**ORDERED** that:-

1. the outstanding recommendations be noted.

44

### **PARTNERSHIP STRATEGY & CODE OF PRACTICE**

The Strategy Manager presented the report to Members on Partnership Strategy & Code of Practice.

Members were informed that the Police Authority is committed to strengthening the governance arrangements and strategic direction for existing and future partnerships entered into by the Authority.

The Strategy Manager informed Members the Partnership Strategy and Code of Practice should promote our vision of developing communities where people and businesses are allowed to develop and prosper, free from crime and the fear of crime, by improving the effectiveness of partnership arrangements.

**ORDERED** that:

1. the attached Partnership Strategy and Code of Practice at Appendix A to the report be agreed.

45

### **FORCE PERFORMANCE REPORT (APRIL 2009 – JANUARY 2010)**

The Assistant Chief Constable Territorial presented the report to Members on Force performance to January 2010.

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

For 2009-10, there are 18 performance measures within the Priority Indicator Set. Of these 11 are green, 3 are amber and 4 are red.

The Assistant Chief Constable Territorial informed Members that the Force had made good progress in relation to the delivery of the 2009-10 Policing Plan Priority. The Force continued to achieve high levels of public confidence and satisfaction, reduce crime significantly and increase detections, whilst improving the level of sickness absence amongst officers and staff.

Members sought assurance regarding any incidents of dangerous Anti-Social Behaviour (ASB) in the Authority area.

The Assistant Chief Constable Territorial informed Members that there were no dangerous cases of ASB, as recently reported in the national press, occurring in the Authority area. He assured Members that the Neighbourhood Police Teams (NHP) were fully attuned to their particular areas. Officers work closely with partner agencies and ASB targets are

being met. Further long term ASB targets need to be clarified and agreed.

**ORDERED that:**

1. the report be noted.

46

**ANTI-SOCIAL BEHAVIOUR UPDATE**

The Assistant Chief Constable Territorial informed Members that the purpose of the report was to provide Members with an overview of current anti-social behaviour (ASB) initiatives.

Members were informed that ASB is any activity that impacts on other people in a negative way. Anti-social behaviour included a variety of behaviours covering a whole range of selfish and unacceptable activities that can blight the quality of life within communities.

Incidents reported to the Force are assigned to categories including: abandoned vehicles; animal problems; hoax calls; rowdy and nuisance neighbours; environmental damage, and rowdy and inconsiderate behaviour. The full list of categories is attached at Appendix 1 to the report.

The Assistant Chief Constable Territorial confirmed to Members that Anti-Social Behaviour is a key concern to local communities and a continued focus will be maintained. A holistic and partnership approach is required to ensure long term solutions are found to local problems.

Members were informed that for next year the Force are to mainly concentrate their ASB priorities on Rowdy/Nuisance Behaviour – Neighbours, Rowdy or Inconsiderate Behaviour (inc solvent misuse), Street Drinking.

Members queried whether the Force kept information relating to constant / repetitive complaints of ASB.

The Assistant Chief Constable Territorial confirmed that the Force did keep such information on multiple / repeat areas of ASB. This information is passed to Communication Officers and NHP / PCSO Teams for their intelligence.

Members sought clarification as to how the Force responds to repeat / multiple calls of ASB.

Members were informed that the Force have a wide range of sophisticated systems and devices available to them to pass information to Officers when incidents of ASB are flagged up. Members were informed of these.

Members queried when reporting incidents of ASB, are incidents recorded in multiples or are they recorded separately.

The Assistant Chief Constable Territorial informed Members that all individual reports are recorded separately.

**ORDERED that:**

1. the report be noted.

47

**PROPOSED PERFORMANCE TARGETS 2010/11**

The Assistant Chief Constable Territorial informed Members that the purpose of the report was to provide an update in relation to the Force target setting process and to present to Police Authority Members the Force target recommendations for 2010-11.

Members were informed that the Force Executive had identified a 'priority indicator set' which consisted of a suite of key performance measures in relation to the local policing priorities for 2010-11 and the Chief Constable's vision of Putting People First. Appendix 1 to the report provided a detailed summary.

The Assistant Chief Constable Territorial informed Members that a proposed overall crime reduction target of 5% for 2010-11 is proposed and is very ambitious considering the reductions in crime achieved over the past five years.

Members sought clarification as to how many fewer victims of crime this would equate to and whether it was possible to have an actual proposed figure as opposed to a suggested percentage figure.

The Assistant Chief Constable Territorial informed Members that figures would be available, but until the year end figures are not finalised and no detail projections can be offered. These will be forthcoming.

Members noted that the proposals had been compiled following consultation and negotiation with key stakeholders, and sought details and clarification of the process.

The Assistant Chief Constable Territorial informed Members that he would provide Members with details of the consultation process undertaken.

**ACC  
Territorial**

Members queried the performance indicator set for Serious Violent Crime and requested further information regarding the setting of an actual numerical figure as a target.

The Assistant Chief Constable Territorial informed Members that this would be made available.

**ORDERED that:**

1. the report be noted.
2. the proposed targets for 2010-11 at Appendix 1 to the report be agreed.

48

**POLICING PLEDGE UPDATE**

The Assistant Chief Constable Territorial informed Members that the purpose of the report was to update Members on progress in implementing the Policing Pledge.

Members were informed that the Pledge is the police service's commitment to the public and sets out minimum standards of service that can be expected to be received.

The Force's Operational Performance Team (OPT) had been tasked to

prepare an action plan to ensure that the Force delivered the Pledge commitments. The action plan was first presented to the Citizen Focus Board for consideration on 15<sup>th</sup> December 2009.

Members were informed that there are a number of areas of overlap between the National Quality of Service Commitment (NQoSC) and the Policing Pledge. In order to ensure a consistent approach, both will continue to be monitored and delivered by the Citizen Focus Project Board and reported to Members.

**ORDERED that:**

1. the report be noted.

49

**CUSTODY PERFORMANCE REPORT 2009**

The Assistant Chief Constable Crime informed Members that the report was to provide Members with an appraisal of the performance of the Custody Support Services Contract over the Financial year 2009/10, to assure Members that the contract is robustly managed by Cleveland Police and to assure Members that the contract still offers 'value for money', performs to, and above the contracted requirements and meets the needs of the Force.

Members were informed that throughout 2009/10 Reliance reported on the performance of the Custody Contract every month to a Contract Performance Board. There are 10 Key Performance Indicators (KPI's) within the contract that must be reported on monthly. These KPI's are linked to the contract price and failure to perform to the required standard would result in penalties.

The Assistant Chief Constable Crime informed Members that the contract continued to deliver efficiency savings for the Authority. Value for money had been achieved by the continued use of this contract. The contract had been recognised nationally for delivering business benefits.

Members sought clarification on the current provision of property services delivered by the contractor.

The Assistant Chief Constable informed Members that the systems and methodology of managing property services had now been embedded and now delivers an efficient and effective service.

Members queried how getting value for money from the service provision was assessed.

Members were informed that there are a number of areas to assess such. These included the measurement of efficiency savings in area's such as the reductions in waiting times in holding room areas, reductions in un-answered bail and bail management and the monthly performance monitoring to the Contract Performance Board.

**ORDERED that:**

1. the report be noted.

50

**LOCAL PUBLIC CONFIDENCE SURVEY**

The Assistant Chief Constable Territorial informed Members that the report was to present to the Police Authority the baseline findings from the Local Public Confidence Survey.

Members were reminded that the Local Public Confidence (LPC) Survey was introduced in October 2009 to replace the previous Force Quality of Life, and Neighbourhood Surveys. It is commissioned jointly by both the Force and the Authority.

The survey is conducted on a monthly basis by an independent market research company. The aim of the survey is to measure public confidence and to understand the factors that influence it. Between October 2009 and January 2010 a total of 2,400 interviews were completed across the Authority area.

The Assistant Chief Constable Territorial informed Members that the results of the Local Public Confidence survey will help deliver the local policing priority; 'to enhance public confidence in Cleveland Police', and will assist to achieve the Chief Constable's vision of Putting People First.

**ORDERED that:**

1. the report be noted.

51

**NEIGHBOURHOOD POLICING UPDATE**

The Assistant Chief Constable Territorial informed Members that the purpose of the report was to update Members on the progress of implementation of Neighbourhood Policing (NHP).

Members were informed that the Force's approach to Neighbourhood Policing is based on the Chief Constable's Ward based model of a named police constable per neighbourhood. In addition, each neighbourhood had a minimum of one PCSO working alongside the Constable.

The Force recognised the clear benefits of disseminating good practice across the four policing districts and 88 Wards of Cleveland Police in respect of strong and effective neighbourhood and partnership policing. This is achieved in a consistent and coherent way.

Members were informed that the Force continued to build upon the experience and identification of effective practice in embedding Neighbourhood Policing. Surveys continued to indicate public support for Neighbourhood Policing and recognise the increase in visible patrols and improved service. The Force continued to reduce crime rates whilst embedding Neighbourhood Policing.

The Chair welcomed the update and informed Members of a current initiative to introduce a Neighbourhood Police Award Scheme.

Members queried the possible introduction of new police recruits into NHP Teams.

The Assistant Chief Constable Territorial informed Members that following a recent review, it was found that there needs to be a structural introduction of Officers into NHP Teams. It was found that Officers require a degree of grounding (approx 2 years) prior to their introduction.

The Chair informed Members that it was important that the correct balance of Police Officers into Neighbourhood Policing was achieved as public confidence is directly linked to such policing activities.

**ORDERED that:**

1. the report be noted.
2. support for the Neighbourhood Policing Awards be agreed.

52

**2010 - 2013 POLICING PLAN**

The Assistant Chief Constable Territorial informed Members that the purpose of the report was to present Members with the final draft 2010-13 Policing Plan, and to inform Members of the work carried out in compiling the Plan.

Members were informed that the final content of the Plan must be approved by the Police Authority before 31<sup>st</sup> March 2010 subject to any minor updates and amendments. The Plan does not have to be published by that date, however publication must be completed by 30<sup>th</sup> June 2010.

The Assistant Chief Constable Territorial informed that the preparation of the policing plan, including policing priorities and performance targets, delivered a structured approach to identifying key strategic objectives and driving the prioritisation of resource in the delivery of the Chief Constable's vision of Putting People First.

**ORDERED that:**

1. the final draft of the 2010-13 Policing Plan, subject to the preparation of the Value for Money Statement, agreement of the performance targets, and the 2009/10 outturn results be agreed.

53

**2010-11 LOCAL POLICING SUMMARY**

Members were informed that the Serious Organised Crime and Police Act 2005 sets out the requirement for Police Authorities to prepare local policing information.

The local policing summary provided an important link to the Community Engagement strand of the Government's Police Reform Programme. The report had been prepared to give background information regarding the production of the 2010-11 Local Policing Summary and requested delegated authority to the Chair and Vice Chair of the Operational Policing Panel to sign off the final version of the summary prior to printing and distribution, to enable the earlier publication timetable to be met.

The Assistant Chief Constable Territorial informed Members that the local policing summary should be prepared as soon as possible after the end of each financial year. The minimum requirement is to produce a Force level local policing summary. The Home Office and best practice suggest that

summaries should be prepared at a more local level.

