

POLICY & RESOURCES / CORPORATE DEVELOPMENT

A meeting of the Policy & Resources / Corporate Development Panel was held on Thursday 6 November 2008 commencing at 1.00 pm in the Members Conference Room at Police Headquarters.

PRESENT	Miss Pam Andrews-Mawer, Councillor Barry Coppinger (Chair), Mr Ted Cox JP, Mr Peter Hadfield, Mr Alf Illingworth TD JP, Councillor Hazel Pearson OBE, Mr Aslam Hanif and Councillor Steve Wallace (Vice Chair)
OFFICIALS	Mr John Bage, Mr Norman Wright, Mr Paul Kirkham (CE) Mr Graeme Slaughter and Miss Kate Rowntree (CC).
ADDITIONAL ATTENDEES	Cllr Ron Lowes

APOLOGIES FOR ABSENCE

Apologies for absence were received from, Councillor Dave McLuckie (ex officio), Mr Joe McCarthy, Mr Derek Bonnard, Mr Peter Race MBE, Mr Chris Coombs (ex-officio), and Mr Sean Price

DECLARATIONS OF INTERESTS

There were no declarations of interests.

Action

MINUTES OF THE POLICY & RESOURCES – CORPORATE DEVELOPMENT PANEL HELD ON 9 OCTOBER 2008

The minutes were agreed as a true and accurate record.

OUTSTANDING RECOMMENDATIONS

ORDERED that:-

1. the Outstanding Recommendations be noted.
2. point 4 should read Energy and Utility costs

RECRUITMENT UPDATE

The Acting Assistant Chief Officer Finance and Commissioning presented the report. Members had previously approved a recruitment plan for 2008/9 to deliver a budgeted vacancy rate of 1% for Police Officers and an increase in PCSO numbers to 197.

Members were informed that it is now anticipated that a higher than forecast number of leavers, and attrition during the recruitment process had now lead to a shortfall in the number of Police Officers appointed in October, and that this had resulted in a 1.2% actual vacancy rate for Police Officers.

The Acting Assistant Chief Officer Finance and Commissioning

informed Members that this report provided performance outturn information regarding recruitment activities carried out by the Force. A further report to the Policy & Resources / Corporate Development Panel will be delivered in February 2009.

Acting Assistant
Chief Officer
Finance and
Commissioning

ORDERED that:-

1. the report be noted.

BUDGET MONITORING REPORT TO 30 SEPTEMBER 2008

The Acting Assistant Chief Officer Finance and Commissioning presented the report. Members had approved a Net Budget Requirement (NBR) of £124,623k and budgeted revenue expenditure of £145,301k, the balance of expenditure being funded by specific grants, other income and transfers from reserves at their meeting on 28 February 2008. 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.

The position to date and the year-end forecast were shown at Appendix A to the report. Appendix A reflected Members' decision to create a £750k provision against the potential costs of a stand alone air support unit in 2009/10 and the consequent reduction in revenue support necessary to £2,623k in 2008/09.

ORDERED that:-

1. the contents of the report be noted.
2. the earmarking of £300k as a provision against the costs of the ICT procurement exercise be agreed.

CAPITAL MONITORING REPORT TO 30 SEPTEMBER 2008

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

The report set out the progress made in delivering the Capital Programme for 2008/09 and recommendations to make optimum use of the capital resource available to the Authority to refresh and develop the asset base for policing in the 21st Century in line with the vision of 'Putting People First'.

ORDERED that:-

1. the contents of the report be noted.
2. the addition of £25k to the Enterprise Content

- Management budget taking it to £85.1k be agreed
3. the addition of £31.8k to the Upgrade to Voice Over Internet Protocol budget taking it to £131.8k. be agreed.
 4. the reduction of £31.8k from the Unified Messaging Resilience budget reducing it to £28.2k be agreed.
 5. the reduction of £65.8k from the Fleet Replacement Programme reducing it to £1672.4k be agreed.

TREASURY MANAGEMENT TO 30 SEPTEMBER 2008

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

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

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

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

ORDERED that:-

1. the contents of the report be noted.

PROCUREMENT REPORT FOR TRAVEL AND ACCOMODATION

The Acting Assistant Chief Officer Finance and Commissioning presented the report. Members were informed that currently Cleveland Police use two separate contracts, one for travel and another for accommodation, both of which are due to expire.

