

CLEVELAND POLICE AUTHORITY EXECUTIVE

A meeting of Cleveland Police Authority Executive was held on Wednesday 28 September 2011 in the Members Conference Room at Police Headquarters.

PRESENT: Councillor Chris Abbott, Councillor Ron Lowes, Councillor Ray Goddard, Councillor Terry Laing, Councillor Sean Pryce, Councillor Carl Richardson, Mayor Stuart Drummond and Councillor Barry Coppinger.

Independent Members

Mr Peter Race MBE (Chair), Mr Aslam Hanif, Mr Geoff Fell, Mr Peter Hadfield and Mr Chris Coombs

OFFICIALS: Mr John Bage and Mr Michael Porter (CE).
Mr Sean White, Mr Dave Pickard, Mrs Ann Hall and Miss Kate Rowntree, (CC).
Mrs Gill Gittins (AC)

134 **APOLOGIES FOR ABSENCE**

Apologies were received from Miss Pam Andrews-Mawer, Mr Mike McGrory JP and Councillor Norma Stephenson

135 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

136 **PLAN B – IMPLEMENTATION PROPOSALS**

The Temporary Deputy Chief Constable informed Members that the purpose of the report was to set out fully costed proposals for the implementation of Plan B that detailed the savings to be delivered and the timing of the delivery of the transformation of those areas included within the business case, and to update Members on progress in implementing the internal transformation of Scientific Support Services and the Prisoner Handling Teams.

Members were reminded that at their meeting on 26th January 2010, Members considered the report 'Preparing for the Worst' which highlighted the potential for a significant reduction in the number of police staff and police officers in response to the forecast cut in grant funding.

The report provided Members with the Force's proposal to meet the financial challenges of the Comprehensive Spending Review whilst protecting the delivery of front line policing services to our communities.

Members queried what the impact would be on frontline policing.

The Temporary Deputy Chief Constable informed Members that the impact would be very marginal.

ORDERED that;

1. the contents of the report be noted.
2. the target police officer establishment of 1,460 FTEs in line with the Long Term Financial Plan update be agreed.
3. the implementation of Plan B as proposed in the report be agreed.
4. the deletion of 29 police officer posts as set out in the report be noted.
5. the civilianisation of 42 police officer posts as set out in the report be agreed.
6. the deferral of the civilianisation of Prisoner Handling Teams until 2013/14 be agreed.

137

LONG TERM FINANCIAL PLAN UPDATE

The Assistant Chief Officer Finance & Commissioning (ACO F+C), reminded Members that at their meeting on 24th February 2011 Members approved the budget for 2011/12 and the Long Term Financial Plan (LTFP) for 2012/16. The report was to provide an update to that position.

The LTFP update takes Members from the position as at 24th February 2011 through the challenges we are facing in 2011/12 into the longer term plan for 2012/16.

Members were informed that significant progress had been made since the LTFP 2011/16 was approved by Members in February 2011 and also since the update provided in

June; however the report presented to Members outlined the difficult financial challenges that the Authority still faces.

The ACO (F+C) informed Members that it also highlighted that there is still more work required to implement the workforce modernisation and savings plans that will enable the Authority to set a budget in February 2012. It will provide the most effective balance between affordability and operational performance. This work will continue over the coming months with a further update to Members in December.

The Chair requested that an expression of gratitude be extended to the ACO (F+C) and the Treasurer and their respective teams for the work carried out in bringing this report.

ORDERED that;

1. the contents of the report be noted.
2. a further update on progress towards setting the 2012/13 budget and the 2012/16 LTFP is brought to their meeting in December.

ACO(F+C)

138

NATIONAL POLICE AIR SERVICE ISSUES

This item was withdrawn.

139

ANNUAL GOVERNANCE REPORT

The Audit Commission informed Members that this was an interim report where by it was proposing to issue an unqualified audit opinion, however Members were informed that it was deferring to give an opinion on value for money whilst the current investigation was still on-going.

Members were informed that therefore, no certificate can be issued and the audit formally completed until the Audit Commission have issued their conclusion relating to proper arrangements for securing economy, efficiency and effectiveness in the use of resources for the year ending 31 March 2011.

Members expressed concern over the lateness of receiving

the report and informed that the four areas of concern with-in the report were unfair in their criticism.

The Acting Chief Executive informed Members that the report is a governance report which is required to allow Members to approve the Statement of Accounts. Members were informed that the report cannot be concluded whilst the current investigation is still on-going and further, that there is an obligation on the Police Authority to receive such.