Members were informed that the production of the local policing summary highlighted some of the policing activities and areas of interest for the public. It supported the implementation and development of our citizen focus activities and helps to drive forward the vision of the Force and Authority.

The Assistant Chief Constable Territorial informed Members that there is a need to provide greater and more specific information to local communities. This will be done by providing specific information to communities as detailed in Appendix 1 to the report.

Members queried whether the information to be provided could be linked to localised Anti Social Behaviour Teams.

The Assistant Chief Constable informed Members that this would be done. In addition the Strategy Manager informed Members that Police Authority Members were to be identified as 'champions' for particular areas, and these details would be circulated via e-mail and Web addresses to the public.

54

#### **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.

55

#### **PROTECTIVE SERVICES UPDATES**

The Assistant Chief Constable Crime Operations provided an update to Members on the current position on Protective Services.

The Chair and Members welcomed the update and sought clarification as to whether a further update on PREVENT would be brought to a future meeting of the Panel.

Members were informed that this would be carried out.

#### **ORDERED that:**

1. the report be noted.

56

#### **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 3 of Part 1 of Schedule 12A to the Act.

57

#### **MINUTES OF THE CITIZEN FOCUS POLICING BOARD MEETINGS**

The Chair presented to Members the minutes of the Citizen Focus Policing Board for the meetings held:

- 12 January 2010
- 9 February 2010
- 4 March 2010

Members were informed that the rationale behind presenting this information was to ensure Members were fully updated with all aspects of Neighbourhood Policing.

**ORDERED that:**

1. the report be noted.

58

**MINUTES OF THE AUDIT & INTERNAL CONTROL PANEL HELD ON 25 MARCH 2010**

**ORDERED** that the below minutes of the Audit & Internal Control Panel held on 25 March 2010 were submitted and approved.

**AUDIT AND INTERNAL CONTROL PANEL**

**ACTION**

A meeting of the Audit and Internal Control Panel was held on Thursday 25 March 2010 commencing at 10.30 am in the Members Conference Room, Police Headquarters.

PRESENT

Mr Mike McGrory JP (Chair), Mr Peter Hadfield (Vice Chair), Councillor Caroline Barker, Mr Geoff Fell, Cllr Mary Lanigan, Councillor Victor Tumilty and Mr Peter Race MBE (ex officio)

ADDITIONAL MEMBERS

Councillor Ron Lowes.

OFFICIALS

Mrs Julie Leng, Mr Paul Kirkham and Mrs Caroline Llewellyn (CE).  
Mr Derek Bonnard, Mrs Ann Hall and Miss Kate Rowntree (CC).

AUDITORS

Mr Ian Wallace – Internal Auditor (RSM Tenon), Mr Paul Hepple – External Auditor (Audit Commission)

59

**APOLOGIES FOR ABSENCE**

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

60

**DECLARATIONS OF INTERESTS**

There were no declarations of interests.

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**MINUTES OF THE PREVIOUS MEETING HELD 20 January 2010**

The minutes were agreed as a true and accurate record.

Members sought confirmation that staff had been reminded of the importance of keeping records (e.g addresses) up to date as detailed in the report on Payroll and Expenses. The Assistant Chief Officer advised Members that appropriate staff had received a reminder in writing and that this would continue to be addressed through the MPR process.

Members requested a further progress report to be submitted in 6 months time.

**ACO(F&C)**

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## **OUTSTANDING RECOMMENDATIONS**

**ORDERED** that:-

1. the Outstanding Recommendation was noted and updated to reflect that the briefing to be arranged in relation to the Code of Corporate Governance would now include Risk Management training and that this would take place by the end of April.

**Executive  
Accountant**

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## **ANNUAL GOVERNANCE STATEMENT**

The Executive Accountant advised Members on the requirement on Authorities including Police Authorities to prepare an Annual Governance Statement. The statement is published within the Annual Statement of Accounts, but it should also be considered and agreed as a separate document as it is about all corporate controls and not confined to financial issues. Guidance from CIPFA advises that the statement be reviewed by a Member group during the year (rather than just at year end) as an integral and indeed critical component of the review process

The Audit & Internal Control Panel has been tasked with this role in light of its other remits

The purpose of this report was firstly to update the panel on progress since January 2010 against significant governance issues, and the action points for improvement, identified in the 2008/2009 Statement (approved by the Police Authority Executive on the 4 June 2009).

Secondly it brought forward a further draft of the 2009/2010 Annual Governance Statement.

The purpose of 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.

Paragraph 4.1 – Members asked if the training had commenced and if it had how far on were we and if not when would it start?

The Executive Accountant advised that Authority staff had undergone training but that was in need of refreshing. The training of Senior Officers within the Force and Stakeholders was still to be addressed.

Paragraph 4.3.1 – Members questioned how the CPA Business Plan would be monitored.

The Executive Accountant advised that following discussion with the Chairman of the Police Authority it had been agreed that the responsibility for monitoring the business plan would sit with the Leadership Panel.

**ORDERED that:**

1. the current progress against the significant governance issues and action points for 2009/10 identified in the 2008/2009 Annual Governance Statement be noted.
2. the current draft of the 2009/2010 Annual Governance Statement subject to further progression by officers be agreed.

64

**CLEVELAND POLICE AUTHORITY MONITORING OFFICER REPORT**

The Monitoring Officer reminded Members of the role of the both the Monitoring Officer, and Deputy Monitoring Officer, to promote the ethical standards of Members and Officers, and maintenance of the Register of Interests, Gifts and Hospitality. This report monitored compliance with current codes and procedures, and reports the findings and any action taken to the Authority.

Cleveland Police Authority has systems in place to identify issues and to ensure that Members, Officers and the public are aware of how to raise concerns. The Authority is committed to high standards and to being proactive in providing as much information as possible on its website. This continues to evolve as the website is updated and developed. The Authority is committed to ensuring that its members are trained in Governance and the annual training programme would continue to be developed taking needs identified from annual appraisals, changes in legislation and expectations.

Members questioned the fact that no entries of gifts and hospitality had been recorded and sought clarification around when and when not they should make registrations. The Monitoring Officer reminded Members that it was their responsibility to report any gifts and hospitality. Although it was normal practice that this should occur when it is over the value of £25.00, Cleveland Police Authority policy is that any gift or hospitality should be recorded (even offers of gifts and hospitality that were not accepted). This did not include any hospitality received whilst attending a meeting or conference for example. Members are reminded annually of their responsibility to report.

Members sought assurances that staff were aware of the whistleblowing policy and that it was accessible. It was confirmed that the CPA whistleblowing policy is accessible through the website and that all staff were advised of the policy through an administrator message. The Deputy Chief Constable explained the arrangements the Force had through the confidential e-mail system and confirmed all cases been dealt with in accordance with Force procedures.

**ORDERED that:**

1. the completion of the annual review of Members Register of Interests, Gifts and Hospitality in accordance with the Members Code of Conduct be formally acknowledged.

2. there have been no confidential reporting issues during 2009/2010 be noted.
3. Cleveland Police Authority's Publication Scheme which is accessible through its website and that the Police Authority has received and responded to 13 Freedom of Information request over the past year be noted.
4. 20 documents were signed and sealed in accordance with procedure over the period 2009/10 be noted.
5. no complaints were received against Members during 2009/10 be noted.
6. in future this annual review would be completed by the Standards Committee and reported to the Police Authority Executive be agreed.

**Monitoring  
Officer**

65

### **POLICE AUTHORITY RISK REGISTER MARCH 2010**

The Executive Accountant provided Members with the opportunity to review the Cleveland Police Authority Risk Register and Action Plan.

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 decision be subject to effective scrutiny and the management of risk. In addition it recommended that the authority should ensure that risk management is embedded into the culture of the organisation, with members and managers at all levels recognizing that risk management is part of their job.

Cleveland Police Authority's Risk Register (attached at Appendix A to the report) had been updated after scrutiny by the Joint Risk Management Group. The CPA Risk Register is in the process of migrating onto the new *4Risk* software, alongside the Force Strategic Risk Register and the Service Unit Risk Registers. The Action Plan to mitigate risks was set out at Appendix B to the report for Members to review.

The risk of Fraud had been the subject, along with the risk of Corruption, of strategies over a number of years to mitigate the probability of it occurring to the extent that it has not previously been considered sufficiently material for inclusion in the corporate Cleveland Police Authority risk register. However, both Internal and External Audit have commented on this omission within the context of asserting the Authority's and Force's policing on Counter Fraud and Corruption. It was now detailed at PA8 in both appendices.

This report is part of an ongoing process within both the Authority and Force to embed risk management in every aspect of the business.

Members raised a concern about the apparent absence of Project I from the Risk Register. The Executive Accountant explained that Project I was on the Emerging Risks Register where it was being evaluated subject to the decision of the CPA to proceed or not. The Deputy Chief Constable advised Members that the Project I was similarly being addressed in the Force's risk management processes. The Project I bidders are considering their risk responsibilities as part of the process.

Appendix B – PA5 – Members sought an explanations about why this target had not been met. and asked when this would be rectified. The Executive Account explained that due to a long term absence of a member of staff this had fallen behind but it was something that would be looked at in conjunction with the Force and Stakeholders and an updated timeframe would be put in place.

Members asked who would have responsibility for the ongoing monitoring of the Risk Register. They were advised by the Executive Accountant that this would be monitored by the Leadership Panel at its quarterly meeting.

**ORDERED** that:-

1. "Fraud" be added to the Authority's Risk Register.
2. the Risk Register attached at Appendix A to the report and the Action Plan attached at Appendix B be accepted.

**Executive  
Accountant**

**Executive  
Accountant**

66

### **CLEVELAND POLICE AUTHORITY – RISK MANAGEMENT POLICY AND STRATEGY**

The Executive Accountant asked Members to review and comment on the revised risk management policy and strategy for the Police Authority.

In 2005 the Police Authority and the Force agreed a joint Risk Management Strategy. This had been substantially in existence since then, subject to amendment as the arrangements for risk management have evolved within the Authority and across the Force. As part of the continuous review of governance it is now considered appropriate that the Authority establishes a separate Policy and Strategy, but one which remains aligned with that of the Force. This is in recognition that the Authority needs to manage its own risks while having oversight of management arrangements within the Force.

One consequence is the further emphasis in the Strategy of the involvement in risk management by all panels, not just the Audit & Internal Control Panel.

A suggested Policy and Strategy was attached at Appendix A to the report. This document had been prepared following research based on documents from other police authorities, particularly South Wales Police Authority and in house developmental work.

Because of the alignment of arrangements with the Force (for example the use of common software, scoring etc) the charts attached to Appendix A, replicated those in the Force's documentation which was attached at Appendix B to the report.

This report was part of the ongoing process to improve governance, efficiency and effectiveness. The Executive Accountant advised members that he would look to arrange some additional member training in relation risk management.

The Internal Auditor stated that this was one of the better policies on risk management that he had seen and that the guidance clearly identified what was significant or not. This policy marked a step change in the Police

Authority's approach to Risk Management.

