

## **POLICY & RESOURCES**

A meeting of the Policy & Resources Panel was held on Thursday 25 August 2011, commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT Mr Aslam Hanif (Chair), Miss Pam Andrews-Mawer (Vice Chair), Councillor Ron Lowes, Councillor Barry Coppinger Mr Peter Race MBE (ex officio) Councillor Norma Stephenson, Councillor Ray Goddard, Mr Geoff Fell and Mr Ted Cox JP.

OFFICIALS Mr Jeremy Holderness, Dr Neville Cameron, Mr Micael Porter and Mr John Bage (CE).

Mrs Ann Hall, Mrs Denise Curtis-Haigh and Miss Kate Rowntree (CC).

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Sean White.

### **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

**Action**

### **MINUTES OF THE POLICY & RESOURCES PANEL HELD ON 30 JUNE 2011**

The minutes were agreed as a true and accurate record.

### **OUTSTANDING RECOMENDATIONS**

**ORDERED** that:-

1. the Outstanding Recommendations be noted.

### **BUDGET MONITORING REPORT TO THE 30<sup>TH</sup> JUNE 2011**

Members were reminded that at their meeting on 24<sup>th</sup> February 2011 Members approved a Net Budget Requirement (NBR) of £129,843k and budgeted revenue expenditure of £141,678k, the balance of expenditure being funded by specific grants, other income and transfers from reserves.

The Assistant Chief Officer Finance & Commissioning informed Members that forecasts suggest that the Authority has pressures of £0.6m against the expenditure plan for 2011/12; but has sufficient predicted underspends to cover these pressures. This will be reported to Members at a future meeting.

**ACO F&C**

Similarly the current investigations had not been factored into the financial reporting. The Treasurer will bring a report to Members at the next meeting.

**Treasurer**

Members were informed that the position to date and the year-end forecast were 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 that forecast.

Members queried whether costings pertaining to medical retirements were planned in advance.

Members were informed that the Deputy Chief Constable and the Head of People and Diversity assess well in advance all medical assessments and restricted duties to assist budgetary matters.

**ORDERED that;**

1. the content of the report be noted.
2. future updates will be brought to Members.

**CAPITAL MONITORING REPORT TO THE 30<sup>TH</sup> JUNE 2011**

The Assistant Chief Officer Finance & Commissioning (ACO F+C) reminded Members that they approved the capital programme of £6,054k for 2011/12 and the capital plan for 2011/15 at their meeting on 24<sup>th</sup> February 2011. Net carry forwards of £3,275.4k were also approved by the Authority on the 30<sup>th</sup> June 2011; giving a total capital programme for 2011/12 of £9,329.4k.

Members were informed that as there are no proposed changes the budget and forecast spend for 2011/12 remained unchanged at £9,329.4k. Appendix B to the report refers.

Members requested an update regarding the proposed planning process for the new headquarters site.

The ACO F+C informed Members that there was a slight delay in the process due to an outside agency, however this was being acted on and progress is expected.

**ORDERED that;**

1. the contents of the report.

**TREASURY MANAGEMENT REPORT TO THE 30<sup>TH</sup> JUNE 2011**

The Assistant Chief Officer Finance & Commissioning (ACO F+C) reminded Members that they agreed an investment strategy for 2011/12 in line with the CIPFA Code of Practice at their meeting on 24<sup>th</sup> February 2011.

Members were informed that the report was to update Members on the status of the Authority's investments and borrowing. It was part of the process introduced by the Authority to maintain prudent financial management.

The ACO F+C informed Members that protection of the Authority's underlying investments will continue to be of utmost importance throughout 2011/12. To that end the investments of the Authority will continue to be placed in a prudent manner and also one that ensures sufficient funds are available to meet its' commitments as they become due.

**ORDERED that;**

1. the contents of the report be noted.

**ENVIRONMENTAL MONITORING UPDATE**

The Service Improvement Manager informed Members that at the Policy & Resources Panel on 28 April 2011, it was agreed a regular update would be provided of the business of the Environmental Monitoring Group. The Group met for the second time on 26 July 2011 and will continue to meet bi-monthly to discuss the Force and Authority's environmental performance.

The meeting was chaired by the Police Authority Chairman with eight Members also in attendance. Strategic Partners were also present. Steria were represented by the Head of Police Shared Business Service, the Estates Lead Business Partner and the Acting Procurement Business Partner. The Head of Facilities Management for the Cleveland PFI buildings represented Reliance.

The Environmental Monitoring Group is key to enabling the delivery of reduced carbon emissions year on year for both Force and Authority. The scope of the Group's business will ensure that holistic scrutiny is applied to the effects that the day to day business of Cleveland Police Authority and the Force have on the environment.

Members queried possible savings that could be made regarding automated light sensors (PIR) and which budget head any savings would be accrued.

Members were informed that the Force held the budget head for such activity and as such it would be to the Force where such monies would be accrued.

Members further queried other areas of possible savings and sought further information regarding processes in place to maximize such.

The Service Improvement Manager informed Members that all utility savings would come to the Police Authority / Force, similarly the Treasurer reminded Members that any savings created through investments would similarly come to the Police Authority / Force.

Members asked if there were any incentives or targets to encourage greater savings.

The ACP F+C informed Members that there were no such efficiencies in place; however the financial situation was well briefed and the imperative to saving both energy and money was well understood.

**CLEVELAND POLICE AUTHORITY SINGLE EQUALITY SCHEME UPDATE**

The Police Authority Advisor informed members that the purpose of the report was to provide Police Authority Members with an update on the Cleveland Police Authority Single Equality Scheme in line with current legislation.