ORDERED that;

1. the report be noted.

140

STATEMENT OF ACCOUNTS (POST AUDIT)

The Treasurer reminded Members that they received and approved the Statement of Accounts 2010/11, subject to Audit, at their June meeting. It was agreed that the audited accounts and any amendments resulting from the audit would be presented to a future meeting of the Police Authority.

Members were informed that the accounts are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom and International Financial Reporting Standards and the subsequent Police Pension Fund Regulations. This specified the principles and practices of accounting required to prepare a Statement of Accounts which gave a true and fair view of the financial position of the Authority.

ORDERED that;

1. the Statement of Accounts for 2010/11, as attached be agreed.
2. the Letter of Representation, at Appendix A to the report be agreed.

141

**AMENDMENTS TO THE CLEVELAND POLICE
AUTHORITY CODE OF CORPORATE GOVERNANCE**

The Acting Chief Executive informed Members that the purpose of the report was to seek the Members approval to make amendments to the Authority's Code of Corporate

Governance to clarify decision making in relation to disciplinary procedures.

Members were informed that recent events had forced a review of the current Code of Corporate Governance, particularly the sections about decision making in relation to discipline and conduct matters.

Changes are therefore proposed as shown at Appendix 1 to the report. The main elements of proposed changes are summarised with-in the report. The Police Authority Staff and Unison have been consulted on these proposed changes and have raised no objections.

Members queried how day to day bureaucratic issues will be dealt with.

The Acting Chief Executive informed Members that there would be periodic updates to the Chair and Members of the Professional Standards Panel.

142

POLICE REFORM AND SOCIAL RESPONSIBILITY ACT 2011

The Acting Chief Executive informed Members the purpose of the report was to seek the views of the Members to the approach to be taken to transitional and other issues following the Royal Assent of the Act.

The Police Reform and Social Responsibility Act 2011 received Royal Assent on 15 September 2011. Principally, the Act provided for the establishment of the Office of Policing and Crime Commissioner (PCC) for every Force area in England and Wales (except for the City of London), with elections to be held for PCCs on 15 November 2012, the PCC coming into office 7 days later. The Office of PCC will be a salaried position. At that time, Police Authorities will be abolished.

Members were informed that in addition, all local authorities in the Force area will be under a duty to establish a Policing and Crime Panel (PCP) to hold the Commissioner to account. The PCP will have a role in confirming the appointment of the Chief Constable; the appointment of the Commissioner's Chief Executive and Chief Finance Officer and other staff of the Commissioner;

and the Commissioner's precept and budget and the Policing Plan.

The Acting Chief Executive informed Members that the report was produced to present an opportunity for Members to discuss an overall approach to be taken from now on, after which he will prepare some suggestions for how such an approach on transitional matters can be implemented, for submission to the Leadership Panel after consultation with the Chief Constable.

Members sought assurance regarding the staff being secure in their future positions.

The Acting Chief Executive confirmed that the staff were indeed secure in their positions and that they will either transfer to the new Commissioner or back to the Police Force, he stated that the staff are under no risk whatsoever.

ORDERED that;

1. the report be noted.

143

**MINUTES OF THE OPERATIONAL POLICING PANEL
HELD ON 26 MAY 2011**

OPERATIONAL POLICING PANEL

A meeting of the Operational Policing Panel was held on Thursday 26 May 2011 commencing at 10.00 am in the Police Authority Members Room at Police Headquarters.

PRESENT

Mr Chris Coombs (Vice Chair), Miss Pam Andrews-Mawer, Mayor Stuart Drummond, Mr Aslam Hanif, Councillor Hazel Pearson OBE and Councillor Carl Richardson.

ADDITIONAL
ATTENDEES

Mr Peter Hadfield.

OFFICIALS

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

144

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Peter Race MBE (ex officio), Councillor Barry Coppinger (Chair), Mr Geoff Fell and Councillor Mary Lanigan.

145

DECLARATIONS OF INTERESTS

There were no declarations of interests.

146 **MINUTES OF THE PREVIOUS MEETING HELD ON 24 MARCH 2011**

The minutes of the previous meeting were accepted as a true and accurate record.

147 **OUTSTANDING RECOMMENDATIONS**

ORDERED that:-

1. the outstanding recommendations be noted and updated.

148 **FORCE PERFORMANCE REPORT (APRIL 2010 – MARCH 2011)**

The Assistant Chief Constable (Territorial Operations) presented the report to Members on Force Performance against the 2010/11 Policing Plan Priority.