**ORDERED** that:-

1. the Cleveland Police Authority Risk Management Policy and Strategy at Appendix A to the report be agreed.
2. the Force's Risk Management Strategy at Appendix B to the report, published as part of its Corporate Governance Framework be noted.

**Executive  
Accountant**

**Deputy Chief  
Constable**

67

## **CLEVELAND POLICE AUTHORITY – REVISED CODE OF CORPORATE GOVERNANCE**

The Executive Accountant advised Members of their role to review proposed changes to the Code of Corporate Governance, and to make recommendations thereon to the Police Authority Executive.

This new style of Code of Corporate Governance was accepted by the Police Authority at its meeting in December 2007 and became effective from 1 January 2008. It was agreed that there would be an annual review of the code, which would be brought to members for approval. Since the last update in June 2009 there had been important changes to the working documents and therefore it was an opportune time to bring these to the attention of Members and seek approval for their inclusion within the Code.

The main changes to the Code were detailed within the report.

Members had received Appendix A, which was a copy of the Code of Corporate Governance, on a disc, and were asked to note that it was also available upon request or by accessing the CPA website at [www.clevelandpa.org.uk](http://www.clevelandpa.org.uk).

The Code of Corporate Governance had been updated in a timely manner in accordance with agreed procedures.

Paragraph 3.5 – b. – Members sought clarification around the arrangements for elected Mayors to sit on Police Authorities. The Deputy Monitoring Officer confirmed that this was included in the Statutory Instrument for Police Authorities entitled "Community Engagement and Membership" which came into Force on 17 March 2010. This stated that an elected Mayor of a relevant council who indicated that they would like to be appointed to the Police Authority and were supported by their local authority, that they would be so appointed.

Members requested that in future 'below the line' documents be printed on a different colored paper (even if it was just the top sheet).

**ORDERED** that:-

1. the revised Code of Corporate Governance be reviewed and any recommendations for consideration by the full Police Authority Executive meeting in June 2010 be submitted.
2. below the line items be differentiated by use of coloured paper.

**Executive  
Accountant**

**Deputy  
Monitoring  
Officer**

## **IMPLEMENTATION OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR LOCAL AUTHORITIES**

The Assistant Chief Officer Finance and Commissioning updated Members on the requirement to adopt International Financial Reporting Standards (IFRS) for Local Authorities (including Police Authorities) financial statement from 2010/11.

These statements are to include comparators for 2009/10, together with an opening balance sheet at 1 April 2009.

In recent years there had been a move towards bringing local government accounts more in line with the private sector. The Statement of Accounts was produced in accordance with UK Generally Accepted Accounting Practice (UK GAAP). Its application led to major changes to the Statement of Accounts for 2006/07 and these were reported to the Police Authority at that time. The differences between the budget and UK GAAP were reconciled in the Statement of Movement on the General Fund Balance.

The introduction of IFRS will mean that the Statement of Accounts will move even further away from the budget and Precept set by the Authority in accordance with statutory and non-statutory proper practices. It is against this budget that the Authority monitors financial performance and is held accountable to local taxpayers for the Precept it sets.

It is generally accepted that although the Statement of Accounts satisfies legal and technical requirements it will not clearly communicate the Authority's financial position to non-technical readers. For this reason it is important that the Authority considers how this will be best undertaken for the future given that the Statement of Accounts will be even more of a technical document than it has been in the past. A summary of the financial statement is produced by many Authorities and this report recommends that the Authority progresses this work.

A significant amount of work has already taken place within the Corporate Finance Department to ensure that all of the required changes as a result of adopting IFRSs are incorporated into the Statement of Accounts in line with the requirements of the timetable for Local Government.

Paragraph 3.15 – Members queried the carry forward of Overtime and Time of in Lieu (TOIL) and how this is accounted for on the balance sheet in relation to annual increments and promotion of the staff concerned. The Assistant Chief Officer Finance and Commissioning explained that this liability is valued and recorded as if it were to be paid in cash at the current rate and is reviewed on an annual basis. This is the case with every Force across the Country, however, Cleveland, have put in place processes to try to encourage time to be taken within a set time, but this has to be carefully managed. Members had received a report and a briefing in relation to TOIL and the proposals to reduce the amount of time owing and asked if they could receive a progress report which the Deputy Chief Constable confirmed he would be happy to add to the Outline Schedule of Reports.

Paragraph 2.3 – members requested further information on the consultation proposal and how this would be managed and if there was a detailed timetable. The Deputy Chief Constable agreed that the consultation process would have to be carefully managed and that they would promote the work

done to ensure improvements to the front line, for example the changes in the shift pattern, increase in Police Officer and PCSO numbers.

The Assistant Chief Officer Finance and Commissioning informed members that a four monthly update report on proposal would be provided (one of which would be at the end of the financial year) and gave reassurances that any problems would be reported as they arose.

**ORDERED** that:-

1. the progress made in implementing IFRS for Local Authorities in respect of the Police Authority be noted. **ACO(F&C)**
2. progress be reported to the Panel at 4 monthly intervals be agreed. **ACO(F&C)**
3. initial proposals for summary financial statements are brought to the appropriate panel on a timetable which allows for subsequent consultation on the content and format probably through the vehicle of the local authorities citizens panels be agreed. **ACO(F&C)  
Executive  
Accountant**
4. a progress report on management of TOIL be added to the Schedule of reports. **DCC**

69

**INTERNAL AUDIT SERVICES – ANNUAL REVIEW 2009/2010**

The Executive Accountant informed Members of the requirement to review the effectiveness of the Internal Audit Service on and annual basis. This report was intended to allow Members to discharge that responsibility.

The Panel were asked to consider the submission and assure itself about the effectiveness, or otherwise, of the Internal Audit Service.

Under the terms of the Internal Audit Contract RSM Tenon are required to provide assurances about compliance with key items of legislation and also to confirm business continuity arrangements. The assurances for 2009/2010 were contained within Appendix D to the report.

The Head of Internal Audit confirmed that it was his intention to discuss the survey of auditees with the Authority and the Force.

Members sought clarification around a number of items detailed within Appendix B to the report.

*NB: An amended Appendix C was circulated to all Members in advance.*

**ORDERED** that:-

1. the following documents were reviewed by Members in their role to review the effectiveness of the Internal Audit Service:-
  - Cleveland Police Authority specific analysis at Appendix A to the report.
  - The corporate self assessment from RSM Tenon at Appendix B to the report.
  - Summary of questionnaires returned by auditees as detailed at Appendix C of the report.
  - The Operational Plan Performance 2009/10 contained in the Head of Internal Audit's progress report elsewhere on today's agenda in assessing the effectiveness of the Internal Audit Service.

70

### **AUDIT PROGRESS – CLEVELAND POLICE AUTHORITY**

The External Auditor updated Members on progress of the external audit of Cleveland Police Authority as of 12 March 2010. This report forms an important role in keeping Members of the Audit and Internal Control Panel informed on the progress of the audit.

The 2008/2009 audit had been completed and was now closed.

The External Audit was now in the process of undertaking the 2009/10 audit and had also begun to plan the 2010/11 audit.

The report also informed the Panel of other matters of interest, including promoting the national work undertaken by the Audit Commission, and focusing in on its potential value to the Authority.

The External Auditor advised members that the audit fee for the 2009/10 audit was set at £85,780 and this had been considered further but that it had been agreed that there was no change at this stage.

The key areas of work for the 2009/10 audit were:

- The opinion on the financial statements
- The use of resources assessment and the value for money conclusion.

**ORDERED** that the report be noted.

71

### **CLEVELAND POLICE AUTHORITY STRATEGY FOR INTERNAL AUDIT 2009/10 – 2013/14 (DRAFT)**

The Head of Internal Audit presented the draft internal audit strategy for 2009/10 – 2013/14.

The Strategy for 2009/2014 was approved by the Audit and Internal Control Panel in May 2009. The purpose of this document was to update that strategy and to provide a more detailed internal audit plan for 2010/11.

Details of the proposed changes to the internal audit plan for 2010/11 were detailed within the report.

In line with the tender and subsequent engagement letter, the fee for internal audit services for 2010/11 would be £44,400.

A breakdown of days input and a fee for each assignment was detailed in Appendix B to the report.

Members were asked to consider the following:-

- Does the detailed internal audit plan for the coming financial year as detailed in Appendix B reflect the areas that the Audit and Internal Control Panel believe should be covered as priority?
- Does the updated Strategy for Internal Audit (as set out at Appendix C) cover the organisation's key risks as they are recognised by the Audit and Internal Control Panel?
- Does the audit strategy include all those areas that the Audit and Internal Control Panel would expect to be subject to internal audit coverage, both in terms of our professional responsibilities as well as covering areas of concern flagged by management?
- Is the level of audit resource accepted by the Panel agreed as appropriate, given the level of assurance required?

A meeting with the Assistant Chief Officer Finance and Commissioning would take place as soon as diaries allowed and then a final report would be issued in June.

The Executive Accountant suggested it would be beneficial to have the plan agreed to commence from the beginning of the financial year in future.

**ORDERED** that:-

1. the draft plan be noted and subject to consultation with the Force that a final plan would be submitted in June 2010.
2. in future years the process should enable the plan to be agreed prior to the commencement of the financial year.

**Head of  
Internal  
Audit  
Chief Exec  
ACO(F&C)**

**Head of  
Internal**

72

#### **SUBSTITUTE MEMBER**

Mr Peter Hadfield had to leave the meeting and nominated Cllr Ron Lowes to be his substitute for the remainder of the meeting.

73

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

74

#### **INTERNAL AUDIT PROGRESS REPORT**

The Internal Auditor presented this summary report on the outcome of work completed to date against the Internal Audit Plan which was approved by the Audit Panel on 28 May 2009. Appendix A to the report provided cumulative data in support of internal audit performance.

The Internal Auditor confirmed that three reports had been finalised since the last Panel meeting, these were:-

- Risk Maturity

- Purchasing and Payments
- Procurement Transformation Programme

There were no issues arising from the Internal Audit work for the year to date that would have a negative impact upon their opinion for 2009/10.

The table at Appendix A showed the work planned and undertaken to date for 2009/10. The Internal Auditor confirmed that the following audits were in the process of being completed:-

- Partnerships
- Business Continuity Planning
- Interned and E-mail
- Network Security
- Follow Up

There have been no changes to the audit plan since the last meeting.

Members sought clarification about the merits of considering the individual audit reports below the line and were advised that this was the subject of continued discussion.

Members sought clarification that the Plan would be delivered on time and questioned whether all the days would be used? The Internal Auditor advised that they had not used any of the 11 planned contingency days, but that these had been paid for so consideration needed to be given to how best to utilise those.

**ORDERED** that:-

1. the internal audit progress report March 2010 be noted.
2. the merits of considering individual audit reports below the line be the subject of a report to the Panel

**Head of  
Internal  
Audit**

**Monitoring  
Officer**

75

**INTERNAL AUDIT REPORT – RISK MATURITY**

The Internal Auditor notified Members that this risk maturity review built on previous work by looking not just at the building blocks of the risk management framework, but how the Board and management views and uses risk and information relating to the risks facing the organisation in order to support Corporate Governance.