Members were informed that Cleveland Police Authority's Single Equality Scheme 2007 – 2010 had been updated and reported to Members during this period to take account of new legislation. However this scheme now requires revising in light of new legislation including The Equality Act 2010.

The Police Authority Advisor informed Members that in order to ensure that Cleveland Police Authority complies with this legislation and meets its obligations under the Act it is proposed that a detailed action plan is brought to the meeting of this panel scheduled for December 2011.

Members queried what was on the Scheme.

The Police Authority Advisor updated Members.

**ORDERED that;**

1. the report be received and the proposed production of a detailed timescale for updating the Single Equality Scheme to include all relevant legislation be agreed.

**SINGLE EQUALITY SCHEME UPDATE**

The Head of Human Resources informed Members that the purpose of the report was to update Members on progress in refreshing the Force's Single Equality Scheme.

The Cleveland Police Single Equality Scheme (SES) was published in 2007 as an overarching scheme covering all six strands of diversity: sex; disability; race; sexual orientation; age, and religion & belief.

Members were informed that since publication of the Force's Single Equality Scheme new legislation had been issued, notably The Equality Act 2010, and the scheme is now being reviewed and refreshed to ensure that it meets all the requirements of the new legislation

Members queried whether the Force carried out any Equality Impact Assessments.

The Head of People & Diversity confirmed to Members that Equality Impact Assessments are carried out which also includes development of future training initiatives, reports to Management and policy reviews.

**ORDERED that;**

1. the contents of the report be noted.

**REDUNDANCY PAYMENTS POLICY**

The Head of Human Resources informed Members that the purpose of the report was to seek Members support for commencing formal consultation with UNISON to consider the suitability, and continued viability, of the Early Retirement/Redundancy Payment Policy – Police Staff.

Members were informed that revised Redundancy Payment policy was agreed by the Police Authority Executive at its meeting on 23<sup>rd</sup> February 2007. The policy applied to Police Authority staff and police staff, who are eligible to be a member of the Local Government Pension Scheme (LGPS), whether or not they are a member.

The current policy is based around an enhancement to the statutory redundancy calculator of a multiple of 2.2, based on actual weeks' salary as well as the provision for payment up to 104 weeks in exceptional circumstances.

The Head of People & Diversity informed Members that the outcome of the Comprehensive Spending Review (CSR) by the Coalition Government has meant that significant cost savings are being placed upon all public sector organisations. Cleveland Police is no exception.

Members were informed that given the financial and economic climate in which the Authority finds itself, it would not be considered prudent if the Authority did not explore the possibility of reviewing the redundancy / early retirement payment policy and bringing it in line with other local government and public body employers across the region.

Members queried if this policy covered Police Authority staff as well as Police staff.

The Head of People and Diversity confirmed that it did. Members queried what would the consultations include.

The Head of People and Diversity informed Members that a range of options would be discussed and that this would be brought back to Members after consulting with UNISON.

Members sought the timescales for this consultation period.

Members were informed that a report would be brought to Members at a briefing scheduled for October 2011.

**Head of  
P&D**

**ORDERED that;**

1. the commencement of formal consultation with UNISON on the Early Retirement/Redundancy Payment Policy – Police Staff be agreed.

**BODY ARMOUR RECONFIGURATION**

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed Members that the purpose of the report was to advise Members on the need to re-certify the Force's body armour and to seek approval for the best value option.

Members were informed that during 2006, Cleveland Police completed a full roll-out of body armour across all officers and staff. This body armour had a warranty period of 5 years and therefore re-certification now needs to take place to ensure that the armour purchased remains certified for use and provides members of the

Force with the necessary protection.

Working closely with the supplier, Aegis, advice had been given as to the most effective and efficient way of conducting the re-certification process. Aegis presented a number of options for the Force to consider.

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed Members that there is a mandatory requirement to have body armour re-certified after five years use. The first batches were received in force in September 2006. The reconfiguration option is the best value option to maintain the integrity of the Force's body armour and ensure that members of the Force deployed to front-line duties are properly protected.

Members queried whether there were any other areas of equipment that could have similar cost saving exercises applied.

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed Members that the situation mainly applies to body armour but assured Members that the Forces Procurement Team regularly review this.

**ORDERED that;**

1. the reconfiguration of the Force's body armour be agreed.
2. adding Body Armour Reconfiguration & Recertification as a capital scheme to the 2011/12 Capital Programme be agreed.

**JOB EVALUATION SOFTWARE**

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed Members that the purpose of the report is to seek approval from Members for the purchase of specialist job evaluation software.

Members were reminded of agreeing to the implementation of an analytical job evaluation scheme for Police Staff at their meeting of the Policy & Resources Panel on 28<sup>th</sup> April 2011.

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed Members that following a detailed cost benefit analysis, two job evaluation schemes have been selected as the most appropriate for Cleveland Police. The Police Staff Council (PSC) thirteen factor scheme is to be used for all posts currently below Service Unit Manager level, and the Local Government Employers Senior Officers' Scheme is to be used for all Police Staff posts of Service Unit Manager and Executive level.

Members had previously agreed to the implementation of an analytical job evaluation scheme including the use of the PSC thirteen factor scheme, which required the purchase of specialist software. Members were recommended to approve adding Job Evaluation Software as a capital scheme to the 2011/12 Capital Programme.

**ORDERED that;**

1. the purchase of the job evaluation software be agreed.
2. adding the Job Evaluation Software as a capital scheme to the 2011/12 Capital Programme be agreed.