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

Members were informed that for 2010/11, there were 18 performance measures within the Priority Indicator Set, each with an associated performance target. Targets were achieved in 10 areas, improvements were required to be made, in 5 (amber) and 3 (red).

Members were reminded that Cleveland Police maintained high Public Confidence Levels and were currently the top Force in the Country.

Members raised concerns in relation to Steria utilising volunteers to undertake 'call backs' in paid employment positions.

The Assistant Chief Constable (Territorial Operations) informed Members that volunteers were used to improve quality and make a positive difference.

Members queried as to whether the volunteers undertaking the 'call backs' were Cleveland Police Volunteers or Steria Volunteers, taking into account that the volunteer co-coordinator had been outsourced.

The Assistant Chief Constable (Territorial Operations) informed Members that the volunteers were volunteering on behalf of Cleveland Police. Call backs were monitored and calls were dip sampled in order to ensure a superior job was being done.

ORDERED that:-

1. the Force performance against targets be noted.

149 **ANNUAL REPORT ON THE CUSTODY SUPPORT SERVICES CONTRACT**

The Assistant Chief Constable (Crime Operations) informed Members

that the purpose of the report was to provide an appraisal of the performance of the Custody Support Services Contract during 2010/11, to assure Members that the contract was robustly managed by Cleveland Police, and to assure Members that the contract still offered 'value for money', performed to, and above the contracted requirements and met the needs of the Force.

Members were informed that throughout 2010/11, Reliance reported on the performance of the Custody Contract every month to a Contract Performance Board. There were 10 Key Performance Indicators (KPI's) within the contract that Reliance reported. These KPI's were linked to the contracted price and failure to perform resulted in service credit payments. As at the end of March 2011 the contract had performed at a level exceeding the KPI's.

Members were made aware that recognition of the benefits of this contract had been cited by the House of Commons Home Affairs Committee in their report 'Police Service Strength', published in January 2010.

Members requested if it would be possible for the KPI's to be included as an Appendix for future reports.

ACC (Crime Operations)

ORDERED that:-

1. the content of the report be noted.

150

CLEVELAND POLICE CADET PROGRAMME UPDATE

The Assistant Chief Constable (Territorial Operations) presented this report to update Members on progress of the Cleveland Police Cadet Programme.

Members were informed that the Cadet Programme was now approaching its second anniversary and thanks to funding from Cleveland Police Authority, Cleveland Police and the Stockton, Hartlepool and Redcar & Cleveland Councils, a robust community safety-themed programme of personal development had been put in place for young people across Cleveland.

Members queried as to whether Middlesbrough Cadets would be excluded from funding streams due to a non-contribution from Middlesbrough Council.

The Assistant Chief Constable (Territorial Operations) assured Members that this was not the case and Middlesbrough Council were no longer unique in deciding not to contribute, as all four Councils had now withdrawn their funding.

ORDERED that:-

1. the content of the report be noted.

151

VULNERABILITY UPDATE

The Assistant Chief Constable (Crime Operations) presented the report to update Members on the current work being undertaken across the Force to tackle areas of 'vulnerability'.

Members were informed that Vulnerability Units were launched on 13th July 2009, with the North Unit, sited at Billingham, responsible for Hartlepool and Stockton, and the South Unit, sited at Kirkleatham, responsible for Middlesbrough and Redcar and Cleveland.

Members queried the decrease in conviction rate for Redcar & Cleveland compared to the other districts and the previous year and asked if there was any reason for this.

The Assistant Chief Constable (Crime Operations) informed Members that he would provide them with a written response to this query.

ACC (Crime Operations)

Members enquired as to whether crimes were recorded differently as only 30 crimes in 2011 had been recorded compared to more in previous years.

The Assistant Chief Constable (Crime Operations) confirmed that there were no problems with the processes around recording and that there were no concerns regarding referrals being recorded as crimes.

ORDERED that: -

1. the content of the report be noted.

152

STOP AND SEARCH STATISTICS

The Assistant Chief Constable (Territorial Operations) presented Members with the latest statistics on stop and search by ethnicity and the reason for stop and search. The report covered the period October 2010 to March 2011.

Members were informed that the figures in the appendices to the report showed the number of people stopped and searched by ethnic appearance from October 2010 to March 2011, by Force and BCU's. Of the 16,342 people stopped, 2,247 (13.7%) were subsequently arrested; 2,154 (95.9%) were white and 69 (3.1%) visible minority ethnic (VME) origin.

Members asked what number of those stopped and searched were female.