Risk Maturity is defined as: "the extent to which a robust risk management approach has been adopted and applied as planned by management across the organisation, to identify, assess, decide on responses to, and report on opportunities and threats that affect the achievement of the organisation's objectives."

The Internal Auditor had also considered not only the framework that was in place to identify, assess, record and monitor risks, but how that information was used within the organization.

The Internal Auditor reported that based on the work undertaken, their assessment of Cleveland Police Authority's position on the risk maturity spectrum was 'Risk Defined'. The following key findings from the review

were:-

- The risk register was currently in the process of being updated and was therefore not complete;
- The Risk Management Policy and Strategy had not yet been finalised.

**ORDERED** that:-

1. the risk maturity report be accepted and noted.

76

### **INTERNAL AUDIT REPORT – PURCHASING & PAYMENTS**

An audit of Purchasing & Payments had been undertaken as part of the approved internal audit periodic plan for 2009/10.

The Internal Auditor advised Members that the organisation had made a number of significant changes in its procurement processes, and these had been reviewed separately through the Procurement Transformation Project audit in December 2009.

The audit reviewed the processes in relation to raising and authorizing requisitions and purchase orders and also incorporated the analysis of accounts payable records through the audit software IDEA.

The audit concluded that the Authority could take substantial assurance that the controls upon which the organization relied to manage this risk/this area as currently laid down and operated, were effective.

The review had identified that appropriate systems and controls were in operation to provide assurances that all purchase transactions were raised and authorized appropriately, and subsequently paid accurately.

**ORDERED** that:-

1. the purchasing & payments report be accepted and noted.

77

### **INTERNAL AUDIT – PROCUREMENT TRANSFORMATION PROGRAMME**

An audit of the Procurement Transformation Programme was undertaken as part of the approved internal audit periodic plan for 2009/10.

Following the review of Procurement practices by Enterprise Consulting, Redcap Associates were appointed to lead the transformation programme and fulfill the role of Interim Procurement Manager.

The purpose of the Programme was to realign the procurement function and process in keeping with modern best practice. As part of the Programme, the Contract Standing Orders and an overarching Procurement Strategy have been reviewed and revised and mapped alongside the Transformation Plan.

The report concluded that taking account of the issues identified within the report, the Internal Auditors were of the opinion that Members could take substantial assurance that the controls upon which the organisation relies to manage this risk/this area as currently laid down and operated, are

effective.

**ORDERED** that:-

1. the Procurement Transformation Programme report be accepted and noted.

78

### **CONTRACT STANDING ORDER NO. 9 – EXEMPTION FROM THE NORMAL REQUIREMENT TO TENDER**

The Assistant Chief Officer Finance and Commissioning presented the report to Members. New contract standing orders were introduced on 1 July 2009. Standing Orders paragraph 9 stated that "Utilisation of Contract Standing Order 9 or failure to follow contract standing orders shall be reported to the Audit and Internal Control Panel".

Details of each request were included in Appendix A.

Standing Orders reflect both the policies of Cleveland Police Authority and the requirements of current legislation. Their purpose was to provide help and guidance to all members of staff who were involved in supplier negotiations for the provision of goods and services. They are mandatory and as such must be complied with at all times.

In compliance with Contract Standing Orders it has been the practice to report quarterly every circumstance where it appears that the normal requirement to tender had not been followed.

The details of the exemption request attached at Appendix A not only comply with methodology approved by Members but represent the Force's ongoing commitment to greater efficiency and effectiveness.

Members robustly reviewed each of the exemptions.

**ORDERED** that:-

1. the exemptions in Appendix A to this report which satisfy the criteria for exemption from the normal requirement to tender set out in Contract Standing Order 9 be noted. **ACO(F&C)**
2. exemption to Contract Standing orders be granted on this occasion to items 6 to 10 (inclusive and item 12 **ACO(F&C)**

79

### **MINUTES OF THE POLICY & RESOURCES PANEL HELD ON 31 MARCH 2010**

**ORDERED** that the following minutes of the Policy & Resources Panel held on 31 March 2010 were submitted and approved.

#### **POLICY & RESOURCES**

A meeting of the Policy & Resources Panel was held on Wednesday 31 March 2010, commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT Mr Aslam Hanif (Chair), Councillor Hazel Pearson OBE (Vice Chair), Mr Peter Race MBE (ex officio), Councillor Victor Tumilty, Mr Ted Cox JP, Miss Pam Andrews-Mawer and Councillor Ron Lowes.

OFFICIALS Mr Paul Kirkham, Mrs Julie Leng, Mrs Clare Hunter and Mr John Bage (CE)  
Mr Derek Bonnard, Mrs Ann Hall, and Miss Kate Rowntree (CC).

ADDITIONAL MEMBERS Mr Peter Hadfield.

80 **APOLOGIES FOR ABSENCE**

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

81 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

**Action**

82 **MINUTES OF THE POLICY & RESOURCES / CORPORATE DEVELOPMENT PANEL HELD ON 27 JANUARY 2010.**

The minutes were agreed as a true and accurate record.

83 **OUTSTANDING RECOMENDATIONS**

**ORDERED** that:-

1. the Outstanding Recommendations be noted.

84 **BUDGET MONITORING REPORT TO 31 JANUARY 2010**

The Assistant Chief officer Finance & Commissioning presented the report to Members. 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.

Since setting the 2009/10 budget firmer information was now available that allowed us to revisit the assumptions and best estimates that this budget was based upon. By doing this it was possible to reduce the contribution from General Reserves needed to support the budget during 2009/10 by £975k in total. In addition to this Members also approved that the surplus secondment income of £300k be re-directed to support the pro-active work that is being undertaken within the Major Incident Fund. Members were informed that the Authority is on target to deliver a break even outturn against the revised expenditure plan for 2009/10. The position to date and the year-end forecast are shown 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 this position.

Members were pleased to receive the report but made reference to outstanding revenue owed by Middlesbrough FC, and sought clarification about the recovery of such monies.

The Assistant Chief Officer Financing & Commissioning informed Members

that the Force is in weekly dialogue with the football club and are content that there are no invoices outstanding, outside the normal working practice timeframes.

**ORDERED** that:-

1. the report be noted.
2. the carry forward of budgets totaling £268k to 2010-11, as set out in paragraphs 3.14-3.17 to the report, be agreed.

85

### **CAPITAL MONITORING REPORT TO 31 JANUARY 2010**

The Assistant Chief Officer Finance & 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 totaling £9,806k at their meeting on 26<sup>th</sup> 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.

Members sought assurance that a post implementation review, as opposed to an update, of the CUPID process, would be forthcoming following its completed roll out across the Force.

The Deputy Chief Constable confirmed to Members that a review would be brought to Members, post summer 2010, from the CUPID Team, and this would in-corporate a full briefing to Members by the CUPID Team. A briefing note would also be available prior to the forthcoming Inspection.

**DCC Bonnard**

**ORDERED** that:-

1. the report be noted.
2. the addition of the Web Services Integration Architecture (WSIA) Data Hub project which had been approved under delegated authority at a cost of £20.5k be noted.
3. the adding back of £50k on the HQ Lift Upgrade & Replacement Scheme into the unallocated funding be agreed.
4. the £249k remaining in the provision for Estates Strategy to be added back into unallocated funding be agreed.
5. the £451k provision for business cases not spent during 2009/10 to be carried forward into 2010/11 where it will be added into the ISIS provision be agreed.
6. the carry forward of specific budgets into 2010/11, as at para 2.6 to the report, totaling £804.6k, be agreed.

86

### **TREASURY MANAGEMENT REPORT TO 31 JANUARY 2010**

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

Members agreed an investment strategy for 2009/10 at their meeting on 26<sup>th</sup> 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 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.

Members were informed that the protection of the Authority's underlying investments had continued to be of utmost importance throughout 2009-10. The investments of the Authority had continued to be placed in a prudent manner and also one that ensured sufficient funds were available to meet its commitments as they became due.

**ORDERED** that:-

1. the contents of the report be noted.

87

## **SICKNESS ABSENCE REPORTING**

The Deputy Chief Constable presented the report to update Members on sickness absence levels for the current financial year up to 31<sup>st</sup> December 2009.

The Deputy Chief Constable reminded Members of previous reports on sickness monitoring and reminded Members that 2007/08 had seen a significant reduction for both Officers and Staff. Those reductions had continued to be maintained for police officers with a slight improvement in figures for 2008-9, whilst the police staff rate showed another good reduction on the previous year's figure, primarily as a result of a reduction in long term absence.

Members were informed that the sickness rate kept Cleveland second top (out of seven) of our Most Similar Force (MSF) group for police officer sickness, and top for police staff for the first time. The police officer rate was also reflected on a national basis where there were only three Forces across the UK who had a better rate of 2.7% during this period.

The Deputy Chief Constable informed Members that attendance management continued to be given a high priority by service unit management teams and is managed through Monthly Performance Reviews (MPR's) with their line managers.

Members queried if any monitoring of sickness had taken place, particularly with reference to police staff, since the instigation of the Project I investigations.

The Deputy Chief Constable informed Members that no specific monitoring had taken place as yet, however cognisance was being taken into consideration with monitoring of any trends that may arise being paramount.

Members noted that it was important to recognize that when organisational performance is declining, sickness tended to increase. Conversely, when performance is seen to be in the ascendancy sickness tended to reduce. Members commented that looking at the Force performance over the past few years, performance was improving. This was now being reflected in the sickness / absence levels seen in the report being brought to the Panel.

The Chair requested that a message be sent to all staff congratulating them on their achievements in the continued reduction of sickness / absence levels.

**ORDERED** that:-

1. the contents of the report be noted.

88

## **EQUALITY UPDATE**

The Deputy Chief Constable informed Members that the report provided Members with an overview of the diversity profile of Cleveland Police relating to recruitment, staff profile and turnover by age, sex, ethnic minority, and disability. The report also provided an update on BME and female representation targets.

Members were informed that the continued development of diversity initiatives both internally and externally is vitally important to the organisation. A key activity that remains to be completed is the setting of departmental diversity targets in line with the APA guidelines. This work will be undertaken by the Forces Diversity Unit in collaboration with HR over the coming months.

There are a number of issues associated with diversity initiatives the Force are attempting to implement. The challenges in the areas of increasing BME representation and female officer representation cannot be underestimated. Members were informed that there are challenges and increases that at present cannot be delivered in the short to medium term. The report is the first step in a long term plan to deliver a Force more diversely representative of the communities that they serve.

Members commented that they were encouraged that in recent new cohorts for the Force, it was noted that the number of female recruits was at a healthy level. In addition to this, Members commented on recent meetings where the President of the Black Police Officers Association (BPA), had stated that they had excellent working relationships with the Chief Officers of Cleveland Police.

Members sought clarification regarding the 2% recruitment of BME Officers as detailed in paragraph 3.4.to the report.

The Deputy Chief Constable informed members that the recruitment did reflect the limited number of BME applicants. However, Members were informed that the target was 5%, and that although this appeared to be stretching, it remained a target to be achieved with-in the next five years.

