

POLICY & RESOURCES

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

PRESENT	Mr Aslam Hanif (Chair), Councillor Hazel Pearson OBE (Vice Chair), Councillor Victor Tumilty, Mr Chris Coombs.
OFFICIALS	Mr Norman Wright, Mr John Bage, Mr Paul Kirkham and Mrs Claire Hunter (CE) Mr Sean Price, Mr Derek Bonnard, Mrs Ann Hall, and Miss Kate Rowntree (CC)
ADDITIONAL MEMBERS	Councillor Ron Lowes

APOLOGIES FOR ABSENCE

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

DECLARATIONS OF INTERESTS

There were no declarations of interests.

Action

MINUTES OF THE POLICY & RESOURCES / CORPORATE DEVELOPMENT PANEL HELD ON 10 SEPTEMBER 2009

The minutes were agreed as a true and accurate record.

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

The minutes were agreed as a true and accurate record.

OUTSTANDING RECOMENDATIONS

ORDERED that:-

1. the Outstanding Recommendations be noted.

PANEL STRUCTURE & OUTLINE SCHEDULE OF REPORTS

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

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

ORDERED that:-

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

BUDGET MONITORING REPORT TO 30 SEPTEMBER 2009

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

Members HAD approved, at their meeting on the 10th September 2009, a revised expenditure plan for 2009-10. This plan reduced the contribution from the General Fund by £625k whilst maintaining the same service level. Members also approved 'that the expenditure plan for 2009/10 be further reviewed and proposals for creating additional in year savings be brought forward to a future meeting. The aim of which will be to provide further reductions in the amount needed to support the 2009-10 budget which will in turn provide more options in developing the 2010-14 LTFP.'

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

The Assistant Chief Officer Finance and Commissioning informed Members that the position to date and the year-end forecast were available for inspection at Appendix A to the report. No material risks, other than those set out in the Risk Monitor at Appendix D to the report, had been identified to the delivery of a break-even position for 2009/10. Some pressures were expected to emerge during the year but they will be robustly managed and absorbed within the revised budget.

ORDERED that:-

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

CAPITAL MONITORING REPORT TO 30 SEPTEMBER 2009

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

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

ORDERED that:-

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

▪ Promat ID	£46k
▪ Highways Agency Interface	£26k
4. under delegated authority, the Replacement Horse Walker at a cost of £9k be approved.

TREASURY MANAGEMENT REPORT TO 30 SEPTEMBER 2009

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

Members agreed an investment strategy for 2009/10 at their meeting on 26th February 2009. At that meeting Members resolved to continue to delegate authority to amend the approved List of Counterparties and the investment limits with

institutions, to the Chief Executive in consultation with the Deputy Section 151 Officer. The delegated authority was initially to be withdrawn at 30th September 2009 but Members agreed at their Meeting on the 10th September to extend this authority until the 31st March 2010

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

ORDERED that:-

1. the contents of the report be noted.

THE MANAGEMENT OF TIME OFF IN LIEU / REST DAYS OWED

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

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

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

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

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

ORDERED that:-

1. the contents of the report be noted.

PROCUREMENT REPORT ON THE PROVISION OF GAS

The Assistant Chief Officer Finance and Commissioning informed Members that the report is intended to provide

Members with a summation of the current gas market, and also a summary of the contractual options available to the Authority on expiry of the current North East Procurement Organisation (NEPO) gas agreement.

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

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

ORDERED that:-

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

PROCUREMENT REPORT ON THE PROVISION OF OCCUPATIONAL HEALTH SERVICES

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

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

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

ORDERED that:-

1. the procurement method used be noted.
2. the recommendation put forward by the Evaluation Team be approved.

3. the details submitted by Tenderer 1 as the Most Economically Advantageous Tender be agreed.

CLEVELAND AIR OPERATIONS UNIT CONTRACT

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

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

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

ORDERED that:-

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

POLICE AUTHORITY SERVICE IMPROVEMENT PLAN

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

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

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

ORDERED that:-

1. the 8 service improvement areas and key deliverables included within section 3 of the service improvement plan 2009-12 at Appx A to the report be noted.
2. the service improvement plan be incorporated within the developing police authority business plan be agreed.

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

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

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

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

ORDERED that:-

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

USE OF RESOURCES

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

ORDERED that:-

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

FLEXIBLE RETIREMENTS

The Deputy Chief Constable informed Members that the Force had received a request from a member of staff who wished to reduce her working hours to 18.5 hours per week on a job-share basis. The Police Authority in June 2008 agreed to delegate to the Chief Constable, any future decisions relating to Flexible Retirement requests which may have associated financial cost implications up to the value of £1,000 per case.

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

The Deputy Chief Constable requested that the Police Authority consider this application for flexible retirement, however due to the costs associated with it, the application is not supported by the Force.

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

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

**Dep. Chief
Constable**

ORDERED that:-

1. the request not be approved.

WORKFORCE DEVELOPMENT PLAN

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

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

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

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

ORDERED that:-

1. the contents of the report be noted.

OPERATION OF THE SINGLE EQUALITY SCHEME

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

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

In February 2009 Cleveland Police were accepted as a pilot site for the Equality Standards for the Police Service (ESPS). In partnership with National Policing Improvement Agency (NPIA), the Force had undertaken a field testing programme and a comprehensive benchmarking exercise against the ESPS criteria.

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

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

**Dep. Chief
Constable.**

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

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

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

ORDERED that:-

1. the content of the report be noted.