The Assistant Chief Constable (Territorial Operations) informed Members that he would provide them with this information.

ACC (Territorial Operations)

ORDERED that: -

1. the content of the report be noted.

153

CUPID UPDATE

The Assistant Chief Constable (Crime Operations) presented the report to Members regarding the roll-out and use of CUPID across the Force.

Members were informed that CUPID gave 1,200 Police Officers and Police Staff (PCSO's), mobile access to operational systems, processes and information, such as crime and intelligence reports. It supported the mobile information needs of both operational officers and business support staff. CUPID had now become apart of Steria's broader partnership with Cleveland Police, which had a key focus of freeing up officers and police staff so that they would spend more time out in the communities.

Members questioned how Officers felt about using the CUPID devices.

The Assistant Chief Constable (Crime Operations) informed Members that a Focus Group including users from a range of Service Units is held regularly and the overall consensus seems to be positive.

Members commented that the only issues that they had been made aware of were in relation to the battery life of the devices.

The Assistant Chief Constable (Crime Operations) informed Members that the battery life of the devices were now much more improved and users held more than one battery and had a designated charging point.

ORDERED that:-

1. the contents of the report be noted.

154

MYSTERY SHOPPING – SCRUTINY OF THE POLICING PLEDGE

The Consultation and Performance Officer presented the report to update Members on the progress of the 'Mystery Shopper' checks which had been implemented as part of the Police Authority's scrutiny of Cleveland Police's customer service and citizen focus.

Members were informed that to date sixty-five checks of meetings had been conducted – nine at Hartlepool, thirteen in Middlesbrough, twenty one in Redcar and Cleveland and twenty-two in Stockton. Details of the forty-seven checks conducted since the last report in November 2010 were listed at Appendix A to the report.

Members were made aware that to date eleven checks of Police Offices had been made. Details of the individual office checks were listed at Appendix B to the report.

Members queried the comments at Appendix A to the report in which no reason was given for non attendance.

The Assistant Chief Constable (Territorial Operations) assured Members that he would look into the reasons for non attendance and ensure they are rectified.

Members commented that electronic means may be the way forward to engage with the public and that the 'Your Police Proposal' may be the process to implement.

The Consultation and Performance Officer informed Members that she

Consultation and

would liaise with the Media and Marketing Manager as to how the process was moving forward.

**Performance
Officer**

The Assistant Chief Constable (Territorial Operations) informed Members that the Force is flexible in engagement processes and does not like to waste officers time. A meeting structure needs to be in place which works for the local community.

ORDERED that:-

1. immediate action be taken to resolve the issues with the meeting information on the force website be agreed;
2. training be provided promptly to Control Room call takers covering how to locate Neighbourhood information be agreed;
3. the intranet based Public Consultation Form process is reviewed be agreed.

155

LOCAL COMMUNITY SAFETY PLANS

The Consultation and Performance Officer presented the report to inform Members of the contents of the Community Safety Plans published by the Community Safety Partnerships (CSPs) for Hartlepool, Stockton, Middlesbrough and Redcar and Cleveland. A summary of the four documents was attached at appendices A – D to the report.

ORDERED that:-

1. the content of the report be noted.

156

MINUTES OF THE PUTTING PEOPLE FIRST BOARD HELD ON 3 MARCH 2011

Members inspected the minutes of the Putting People First Board held on:

- 3 March 2011

ORDERED that:-

1. the minutes of the above meeting be noted.

157

MINUTES OF THE STRATEGIC PERFORMANCE GROUP HELD ON 18 MARCH 2011

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

- 8 March 2011

ORDERED that:-

1. the minutes of the above meeting be noted.

158

MINUTES OF THE STANDARDS COMMITTEE HELD ON 2 JUNE 2011

STANDARDS COMMITTEE

A meeting of the Standards Committee was held on Thursday 2 June 2011 commencing at 10.00 am in the Police Authority Members Room at Police Headquarters.

PRESENT Ms Ann O'Hanlon (Chair), Ms Vicki Lawson-Brown, Mr John Robinson, Mr Joe Rayner, Mr Gerard Walsh and Mr Peter Race MBE.

ADDITIONAL ATTENDEES Mr Aslam Hanif, Mr Ted Cox JP.

OFFICIALS Ms Kath Allaway (CE).

158

APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms Carole Pollard (Vice Chair), Miss Pam Andrews-Mawer, Councillor Barry Coppinger and Councillor Mary Lanigan.

159

DECLARATIONS OF INTERESTS

There were no declarations of interests.