Members sought assurance that following any recruitment campaign, feedback was offered and made available to candidates.

The Deputy Chief Constable confirmed to Members that this indeed did

occur and that Members of the Police Authority were involved in that process.

**ORDERED** that:-

1. the contents of the report be noted.

89

### **PROCUREMENT TRANSFORMATION UPDATE**

The Assistant Chief Officer Finance & Commissioning presented the report to Members. The transformation project commenced at the end of April 2009 following a period of consultancy support and the operational review of procurement performance between December 2008 and April 2009. Prior to Redcap's engagement Cleveland Police Authority conducted a review of procurement that identified a need for change.

Members were reminded that the LTFP 2009-13 that had been approved at their meeting in February 2009 highlighted a requirement for the Force to deliver significant cashable savings to return the Force to recurring financial balance.

The Procurement transformation programme commenced in April 2009. The Role of the function was redefined identifying the need to support and work with service units in the delivery of value for money for the Force. The redefinition provided the vision to structure the Procurement team to focus on Service Unit needs delivery.

The Assistant Chief Officer Finance & Commissioning informed members that Redcap Consultancy had continued to provide support to the Procurement Unit during the period of Transformation. This had enabled the Force and Authority to encourage process change to adopt new procurement and procure to pay processes, that would further enable delivery of cashable and efficiency savings after the end of the project.

**ORDERED** that:-

1. the contents of the report be noted.

90

### **ANNUAL REPORT ON THE ACTION STATIONS PFI CONTRACT**

The Assistant Chief Officer Finance & Commissioning presented the paper to Members and informed them that the purpose of the paper was to provide Members with an appraisal of the performance of the Action Stations PFI Contract over the Financial year 2009/10. To assure Members that the contract is robustly managed by Cleveland Police, and to assure Members that the contract still offered value for money, performed to the contracted requirements and meets the needs of the Force.

Throughout 2009/10 Reliance reported on the performance of the PFI Contract every month to a Contract Performance Board. This enabled the Force to ensure that the contract is audited and that any concerns raised are dealt with promptly and robustly.

Members were informed that the contract had now been in the operational stage since November 2006. Benchmarking of the contract is required every 5 years. The first benchmarking will be due in early 2012.

Members raised concerns regarding the operation and management of property and sought clarification regarding the on-going operation of such.

The Assistant Chief Officer Finance & Commissioning informed Members that there are three main elements relating to the collection, management and disposal of property. The Operational Performance Team have recently reviewed such matters and indicated that slight improvements can be made in the process and that this is being acted on.

**ORDERED** that:-

1. the contents of the report be noted.

91

### **BUDGET CONSULTATION 2011/12 AND LATER YEARS**

The Executive Accountant presented the report to Members to seek approval for proposals to further consult the public on the budget of the Authority and to ask the Panel to agree to the development of these proposals in conjunction with the Force.

Members were informed that the Authority had made considerable progress in the last few years in managing its finances. In doing so it had established a variety of arrangements including more timely in year monitoring of budget trends, and a more coherent and explicit process linking the budget to business plans. Those arrangements are constantly evolving with specific emphasis in the Business Plan on the closer integration of financial and service planning, coupled with the objective of demonstrating how consultation has influenced the budget. Presently consultation takes many forms. At the BCU and neighbourhood level there are a variety of fora in which stakeholders – the general public, business, and communities of interest – are able to express their views.

The Executive Accountant informed members that there are already arrangements in place to seek views of the public about policing priorities, and indeed this is an essential input to the development of draft service and financial plans. The proposed wider public consultation would take place later in the budget timetable to seek views about principal changes in budget and council tax level. This is a natural progression of the current arrangements to consult on service and budget priorities.

**ORDERED** that:-

1. the proposals for engaging and informing the public set out a para's 3.7 to 3.10 to the report be agreed.
2. officers develop recommendation 1 (above) with the Force and report back to your next meeting be agreed.
3. the adoption of Option 2 at para 3.13 to the report, as the principal method to be used when consulting the public about the draft budget be agreed.
4. the cost £40.4K be provided in the 2010/2011 budget, and £38.4K in future years be agreed.

**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.

92

**CLEVELAND POLICE AND DURHAM CONSTABULARY JOINT FIREARMS PROJECT INTERIM COLLABORATION PROTOCOL**

The Deputy Chief Constable informed Members that the paper sought to inform Members of Cleveland and Durham Police Authorities of the progress made towards the implementation of joint working practices involving the firearms resources of both Forces. This included the development of interim governance and legal arrangements under an "Interim Collaboration Protocol" which is required to enable joint working to take place from the 1<sup>st</sup> April 2010.

Members sought clarification and assurance on a wide range of topics relating to these matters.

The Deputy Chief Constable provided information that satisfied Members queries without any further requirement to report back on those queries.

**ORDERED** that:-

1. the progress of the Project as regards implementation of Option 1 on 1<sup>st</sup> April 2010 be noted.
2. delegated authority be given to the respective Chief Constable and Chief Executive for each Force, in consultation with the respective Chair of the Police Authority, to jointly agree an Interim Collaboration Protocol be agreed.

93

**MINUTES OF THE PROFESSIONAL STANDARDS PANEL HELD ON 29 APRIL 2010**

**ORDERED** that the following minutes of the Professional Standards Panel held on 29 April 2010 were submitted and approved.

**PROFESSIONAL STANDARDS PANEL**

**ACTION**

A meeting of the Professional Standards Panel was held on Thursday 29<sup>th</sup> April 2010 in the Members Conference Room at Police Headquarters.

PRESENT: Mr Ted Cox JP (Chair), Cllr Caroline Barker, Mr Aslam Hanif, Cllr Ron Lowes, Mr Mike McGrory JP, Cllr Steve Wallace and Mr Peter Hadfield..

OFFICIALS: DCC Bonnard, Supt Martin Campbell, Mrs Joanne Monkman and Miss Kate Rowntree (CC)  
Mrs Jayne Harpe (CE)

ADDITIONAL MEMBERS: Cllr Victor Tumilty and Mr Geoff Fell.

The Chair welcomed the new Head of Professional Standards Department to the meeting, Superintendent Martin Campbell.

94

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mary Lanigan (Vice Chair), Cllr Hazel Pearson OBE, Cllr Dave McLuckie and Mr Peter Race MBE

95                    **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

96                    **MINUTES OF THE PREVIOUS MEETING 2 FEBRUARY 2010**

The minutes of 2 February 2010 were agreed as a true record.

Matters Arising

In the Deliberate Damage report dated 2 February 2010 the quantity of cash and drugs recovered for Redcar & Cleveland were transposed.

97                    **OUTSTANDING RECOMMENDATIONS**

The Grievance Procedure had not been finalised, a report would be submitted to the Policy & Resources Panel in June 2010 and subsequently to this Panel.

Three other outstanding recommendations had been discharged.

98                    **CIVIL CLAIM STATISTICS**

The Legal Advisor presented the Civil Claim Statistics for the period 1<sup>st</sup> April 2009 – 31<sup>st</sup> March 2010. 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 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 25% increase in the number of claims finalised when compared with the same period last year.
3. 38% of finalised cases during the period were successfully defended which was to be compared with 20% successfully defended during the same period last year.
4. The 62 cases settled during the period cost the Force £386,797. This was to be compared with the 64 cases settled during the same period last year at a cost of £305,510.
5. Middlesbrough remained the area with most claims.
6. The contents of the report be noted.

It was asked for a breakdown of cases and payments to be made available to Members.

Chair  
DCC

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.

99

## **COMPLAINTS AGAINST POLICE**

The Head of Professional Standards Department presented the Complaints Against Police for the period 1<sup>st</sup> January 2010 to 31<sup>st</sup> March 2010. The Quarterly Progress Report on Complaint Issues for Cleveland Police for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2010 was attached to the report. The report was produced in this format to be National Intelligence Model (NIM) Compliant.

There had been a 24% decrease in the number of cases recorded during that period (108 to 82), with a 36% decrease in the number of complaints (down from 214 to 138).

Complaints of "other neglect/failure in duty" and "Incivility" continued to outnumber those of "Assault" allegations, 33 and 30 complaints respectively, compared to 21 in the "Assault" categories.

22% (37) of completed complaints had been locally resolved. During that period 81% (42) of locally resolved complaints had been by District and 19% (7) by the Professional Standards Department.

A discussion ensued around the lessons learned section -DC/57/09 and Members asked what processes were in place should this situation arise again, was the Sexual Assault Referral Centre used? The Deputy Chief Constable answered the questions and assured Members that the matter had been investigated thoroughly. Written response to the Chair.

DCC

Page 6 of the report showed inaccurate data – the 2009/10 force recorded complaints statistics were incorrect and Stockton was not the District with the highest number of recorded complaints as stated in the key points – a new sheet was tabled at the meeting.

138 letters of appreciation had been received, an decrease of 7 (-4.8%) over those recorded the previous year.

### **ORDERED** that:

1. The contents of the report be noted.
2. Pledge 10 issues would continue to be contained in the quarterly report and that work would continue on deciding what information was needed by the panel to fulfill its' scrutiny role.

100

## **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 1<sup>st</sup> January 2010 to 31<sup>st</sup> March 2010 and of the operational results achieved through such forced entry and other premises searches.

Members were informed that the Force had paid out £10,091 in compensation for acts of deliberate damage, this compared to £13,028 paid out in the same period during the previous year. Whilst 2963 searches were conducted, only 298 (10.1%) resulted in deliberate damage compared to

8.77% in the previous year. The value of property, cash and drugs seized totaled £850,595 and this compared to £740,429 seized during the same period in 2009.

**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.

101 **EXCLUSION OF THE PRESS AND PUBLIC**

**ORDERED** that pursuant to Section 100a(4) of 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.

102 **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.

103 **MINUTES OF THE SPECIAL POLICE AUTHORITY EXECUTIVE HELD ON 11 MAY 2010**

**ORDERED** that the minutes of the Special Police Authority Executive held on 11 May 2010 were approved and signed by the Chair as a true and accurate record.

104 **MINUTES OF THE LEADERSHIP PANEL HELD ON 18 MAY 2010**

**ORDERED** that the following minutes of the Leadership Panel held on 18 May 2010 were submitted and approved.

**LEADERSHIP PANEL**

A meeting of the Leadership Panel was held on Tuesday 18<sup>th</sup> May 2010 in the Chair's office at Police Headquarters.

PRESENT: Miss Pam Andrews-Mawer, Mr. Chris Coombs, Mr. Ted Cox JP, Mr. P Hadfield, Mr. Aslam Hanif, Cllr Dave McLuckie (Chair). and Mr. Peter Race MBE  
Mrs. J Leng – Deputy Chief Executive (for part of the meeting),  
Mr. P Kirkham - Treasurer

105 **APOLOGIES FOR ABSENCE**

Cllr Barry Coppinger, Mr. Mike McGrory JP,

106 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

107

### **Risk Management Report**

The Treasurer outlined the new arrangements agreed by the Audit and Internal Control Panel relating to the CPA Risk Policy and Strategy. This represented a step change in that Chairs, all Members of Panels and support officers were asked to engage in the risk management processes. Initially it is suggested that Risk be an item for discussion at each pre-agenda.