A national framework contract for travel and accommodation is available to all UK Police Forces to use on completion of a mini-competition exercise involving the pre-tendered service providers.

The mini competition was split into two lots, travel and accommodation. The tenderers were invited to tender for

individual lots or both lots. A basket of goods had been developed based on current booking trends. This made comparing both the current and proposed contract easier.

The Evaluation Team that carried out the exercise were confident that the procurement exercise has achieved Best Value and provided an opportunity to re-assess our previous booking methods.

ORDERED that:-

1. the procurement method used and the recommendations put forward by the Evaluation Team be noted.
2. to accept Tender 3 as the best value solution using a single supplier agreement for the provision of Travel and Accommodation be agreed.

PROCUREMENT REPORT ON THE VEHICLE RECOVERY SCHEME

The Acting Assistant Chief Officer Finance and Commissioning presented the report. Members were informed that the Vehicle Recovery Scheme provides a number of key services which support crime reduction and crime detection in the Cleveland area:

- the removal and storage of crime scene vehicles to enable the collection of vital evidence;
- the recovery of abandoned vehicles that cause a health and safety risk to the general public;
- the recovery of uninsured vehicles

The current Vehicle Recovery Framework Contract for the Region governed by North Yorkshire Police Authority is due to expire on 28th March 2009.

The forces in the North East Region agreed to collaborate on this particular procurement in order to consolidate their market leverage with a view to establishing more competitive rates.

The Procurement Team had a significant input into the tender process ensuring the specification, terms and conditions and Service Level Agreement met Cleveland's vehicle recovery requirements.

The North Yorkshire Police Authority procurement process has been completed in line with European Legislation, and the Contract meets the specification required by Cleveland Police.

ORDERED that:-

1. Cleveland Police Authority transfer to the new regional contract tendered and awarded by North Yorkshire Police Authority with immediate effect be agreed.

**POLICE USE OF RESOURCES EVALUTION (PURE)
2007/2008.**

The Audit Commission informed Members that the PURE assessment required auditors to form judgments on the Police Authority and Force arrangements to secure effective use of resources across five themes:

- financial reporting;
- financial management;
- financial standing;
- internal control; and
- value for money.

Each theme consists of key lines of enquiry (KLOE) and areas of audit focus. Auditors were required to make a judgment for each KLOE against a set of 'descriptors' or 'criteria'. Judgments are made using the Audit Commission's scoring scale.

Members were informed that during 2007/08 there has been an improvement in Internal Control. Risk Management had continued to improve as had the assurance framework in relation to risks, controls and assurances. Financial Management, Financial Standing and Financial Reporting scores have remained at their 2006/07 levels but had become increasingly embedded. The overall Value for Money score has remained at the same level.

Cleveland Police Authority has improved in its use of resources.

Use of resources theme	2007/08 score	2006/07 score
Financial reporting	3 out of 4	3
Financial management	3 out of 4	3
Financial standing	3 out of 4	3
Internal control	3 out of 4	2
Value for money	3 out of 4	3

ORDERED that:

1. the report be noted

TIME OFF IN LIEU AND REST DAYS OWING

The Acting Assistant Chief Officer Finance and Commissioning presented the report, to update Members on the current work being undertaken to improve the management of accrued time off and rest days for police officers.

Members were informed that the use of Time Off/Rest Day working is an effective method of managing peaks in demand. However, in accordance with the principles of 'Putting People First' time off and the need to comply with statutory welfare responsibilities under the Police Regulations 2003, the Force also needed to be mindful of Officers' work life balance and ensure management systems provide for this.

A review of current management systems had been undertaken and draft proposals for a Local Agreement for the Management of Time Off and Rest Days Owed have been drawn up in partnership with the local staff associations including Cleveland Branch of the Police Federation, the Superintendents Association and UNISON. The revised arrangements will:

- Introduce more robust management arrangements in respect of use of Time Off/Rest Day working;
- Reduce the amount of accrued TOIL;
- Give cognisance to the work life balance of officers.

The work currently underway will provide a framework for management of this issue whilst recognising the needs and implications for both Cleveland Police and individual officers

ORDERED that:-

1. the report be noted