160

OUTSTANDING RECOMMENDATIONS

ORDERED that:-

2. the outstanding recommendations be updated and agreed.

**Monitoring
Officer**

161

CLEVELAND POLICE AUTHORITY MONITORING OFFICER REPORT

KA presented the report, confirming that all Members of the Police Authority had completed a Declaration of Interests. The register had been inspected by Members of the Standards Committee on 10 May 2011. The Register was available on the Cleveland Police Authority Website. Any new Members Declarations should be included on the website as soon as possible following the Police Authority Annual General Meeting.

KA stated that eight Members of the Police Authority had declared receipt of hospitality in accordance with the Code of Corporate Governance.

The Code of Conduct and Official Secrets Declaration had been completed by all Members with the exception of two co-opted Members. The Chair asked that the Monitoring Officer ensures that

**Monitoring
Officer**

this is followed up.

KA also states that 24 Freedom of Information Requests had been received during 2010/2011. The system for making such a request was available on the website.

ORDERED that:-

1. The Standards Committee formally acknowledge completion of the annual reviews of Members Register of Interests, Gifts and Hospitality in accordance with the Members Code of Conduct.
2. That in future the Chair of the Standards and three other Members meet prior to the main meeting to inspect the Registers and any findings and recommendations be included in the Monitoring Officers Report to the Standards Committee.
3. Members note there have been no confidential reporting issues reported to the Police Authority during 2010/2011.
4. Members note that the Cleveland police Authority Publication Scheme is accessible through the website and that the Police Authority has received 24 Freedom of Information requests over the past year.
5. Members note that 21 documents were signed and sealed in accordance with procedure over the period 2010/11.
6. Members note that no complaints were received against Members during 2010/11.
7. Members agreed this report be submitted to the Police Authority Executive Meeting.

162

THE FUTURE OF STANDARDS IN LOCAL GOVERNMENT

KA presented the report to Members explaining that the Government intended, through the Localism Bill, to abolish the Standards for England. The Proposals were:

- Remove the First-Tier Tribunal's jurisdiction over Member Conduct
- Remove the national Code of Conduct for councillors and the Requirement to have a Standards Committee
- Allow Authorities to choose if they have a local code or Standards Committee
- Create a criminal offence relating to failure to register or declare interests

One member asked how this would effect the Standards Committees, and the Monitoring officer stated that it was unclear but that the

Monitoring Officer

position was being monitored and an update would be provided once the position was clear.

The Chairman of the Police Authority stated that he would propose that the current regime within the Police Authority would continue and that a meeting of Standards would be called once the position was clearer.

163

ANY OTHER BUSINESS

The Chair of the Committee stated that she would not normally consider any other business however the unusual circumstances of recent weeks with the media interest may be of concern to all members of the Standards Committee and asked if the Standards Committee had a role to play.

KA explained that the Standards Committee's role was in relation to Members standards of conduct and as such these were not matters that fell within the terms of reference of the Committee.

164

MINUTES OF THE AUDIT & INTERNAL CONTROL PANEL HELD ON 14 JUNE 2011

AUDIT & INTERNAL CONTROL PANEL

A meeting of Audit & Internal Control Panel was held on Tuesday 14 June 2011 in the Members Conference Room at Police Headquarters.

PRESENT: Mr Mike McGrory JP (Chair), Mr Peter Hadfield (Vice Chair), Mr Geoff Fell, Mr Chris Coombs, Councillor Mary Lanigan and Mayor Stuart Drummond.

ADDITIONAL MEMBER: Councillor Ron Lowes

OFFICIALS: Mr Michael Porter, Dr Neville Cameron and Mr John Bage (CE)
Mr Derek Bonnard, Mrs Ann Hall and Miss Kate Rowntree (CC)
Mrs Sue Turner (IA) Mrs Gill Gittins (AC)

165

APOLOGIES FOR ABSENCE

Mr Peter Race MBE and Mr Ted Cox JP (ex officios)

166

DECLARATIONS OF INTERESTS

There were no declarations of interests.

167

MINUTES OF THE PREVIOUS MEETING HELD ON 21 APRIL 2011

A Member informed the Panel that they had been omitted from the list of attendees in the minutes of the previous meeting, following this correction the minutes were held as a true record.

The ACO F+C informed of a clarification to the report regarding Standing Financial Instructions (SFI). Members were informed that the process to ensure that SFI's conformed to SFI's would be via

Internal Audit to this Panel.