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

1. Risk is discussed by each Panel within the context of its remit and its contribution to the CPA Business Plan. See para 2.75 of the Policy and Strategy

108

### **Risk Register**

The Treasurer presented the CPA Risk Register and explained the process which will include the regular reporting to the Leadership Panel for its review. He advised that if a decision is made to implement Project I, then this would need to be added to the CPA Risk Register.

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

1. The Risk Register (Appendix A) and Action Plan (Appendix B) be received.

109

### **Cleveland Police Authority Business Plan Monitoring**

On behalf of the Chief Executive, the Treasurer explained that as the Business Plan contained areas for development which fall under defined remits of Panels, it was suggested that those Panels should monitor implementation.

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

1. At each pre-agenda meeting for each Panel that the relevant parts of the CPA Business Plan are reviewed and any significant issues or impediments identified for resolution.
2. The synopsis of progress is reported to the Leadership Panel, rather than the P&R Panel.

110

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

111

### **CHIEF EXECUTIVE**

The Chair presented a verbal report to Members of the Leadership Panel and in doing so reflected on the discussion that took place at the Panel's February meeting. Since then he had been in dialogue with the Chief

Executive and had come to the conclusion that it would forward the objectives of the Police Authority faster if the arrangements discussed in February were modified. The revised proposals received unanimous support of those Members present.

**ORDERED** that:-

2. The report presented to the Leadership Panel on 23 February 2010 be amended to reflect the change of date to the 30<sup>th</sup> June 2010.

112

### **PROPOSAL FOR PROJECT ADVICE AND SUPPORT SERVICES**

The Treasurer explained that there were a number of significant matters which faced the Police Authority and the Force over the short to medium term. This included but are not limited to

- The implementation of Project I, if this was the route chosen by the Authority, to achieve the project benefits.
- Significant developmental work to achieve savings and service improvements if Project I did not go ahead.
- Service improvement, including civilianization outside of the scope of Project I.
- HQ option appraisal as a result of the decisions concerning the above.

The precise scale and nature of the advice and support has yet to be mapped out including the availability of finance.

The Chairman referred to the Proposal for Project Advice and Support Services. He stressed the need for the Police Authority to maintain an overview of what was happening in order to ensure that savings and service improvements were actually delivered. To achieve this it is critical to have available proper advice to the Authority and to the Force. The proposal received unanimous support of those Members present

**ORDERED** that:-

1. Contract Standing Orders is set aside to permit an arrangement with Enterprise Consulting in order to deliver Project Advice and Support Services, subject to definition of requirements and funding.

113

### **POLICE AUTHORITY BUDGET 2010/11**

The Treasurer introduced the initial Police Authority Budget and the current support officer structure includes names and grades of officers. It was proposed that regular budgetary control reports are brought to the Panel.

**ORDERED** that:-

1. The Budget monitoring report is received at least quarterly.

114

### **MEMBERS AND STAFF SKILLS AUDIT, APPRAISALS AND TRAINING PROGRAMMES**

The Panel considered the report by the Deputy Chief Executive on the outcomes, objectives and draft 2010/11 training programme. These were the result of the 2009/10 skills audit, appraisals and training programme.

**ORDERED** that:-

1. The training programmes for 2010/11 are agreed.
2. The development of panel induction packages is agreed.
3. The objectives from the Members appraisals are developed through action plans, monitored three times a year.
4. Action is taken to increase attendance of those members identified in Appendix 'D'.

115

**MINUTES OF THE OPERATIONAL POLICING PANEL  
HELD ON 20 MAY 2010**

**ORDERED** that the following minutes of the Operational Policing Panel held on 20 May 2010 were submitted and approved.

**OPERATIONAL POLICING PANEL**

A meeting of the Operational Policing Panel was held on Thursday 20 May 2010 commencing at 10.30 am in the Media Briefing Centre at Police Headquarters.

PRESENT Councillor Barry Coppinger (Chair), Miss Pam Andrews-Mawer, Mr Aslam Hanif, Mrs Hazel Pearson OBE, Mr Geoff Fell and Mr Chris Coombs.

ADDITIONAL ATTENDEES Mr Ted Cox JP and Councillor Ron Lowes.

OFFICIALS Mr John Bage (CE)  
Mr Dave Pickard and Miss Kate Rowntree (CC).

116

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from, Councillor Dave McLuckie (ex officio), Mr Peter Race MBE (ex officio) Councillor Mary Lanigan and Mr Sean White.

117

**DECLARATIONS OF INTERESTS**

There were no declarations of interests.

118

**MINUTES OF THE MEETING HELD 18 MARCH 2010**

The minutes of the previous meeting were held as a true record.

119

**OUTSTANDING RECOMMENDATIONS**

**ORDERED** that:-

2. the outstanding recommendations be noted.

## **FORCE PERFORMANCE REPORT (APRIL 2009 – MARCH 2010)**

The Assistant Chief Constable presented the report to Members on Force performance to March 2010.

Progress against the Policing Plan Priority was monitored using the Priority Indicator Set. The Priority Indicator Set provided a reduced suite of performance measures (i.e. 'a performance dashboard'), which aimed to reflect outcome performance in relation to the local policing priority and the Chief Constables vision of Putting People First.

For 2009-10, there are 18 performance measures within the Priority Indicator Set. Of these 14 are green, 0 are amber and 4 are red.

However, Members were informed that recorded crime continued to fall significantly. The annual target for 2009-10 was a reduction of 5%. The actual year end figures showed an overall decrease of 14.2% (7, 841 less crimes) when compared to last year. Significant reductions had been achieved in all headline target crime categories (Overall Violent Crime, Serious Acquisitive Crime, Criminal Damage and Other Theft).

The Chair sought clarification about the measure for 'public confidence'.

The Assistant Chief Constable informed Members that there had been a slight reduction in the public confidence measure, but Cleveland remained in the top ten performing Forces across the country for public confidence.

Members expressed their appreciation over the recent result of a local murder enquiry. The perpetrator had been identified and apprehended very quickly and had just been handed a very lengthy custodial sentence. This had gone a substantial way to increase public confidence for local communities.

Members queried the slight rise in Most Serious Violent (MSV) crime, and sought clarification to the reasons for this, and whether the Police dealt with this in isolation.

The Assistant Chief Constable informed Members that the overall rise in MSV was down to just one District. The District Commander is preparing a robust response plan to tackle these issues.

Members were informed that an increase in MSV offences is a concern but the numbers are relatively small and a plan to achieve a reduction will be in place for 2010/11.

Members queried whether or not powers to close premises had been used in an effort to reduce MSV crime, and whether the Force work with local Councils to combat such activities.

The Assistant Chief Constable informed Members that the power to close premises is a good one for the Police. The Force had closed two premises using these powers, but need to take into consideration any public order problems that may arise due to this. Members were informed that the Force works closely with local authority's especially local crime reduction partnerships to reduce crime.

**ORDERED that:**

1. the report be noted.

121

### **CLEVELAND POLICE CADETS PROGRAMME UPDATE**

The Assistant Chief Constable informed Members that the Cleveland Police Cadet Programme had now reached the milestone of 1 year since its launch. He expressed gratitude to the Police Authority, the Force and the four Local Authorities for the generous funding. The Force had developed a robust community safety-themed programme of personal development for young people across Cleveland.

Members were informed that the Cleveland Police Cadets scheme continued to develop as it approached its first anniversary, and there continued to be strong interest from young people who wish to join the scheme.

Members queried why, if the Force currently had a waiting list of 150 young people, have Hartlepool District, a shortage of approximately 10 people.

The Assistant Chief Constable informed members that there was a recruitment programme planned to overcome this shortage. The Force have a waiting list of young people wishing to join the Programme and plan to engage with more of these in the short to medium term by introducing a new recruitment strategy that enabled a number of young people each month, in each District, to experience a taster day and then be fast-tracked into the programme.

Members sort clarification on how the best method of introducing young people from the BME communities into the programme and onto the waiting list.

Members were informed that recruitment was carried out across all communities that make up the Force area, and consideration is taken into account to ensure BME networks are included.

#### **ORDERED that:**

1. the report be noted.

122

### **DOMESTIC ABUSE REPORT**

The Assistant Chief Constable updated Members on the current work being undertaken across the Force to tackle domestic abuse. Members were also informed of the ACPO definition of domestic abuse.

Members were informed that Vulnerability Units were launched on 13<sup>th</sup> July 2009, the North unit sited at Billingham is responsible for Hartlepool and Stockton, the South unit sited at Kirkleatham is responsible for Middlesbrough and Redcar and Cleveland.

The Vulnerability Units investigate all serious and complex cases of domestic abuse, this will include:

- Serious assaults
- Domestic abuse linked sexual offences including rape

- Honour Based Violence or Forced Marriage crimes
- Any domestic violence related offence, however minor, when the incident is classified as “high risk” due to previous incidents involving either the perpetrator or the victim.

The Vulnerability Units and partner agencies are working together to identify early, those victims who need support to ensure a successful outcome at court, this will be monitored at the Domestic Abuse Gold Group.

Members queried whether it was possible to include in future reports, statistical information on Honour Based Violence.

The Assistant Chief Constable informed Members that this was to be carried out.

**ACC Crime  
Ops**

**ORDERED that:**

1. the report be noted.

123

**APPOINTMENT OF TEMPORARY CHAIR**

Due to the urgent need for the Chair of Panel and a number of other Members to leave the meeting, to attend a meeting with HMIC and the Audit Commission, the following was agreed.

**ORDERED that:**

1. Mr Chris Coombs take over the Chair for the remaining business of the meeting.
2. Cllr Ron Lowes be given delegated powers to vote if required as a replacement for Miss Andrews - Mawer

The meeting remained quorate.

**MR CHRIS COOMBS IN THE CHAIR.**

124

**PREVENT STRATEGY UPDATE**

The Assistant Chief Constable informed Members that the purpose of the report is to update the Police Authority on the Prevent work currently taking place within Cleveland Police.

Members were informed that Prevent is one of the four components that make up the Government’s national counter-terrorism strategy (CONTEST). These are:

- Prepare - to stop attacks
- Pursue - where we cannot stop an attack, to mitigate its impact
- Protect - to strengthen our overall protection against terrorist attacks
- Prevent - to stop people becoming or supporting terrorists and violent extremists.

Prevent is about developing a community-led approach to tackle violent extremism, led by the Department for Communities and Local Government in partnership with local authorities and a range of statutory and voluntary organisations within the community.

The Assistant Chief Constable informed Members that Terrorism is a key concern for our local communities especially the Muslim community. Negative media coverage of Prevent has impacted on delivery, so it was vital that the trust of the local community is sought and maintained. A clear focus should be continued.

Members noted the recent Ricin discovery in Durham and requested information on whether or not there were possible terrorist links in the Cleveland area.

The Assistant Chief Constable updated Members on the current position in the Force area, and informed Members on some of the methodology used to operate the PREVENT strategy.

**ORDERED that:**

1. the report be noted.