168

OUTSTANDING RECOMMENDATIONS

ORDERED that;

1. the Outstanding Recommendations were noted and updated.

169

EXEMPTIONS TO STANDING ORDERS (JANUARY – MARCH 2011)

The ACO (F&C) informed Members that the new contract standing orders were introduced on 1st 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".

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

ORDERED that;

1. the exemptions in Appendix A of this report be noted.

170

ANNUAL GOVERNANCE STATEMENT – SERVICE UNIT ASSURANCE QUESTIONNAIRE

The Treasurer informed Members that the report was intended to provide a summary of the responses from the survey of Service Unit Managers, undertaken as part of the process of establishing the assurance framework in support of the Annual Governance Statement

To facilitate the production of the Annual Governance Statement the Authority had developed a process where Annual Service Unit Assurance Assessments are completed by Service Unit Managers within the Force to confirm that the governance arrangements within the Service Unit are compliant with the internal control framework and evidence the declarations within the Annual Governance Statement.

Members were reminded that for the first time during 2010/11 Internal Audit undertook a sample review of the returns from Service Unit Managers and the evidence that they collated to support their returns. The results of this audit were reported to Members at their April meeting.

Members sought assurance regarding the quality of work being carried out and whether this work was managed.

The ACO (F+C) informed members that all responses were overseen by the Treasurer. The DCC also informed Members that such quality checks were reviewed and managed via the monthly performance reviews undertaken with Service Unit Managers.

ORDERED that;

1. the report be noted.

STATEMENT OF KEY CONTROLS

The Treasurer informed Members that as part of the framework for preparing the Annual Governance Statement a Statement of Key Controls had been collated. Members were informed that this is one of the Sources of Assurance which underpin the provision of assurance on the adequacy and effectiveness of controls over key risks.

The Treasurer informed Members that the extent to which there is evidence to support compliance with the key controls had been reviewed by those individuals identified within the appendices as the source of assurance to be relied upon.

Members queried the two areas shaded red in the appendices and sought assurance of the risk to the process.

The Treasurer informed Members that the document asks key people for certain assurances. But this does not always balance with the expectations of the Long term Financial Plan, so there will be on occasions areas that should be brought to Members attention. However the Treasurer assured Members that all areas are monitored and any such movement / action is reported to Members.

The ACO (F+C) informed Members that medium term issues are still not balanced and that there are significant financial challenges. Members were informed that the LTFP was linked to key strategic objectives.

TREASURER

ORDERED that;

1. the Statement of Key Controls as set out at Appendix A to the report be agreed.

INTERNAL AUDIT FOLLOW UP REPORT

The Internal Auditor informed members that as part of the approved internal audit periodic plan for 2010/11 they had undertaken a review to follow up progress made by Cleveland Police Authority to implement previous internal audit recommendations. Recommendations with dates for implementation not yet due would be followed up as part of the 2011/12 follow up work.

The audits considered as part of the follow up review were:

- Corporate Planning 09/10;
- Digital Imaging Services 09/10;
- Use of Internet & Email Services 09/10;
- Key Financial Controls & Petty Cash 09/10;
- Network Security 09/10;
- Risk Maturity 09/10;
- Vetting 09/10; and
- Follow Up 09/10.

Members were informed that staff members responsible for the implementation of recommendations were interviewed to determine the status of agreed actions. Where appropriate, audit testing had

been completed to assess the level of compliance with this status and the controls in place.

The Internal Auditor informed Members that taking account of the issues identified in the remainder of the report and in line with their definitions set out in Appendix A to the report, in their opinion Cleveland Police Authority had demonstrated reasonable progress in implementing actions agreed to address internal audit recommendations and there were no significant recommendations that they considered to be receiving inadequate management attention.

Members queried whether or not actions could be put in place to stop implementation dates being rolled over.

The Deputy Chief Constable informed Members that he had taken up such issues with various Service Unit Managers, and that it must be understood that Service Units are continually changing in challenging environments and carry out rolling programmes of work.

ORDERED that;

1. the item was deferred to a future meeting.

CHAIR

173

PROJECT I REPORT

The Internal Auditor informed Members that a review of the Governance Arrangements in place in relation to the Project I outsource was undertaken as part of the approved internal audit periodic plan for 2010/11. The Authority entered into a 10 year contract with Steria UK Ltd on 28 June 2010 whereby from 1 October 2010 Steria will deliver the following services on behalf of the Authority:

- Control Room
- Information and Communications Technology
- Finance
- Procurement
- Fleet
- Estates
- Human Resources (HR) and Training
- Central Business Unit (CBU)
- District Enquiry Desks and Administration
- Criminal Justice

Members were reminded that on 1 October 2010, 514 police staff transferred into the employ of Steria and the functions performed by 117 police officers became the responsibility of Steria under the contract. Members were informed that modern outsourcing is reliant on the establishment of effective behaviours in both the client and supplier involving the following:

- Relationships
- Flexibility
- Senior leadership
- Communication
- Knowledge sharing
- Cultural compatibility

- Problem resolution
- Quality of service line reporting
- IT practices and standards

The Internal Auditor informed Members of their key findings which were reported over six areas. They then provided updates for these findings.

Members sought assurance from Internal Audit as to the level of satisfaction in the overall process.

The Internal Audit assured Members of their satisfaction with the process and that they had no concerns, however Members were reminded that this area of work for Internal Audit was advisory work.

ORDERED that;

1. the report be noted.

174

INTERNAL AUDIT ANNUAL REPORT 2010/11

Internal Audit informed Members that as our internal audit provider, the assignment opinions that RSM Tenon provided the organisation during the year are part of the framework or assurances that assist the Authority prepare an informed governance statement.

Members were informed that Internal Audit were satisfied that sufficient internal audit work had been undertaken to allow them to draw a reasonable conclusion on the adequacy and effectiveness of Cleveland Police Authority's arrangements.

For the 12 month period that ended on 31 March 2011, based on the work Internal Audit had undertaken, their opinion regarding the adequacy and effectiveness of Cleveland Police Authority's arrangements for governance, risk management and control all showed 'Green' assurance levels.

ORDERED that;

1. the report be noted.

175

ANNUAL GOVERNANCE STATEMENT 2010/11

The Treasurer informed Members that on 11 December 2007 the Police Authority received a report about the arrangements required under the Account and Audit Regulations, and defined 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 make recommendations to the Police Authority Executive meeting. The draft had been drawn up using the CIPFA/SOLACE framework and the guidance referred to in the body of the report.

Members were informed that the Governance framework itself remained a discretionary code and was offered to Organisations as good practice. It outlined six core principles of good governance

focusing on the systems and processes for the direction and control of the organisation and its activities through which it accounts to, engages with and leads the community. The degree to which the Authority followed these principles should be declared in its Annual Governance Statement. It is this statement that has the legal backing of Regulation 4 of the Accounts and Audit Regulations from 2007/8.

ORDERED that: -

1. subject to any amendments Members feel are necessary, the draft 2010/11 Annual Governance Statement at Appendix A to the report be agreed.
2. the Annual Governance Statement, at Appendix A to the report and subject to any amendments referenced in 2.1 of the report, be submitted to the Police Authority Executive on 23rd June 2011 for approval, be agreed.

176

STATEMENT OF ACCOUNTS 2010/11 (SUBJECT TO AUDIT)

The Treasurer informed Members that under the Account and Audit Regulations 2003, local authorities, including police authorities, are required to receive and approve the Statement of Account for 2010/2011 by the end of June 2011.

The role of the Audit & Internal Control Panel in reviewing the Statement of Accounts was essentially to provide assurance to the Police Authority Executive and to the wider stakeholder base that they conform to proper practices.

The Treasurer informed Members that the accounts were prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: Statement of Recommended Practice (SORP) 2010 and the International Financial Reporting Standards Code. This specified the principles and practices of accounting required to prepare a Statement of Accounts which gave a true and fair presentation of the financial position of the Authority.

Members were informed that as the Audit of Accounts is not scheduled to begin until 8th June; the Statement of Accounts was presented subject to audit. The audited accounts and any amendments resulting from the audit will be presented to a future Police Authority meeting.

ORDERED that:

1. the accounting policies set out in the Statement of Accounts on pages 20 to 27 inclusive, which the Authority had followed in producing the accounts be reviewed, be noted.
2. the analytical review of the accounts contained within the body of the report and specifically within paragraphs 3.10 to 3.14 to the report, to provide Members with confidence in the financial statements, be noted.
3. the establishment of Earmarked Reserves of £5,953k (paragraph 3.15 to the report refers), be agreed.

4. the Statement of Accounts (at Appendix A to the report) be recommended for acceptance to the Police Authority Executive on 23rd June 2011, be agreed.