125

**MYSTERY SHOPPING – SCRUTINY OF POLICING PLEDGE**

The Secretariat Support Manager informed Members that the purpose of the report is to update Members on the progress of the 'Mystery Shopper' checks which have been implemented as part of the Police Authority's scrutiny of the implementation of the Policing Pledge.

In December 2009 the Police Authority Executive agreed to implement specific measures to oversee the Force's progress with the implementation of the Policing Pledge, one of which was Mystery Shopping by police volunteers to check on aspects of the Pledge. To date, 13 checks have been carried out – 8 police office visits, 4 public meetings and 1 website check.

The Secretariat Support Manager informed Members that the initial Mystery Shopper checks had been largely positive, with many examples of excellent customer service being identified. Those issues which had been noted had been either dealt with directly, or passed to the Force for appropriate action. The full programme, using volunteers, is planned to commence in late May.

Members sought clarification on whether Members can attend beat surgeries.

The Assistant Chief Constable informed the meeting that Members can attend beat surgeries and that he was aware that some Members already do so.

The Chair enquired as to what the usual attendance is at beat surgeries.

The Assistant Chief Constable informed Members that anecdotally the levels were low, but would provide fuller details to Members.

**ACC Crime  
Ops**

**ORDERED that:**

1. the report be noted.

## **REVIEW OF CLEVELAND POLICE AUTHORITY COMMUNITY CONSULTATION ARRANGEMENTS**

The Secretariat Support Manager updated Members that Cleveland Police Authority and Force are in the process of revising and reviewing Joint Community Engagement and Consultation Strategy. In order to inform this piece of work, an evaluation of the current approach to community engagement had been commissioned by Cleveland Police Authority to Safe in Tees Valley and Manchester University.

The overall aim of this work was to:

- Make an assessment on whether or not we had robust plans in place for engaging the public and are using them to influence policing priorities and service delivery.

Members were informed that on an annual basis Cleveland Police Authority and Force review and update the Consultation and Engagement Strategy. The current strategy 2009-2012 was due to be updated in May/June 2010.

The Secretariat Support Manager informed Members that there is a number of policy and legislative changes including, 'The Police Authority (Community Engagement and Membership) Regulations 2010', which came into force on 17<sup>th</sup> March 2010. This had the potential to change the approach and therefore it was felt it was timely and appropriate to commission an independent evaluation of our strategy to ensure our approach is fit for purpose and offers value for money.

Members were informed that the report gave preliminary findings from the review of community consultation arrangements. A further report will be brought to a future Operational Policing Panel outlining the new consultation strategy accompanied by a detailed action plan.

**Strategy  
Manager**

### **ORDERED that:**

1. the report be noted.

## **YOUNG PERSONS LOCAL POLICING SUMMARY 2010- 2011**

The Secretariat Support Manager informed Members that the report outlined Cleveland Police Authority's approach to participation and engagement with Young People in the Cleveland Police Area. The overall aim of the work was to:

- Communicate Cleveland Police Authority's Local Policing Plan Summary to young people aged 11-19, living in the area.
- Deliver some of the key messages within the plan to young people and obtain their views on policing priorities for 2011-2012.

The Serious and Organised Crime and Police Act 2005 introduced the requirement on Police Authorities to produce and distribute a local policing summary to all council tax paying households in the area. The summaries are seen as a good means of communicating with the public to get across some key messages about the force and its planned activities.

The Police Authority (Community Engagement and Membership) Regulations 2010 which came into force on 17<sup>th</sup> March 2010 stated that in making arrangements for obtaining the views of people in the police area, the Police Authority had particular regard for people who are under 21.

For the past three years, Cleveland Police Authority had worked with groups of young people from each of our policing districts to produce district versions of the summary specifically for 11-19 year olds.

This project will allow young people in the Cleveland Police area to make a positive contribution through better involvement in our decision making processes.

Members queried whether the police themselves are practically involved in these processes.

The Assistant Chief Constable informed Members that Police and PCSO's had been fully involved in the consultation process and activities with the Police Authority.

The Chair passed on the thanks of the Panel to Joanne Hodgkinson and Sarah Wilson for their work on these matters, and instructed that this be recorded in the minutes.

**ORDERED that:**

1. the report be noted.

128

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

129

**MINUTES OF THE STRATEGIC PERFORMANCE GROUP**

Members inspected the minutes of the Strategic Performance Group meetings held on:

- 18 January 2010 and
- 15 March 2010

Members sought clarification as to whether substitutes were permitted to attend such meetings when the nominated Member was unable to attend.

The Assistant Chief Constable informed Members that that was permissible.

**ORDERED that:**

1. the minutes be noted.

130

**MINUTES OF THE CITIZEN FOCUS PROJECT BOARD**

The minutes of the Citizen Focus Project Board held on the 11 May 2010 were un available for inspection, however Members noted an informal working note of the meeting.

131

## **MINUTES OF THE STANDARDS COMMITTEE HELD ON 27 MAY 2010**

**ORDERED** that the following minutes of the Standards Committee held on 27 May 2010 were submitted and approved.

### **Standards Committee**

### **ACTION**

A meeting of the Standards Committee was held on Thursday 27th May 2010 in the Members Conference Room at Police Headquarters.

**PRESENT:** Ms Ann O'Hanlon (Chair), Miss Pam Andrews-Mawer, Mr Aslam Hanif, Mr Joe Rayner, Mr Peter Race, Mr John Robinson, Mr Gerard Walsh.

**OFFICIALS:** Mrs Caroline Llewellyn, Mrs Kath Allaway (CE)

**ADDITIONAL MEMBERS** Mr Geoff Fell.

The Chair welcomed the new Members to the Committee and asked that they introduce themselves.

132

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms Vicky Lawson-Brown and Cllr Dave McLuckie.

133

### **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

134

### **ELECTION OF VICE CHAIR FOR STANDARDS COMMITTEE**

Mrs Carole Pollard was appointed as Vice Chair of Standards Committee.

135

### **OUTSTANDING RECOMMENDATIONS**

The question of the Police Authority making gifts was raised and it was agreed that the Monitoring officer would look at the inclusion of guidance on this within the Code of Conduct .

Monitoring  
Officer

136

### **TERMS OF REFERENCE**

The Monitoring Officer presented the terms of reference which included the statutory obligations of Standards Committees to Review the code of conduct and to hear complaints against members. The terms also included monitoring the reason and number of reports given exemption under the 1972 Local Government Act.

**ORDERED** that:

5. Members agree the terms of Reference as attached to the report.

137

### **REPORT OF THE MONITORING OFFICER**

The Monitoring Officer informed Members that this report had initially been presented to the Audit and Internal Control panel but would in future come direct to this Committee.

The Monitoring Officer supported by the Deputy Monitoring officer, is responsible for promoting ethical standards of Members and Officers including maintaining the Register of Interests, Gifts and Hospitality. The Monitoring Officer is responsible for ensuring the implementation of monitoring of good Governance and associated policies.

The Register of Interests is maintained by the Monitoring Officer, details of which are available through the CPA website. The register is reviewed annually. The register of Gifts and Hospitality is also maintained by the Monitoring Officer and Members are reminded annually of their obligations to declare any Gifts or hospitality. No declarations were received in 2009/10.

The Code of Corporate Governance is updated annually and submitted to the Policy and Resources Panel. Members were also trained in Corporate Governance. Members were informed that the Code is also available on the CPA website.

Members were advised of the Freedom of Information obligations and that 13 requests had been received during 2009/10.

A main role of the Standards Committee was to consider Complaints against Members and training had taken place in February 2010. There had been no complaints against members in 2009/2010.

The question of the Police Authority making gifts was raised and it was agreed that the Monitoring officer would look at the inclusion of guidance on this within the Code of Conduct .

Monitoring  
Officer

**ORDERED** that Members:

1. Formally acknowledge the completion of the annual review of the Members Register of Interests, Gifts and Hospitality in accordance with the members Code of Conduct.
2. Note that there have been no confidential reporting issues during 2009/2010.
3. Note that Cleveland Police Authority Publication scheme is accessible through its website and that the Police Authority has received 13 Freedom of Information requests over the past year.
4. Note that 20 documents were signed and sealed in accordance with procedure over the period 2009/10.
5. Note that no complaints were received against Members during 2009/10.
6. Agree that in future this annual review will be completed by the Standards Committee and reported to the Police Authority Executive.
7. Require the Monitoring Officer to include guidance on giving gifts within the Code of Conduct.

138

### **POLITICALLY RESTRICTED POSTS – APPEALS PROCESS**

The Monitoring Officer outlined the requirement within the Local Government and housing Act 1989 for Authorities to hold a list of posts designated as Politically restricted. The Police Authority Standards Committee is responsible for hearing appeals against an individual post

being designated as politically restricted.

The monitoring officer outlined the process for hearing such appeals.

Any appeal would be heard by three members of the Standards Committee. Any individual wishing to lodge an appeal must do so in writing to the Monitoring Officer. The Monitoring officer would then distribute relevant information to the three members allocated to hear the appeal.

**ORDERED** that:

1. Members agree the process for hearing appeals as set out at paragraph 3.15 of the report:

“Employees included in the lists compiled by the Police Authority on duties related grounds can appeal to the Local Standards Committee against their inclusion if they feel that they cannot influence policy or that the Police Authority has incorrectly applied the criteria.

All such appeals require a letter from the applicant formally seeking exemption and a full job description of the post, these documents should be sent to the monitoring officer.

When a letter of appeal is received by the Monitoring Officer, he/she must convene a meeting of three Members of the Standards Committee to hear such an appeal.

The Monitoring officer must seek to gather and distribute to members of the hearing relevant information which may assist Members in their deliberations:–

- A report stating why a post is considered to be politically restricted and

A report from the individual stating why he/she does not agree with the designation, together with any supporting information – eg similar posts not designated.”

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## **DISPENSATION PROCEDURE**

The Monitoring Officer outlined the requirement for members to seek dispensation to take part in a meeting when they had a prejudicial interest. The report included a pro forma for members to complete when they are making such a request and also a list of criteria for Members of the Standards Committee to consider when using the process. Members considered the recommendation in respect of the membership of a sub committee and decided that a sub committee would only be used if it was not possible to convene a quorate meeting of the Standards Committee at short notice. It was agreed to amend recommendation 2 to reflect this.

**ORDERED** that:

1. The system and pro forma to be used when Police Authority Members are seeking dispensation when they have a prejudicial interest be agreed.
2. Consideration of granting dispensations be with the full Standards

Committee where practicable but if not able to convene a quorate meeting a sub committee be convened consisting of 2 Independent Members of Standards and one Police Authority Member. This sub-committee to report retrospectively to the full Standards Committee any decisions taken at the sub-committee.

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### **REGULATIONS FOR PROVISION FOR STANDARDS FOR ENGLAND TO SUSPEND THE FUNCTIONS OF A LOCAL STANDARDS COMMITTEE**

The Monitoring Officer outlined the regulations and circumstances in which Standards for England would take over the functions of the Standards Committee. Members discussed the action required to avoid this and agreed that they would ensure that they were trained and that procedures would be in place to safeguard against this.

**ORDERED** that:

1. Members should be trained and that the Monitoring Officer would ensure that procedures were in place to prevent circumstances arising where Standards for England would suspend the functions of the local Standards Committee.
2. The amendment to paragraph 5, in that training had taken place on 22<sup>nd</sup> February 2010, be noted.

Monitoring  
Officer

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### **MEETING SCHEDULE AND TRAINING PROGRAMME**

The Monitoring Officer outlined the training and meeting schedule which had been drafted to ensure that Members were fully trained and briefed to carry out their role. It was also discussed that if Standards for England had not produced the next stage of guidance and training within 6 months then the Monitoring Officer should produce and deliver a training package in respect of 'hearing a complaint'

Monitoring  
Officer

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### **MINUTES OF THE STRATEGIC AIR SUPPORT PANEL HELD ON 27 MAY 2010**

**ORDERED** that the following minutes of the Strategic Air Support Panel held on 27 May 2010 were submitted and approved.

#### **STRATEGIC AIR SUPPORT**

An meeting of the Strategic Air Support Panel was held on Thursday 27 May 2010 commencing at 2.00pm, in the Members Conference Room at Police Headquarters.

PRESENT: Mr Peter Race MBE (Chair), Mr Ted Cox JP (Vice Chair), Mr Chris Coombs, Councillor Ron Lowes

OFFICIALS: Mr John Bage (CE)  
Mr Dave Pickard, Mr Simon Wilkinson and Miss Kate Rowntree (CC)

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### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie (ex officio), Councillor Mary Lanigan

144 **MINUTES OF THE PREVIOUS INFORMAL MEETING HELD ON 2 MARCH 2010**

The minutes were held as a true and accurate record

145 **AIR OPERATIONS UNIT PERFORMANCE & FINANCE**

The Assistant Chief Constable Crime Operations informed Members that the purpose of the report was to provide Members with an update on the performance and finance of the Air Operations Unit.

Members were informed that during the period February to April 2010, the aircraft had flown for 193 hours, including 20 hours mutual aid, resulting in 96 arrests, recovered £52,500 worth of property, and undertaken 4 casualty evacuations. The detailed performance figures are shown at appendix A to the report.

The Assistant Chief Constable Crime Operations informed Members that the budget for the 2010/11 financial year is £1,097,600 and included a requirement for income generation. Lately the income generation had slowed down but it is believed that this is mainly down to the poor weather and slightly because of a lack of availability.

Members were informed that for the reporting period, there had been 7 letters of appreciation and no letters of complaint.

Members requested information on how many occasions the crew had been directly involved in the reported 96 arrests over the reporting period.

Members were informed that the main role of the Unit was to direct ground staff so that arrests could take place, but it was noted that on a number of occasions the observers had made arrests. Members were assured that if the Unit had not been involved with the various air activities, up to 75% of all arrests would not have occurred.

Members noted that there was no materialized risks highlighted with-in the report, but did query whether there was a financial risk to the Authority due to the recent volcanic ash cloud.

The Assistant Chief Constable Crime Operations informed Members that the Unit did have permission to fly into the 'no fly area' and would have done so in an emergency. The Unit Executive Officer (UEO), was updated every six hours by the Meteorological Office. As with the rest of the aviation business, advice had also been taken from the CAA and the engine manufacturer on the ash cloud's movements / effects and amended their flying capabilities accordingly. Members were informed that the helicopter gets a 'chemical' wash as appropriate.

Members noted that complaints about noise had been non existent. As a result of visits to community venues, members of the public were reassured and welcomed the use of the helicopter.

Members sought an update as to the present use of Laser type devices

shone at the helicopter.

The Unit Executive Officer updated Members on a number of recent cases and assured Members that Courts take very seriously this type of crime, handing down heavy sentences when proven.

The Chair sought an update on the security implications for the helicopter and Air Support Unit.

The Assistant Chief Constable Crime Operations fully briefed the Panel on these matters.

The Chair requested future finance information to be presented in a more standard manner.

**ORDERED that:**

1. Finance information to be presented in the standard finance reporting manner.
2. Members noted the report.

**ACC Crime  
Ops**

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**PROCUREMENT UPDATE IN RELATION TO THE PURCHASE OF THE NEW HELICOPTER**

The Assistant Chief Constable Crime Operations informed Members that in September 2008, Cleveland Police Authority placed an order for a new helicopter to replace our present aircraft. The new helicopter is a Eurocopter EC135 P2i.

Cleveland's new helicopter is currently being built and will be delivered to Eurocopter UK some time in the next few weeks. Once it arrives at Eurocopter UK, the Unit Executive Officer (UEO) will go through a short acceptance process which involves accepting it as a working helicopter together with examining all the associated paperwork.

Members were informed that when the helicopter has had all the role equipment installed, the UEO must return to Eurocopter UK for the full acceptance process. This will involve testing all the equipment and rectifying any faults. This process takes up to 2 weeks and on completion it is likely there may still be a few minor faults. It is a decision for the UEO to decide whether these faults are of such a minor nature that the aircraft can be accepted. Part of this decision will be the confidence that the faults will get rectified in a short time scale following delivery.

The exact delivery date is unknown as it depends on a number of factors and how quickly Eurocopter UK install the role equipment. The expected date is either December 2010 or January 2011.

The Assistant Chief Constable informed Members that there was a number of risk elements to the process such as the current CAA exemption pertaining to night flying. This exemption will run out in December 2010, but current information suggests that future short term exemptions are likely to be granted, as a new helicopter in service would be imminent. Similarly, current currency fluctuations will have an effect on the final costing. However these are being monitored daily.

Members sought clarification on any additional training needs for pilots and observers upon receipt of the new helicopter.

The UEO informed Members that there would be a period of learning for both pilots and observers. However Members were re-assured that the extra training for the pilots is likely to be less than the additional training for observers, due to the fact that the majority of change is to the additional new role equipment on the helicopter and not necessarily the operation of the manual flight controls.

**ORDERED that:**

1. the report be noted.

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**NATIONAL AIR SUPPORT SERVICE UPDATE**

The Assistant Chief Constable Crime Operations informed Members that on the 18<sup>th</sup> June 2009 the report 'Review of the National Strategy for Police Air Operations' was put before Chief Constables Council. This report proposed setting up a national air support service with borderless tasking of aircraft and all assets being owned by the national body.

Members were informed that the current position regarding helicopters in the North had been discussed, and it was accepted that the two aircraft currently based in the north is the bare minimum. There are on-going discussions as to what extra assets would be in the area as part of a national service.

The plans for a national air support service are progressing, with the aim of having a fully operational national unit in place by April 2012. Members were to be kept fully informed on future discussions.

**ORDERED that:**

1. the report be noted.

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**ANY OTHER ITEMS OF URGENT BUSINESS**

The Chair requested an update regarding security provisions for the helicopter at Durham Tees Valley Airport

The Assistant Chief Constable Crime Operations gave Members a full briefing on the security provisions at Durham Tees Valley Airport.

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**MINUTES OF THE LEADERSHIP PANEL HELD ON 1 JUNE 2010**

**ORDERED** that the following minutes of the Leadership Panel held on 1 June 2010 were submitted and approved.

**LEADERSHIP PANEL**

A meeting of the Leadership Panel was held on Tuesday 1<sup>st</sup> June 2010 in the Chair's office at Police Headquarters.

- PRESENT Cllr Dave McLuckie (Chair), Mr. Peter Race MBE, Miss Pam Andrews-Mawer, Mr. Aslam Hanif, Cllr Barry Coppinger and Mr. Mike McGrory JP,
- ADDITIONAL MEMBER Mr Geoff Fell
- OFFICIALS Mr. P Kirkham (CE)
- 150 **APOLOGIES FOR ABSENCE**
- Mr. Ted Cox JP
- 151 **DECLARATIONS OF INTERESTS**
- There were no declarations of interests.
- 152 **EXCLUSION OF THE PRESS AND PUBLIC**
- ORDERED** that pursuant to Section 100A(4) of the Local Government Act 1972, excluding the press and public from the meeting under Paragraph 1 & 3 of Part 1 of Schedule 12A to the Act
- 153 **MINUTES OF THE PREVIOUS MEETING HELD ON 18 MAY 2010**
- The minutes were accepted as a true and accurate record.
- ORDERED** that:-
1. The minutes of the meeting of the Leadership Panel held on 18<sup>th</sup> May 2010 be agreed.
- 154 **CHIEF EXECUTIVE**
- The Treasurer informed Members that the objective of the report presented was to mitigate a potential risk of challenge to the decision making process in respect of the Chief Executive's redundancy and severance package, in that it was considered that a trigger date had not effectively been addressed at the previous meeting.
- ORDERED** that:-
1. the intention of the Police Authority to apply the full terms of the severance payment, incorporating the redundancy element, agreed at the Leadership Panel meeting, held on 23rd February 2010, to the decision on redundancy, referenced at para 3.4 of the report tabled on 1 June 2010, be reaffirmed.
  2. the decision to bring the redundancy date forward by 9 months will result in a financial saving to the Authority of £112,729.32 in the financial year 2010-11, be noted
- 155 **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 1 of Part 1 of Schedule 12A to the Act.

**CHIEF EXECUTIVE**

The Chairman presented the report to Members and explained the rationale behind the report and further explained the content of a communication received from the Audit Commission on these matters. Members were informed that the Police Authority finds itself in exceptional circumstances.

The Head of Finance informed Members of the financial ramifications of any decision taken and explained to Members the Value for Money profile, possible efficiency gains and possible savings proposed with-in the process.

Members expressed content that the process had not only been to previous Leadership Panel's but had now been brought to a full Police Authority Executive. They sought clarification on the financial aspects and whether or not they represented a confirmed amount.

The Head of Finance informed that the final confirmed figures could only be ascertained once a number of processes such as the method of any possible re-construction / re-organisation had been agreed and also the result of any future recruitment considerations.

Members sought clarification on the processes and decisions that had been undertaken since the Leadership Panel meetings on this matter commenced in February 2010.

The Chairman reminded Members of the process and provided a step by step explanation of the methodology used. Members were informed of the expeditious manner of changing events, surrounding a number of high profile projects and the actions that had been taken, leading to such decisions being required to be taken.

Members sought further clarification on the suggested recommendations and consequences of their decision making actions.

Members were informed that the Police Authority had seen many fundamental changes since the problems encountered in 2003. The Chairman informed Members that there had been many improvements to the Police Authority and that with the most recent decision regarding Project I being taken, the Police Authority are now in a position that requires a differing

strategic function and operation to the one put in place in 2003. The decision Members may take today, would be a reflection on what the Police Authority require now, as opposed to what it required in 2003, thus providing up to date value for money profile for the Police Authority.

The Chairman informed Members that there would be a vote to ascertain whether Members would agree or not to the proposed recommendations.

A vote took place with 9 Members voting in support of the recommendations. There were no votes against with one abstention.

**ORDERED** that:-

1. the recommendation of the Leadership Panel held on 30 June 2010 be agreed.
2. that the recommendation agreed at the Leadership Panel held on 23 February 2010 be amended as follows - *the post of Chief Executive will be reviewed and advertised over the next 6 months.*