177

AUDIT & INTERNAL CONTROL PANEL 2011/2012 SELF ASSESSMENT

The Treasurer presented the report to Members and informed that the Audit and Internal Control Panel last undertook a self assessment in 2008. The Action Plan arising from that self assessment had been addressed and given the change in membership of the Panel, during the intervening period the Chair of the Panel asked, at the meeting of the Panel in December 2010, that an updated process to undertake a further self assessment be produced. The purpose of the paper was to further develop this self assessment.

Members were informed that the proposed process for the self assessment will use the criteria within the Audit Committee Handbook published by HM Treasury in March 2007. This was further developed by the National Audit Office in a paper entitled "The Audit Committee Self Assessment Checklist" which was published in November 2009.

The Treasurer informed Members that a fully developed Audit and Internal Control Panel, with the appropriate Role, Membership, Skills, Scope and route for Communication should help the Authority undertake one of its primary functions, that is to *'put in place proper arrangements for the governance of its affairs and facilitating the exercise of its functions, which includes ensuring a sound system of internal control is maintained through the year and that arrangements are in place for the management of risk.'*

The Panel Vice Chair expressed concern that the process could be too technical. Members suggested that it may be prudent for this process to be carried out collectively.

ORDERED that;

1. the checklist, attached at Appendix A to the report, is used to undertake the required self assessment be agreed.
2. a timetable and process for the completion of the self assessment be agreed.
3. an action plan be developed and monitored, as a result of the completion of the checklist, to address any areas for development be agreed.
4. the Panel Chair, Vice Chair and Treasurer to report back after the Police Authority AGM, on a system to be adopted to complete this collectively be agreed.

178

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.

179

CLEVELAND POLICE AUTHORITY RISK REGISTER

The Service Improvement Manager informed Members that the purpose of the report was to provide Members with the opportunity to review the current Police Authority Risk Register, Action Plan and developments since the last update given on 10th February 2011.

The ownership of the Police Authority Risk Register rests with the Leadership Panel where routine maintenance and chronological updates are discussed and agreed. Risk updates are also provided at the Joint Risk Management Group, held with the Force, every two months.

Members were informed that the report is part of an ongoing process within both Authority and Force to embed risk management into every aspect of the business.

ORDERED that;

1. the routine maintenance and chronological updates to the Risk Register at Appendix A and Action Plan Appendix B to the reports be noted.

180

STRATEGIC RISK MANAGEMENT AND SERVICE CONTINUITY PLANNING UPDATE REPORT

The Deputy Chief Constable informed Members that the purpose of the report was to provide Members with an update on progress in implementing both risk management and service continuity planning in the Force and to increase awareness of the strategic risks facing the Force.

Members were reminded of the integrated approach to embedding risk management and service continuity planning within the Force. The programme is progressing on a systematic basis with the intention of developing robust risk management and service continuity plans and further embedding a risk management culture.

The Deputy Chief Constable informed Members that Risk Management and Service Continuity Plans are key building blocks in ensuring the sustainable delivery of services and delivery of Policing Priorities through the effective identification and management of the principal risks to the delivery of corporate objectives.

Members sought clarification of an element of the Strategic Partnership Agreement.

The Deputy Chief Constable provided such assurance.

ORDERED that;

1. the contents of the report be noted.

181

COMMENT OF APPRECIATION.

The Panel Chair placed on record his and the Panel's appreciation of

the work carried out by Cllr Mary Lanigan who will be leaving the Police Authority following the recent local elections.

182

CLOSE OF MEETING

183

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

POLICY & RESOURCES

A meeting of the Policy & Resources Panel was held on Thursday 30 June 2011, commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT

Mr Aslam Hanif (Chair), Miss Pam Andrews-Mawer, Councillor Ron Lowes, Councillor Barry Coppinger and Mr Ted Cox JP.

OFFICIALS

Dr Neville Cameron, Mrs Clare Hunter and Mr John Bage (CE).
Mr Derek Bonnard, Mrs Ann Hall and Miss Kate Rowntree (CC).

184

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Peter Race MBE (ex officio) and Mr Sean Price.

185

DECLARATIONS OF INTERESTS

There were no declarations of interests.

186

MINUTES OF THE POLICY & RESOURCES PANEL HELD ON 28 April 2011

The minutes were agreed as a true and accurate record.

187

OUTSTANDING RECOMENDATIONS

ORDERED that:-

1. the Outstanding Recommendations be noted.

188

REVENUE OUTTURN 2010/11

The Assistant Chief Officer Finance & Commissioning (ACOF+C) reminded Members that at their meeting on 25th February 2010 Members approved a Net Budget Requirement (NBR) of £132,172k and budgeted revenue expenditure of £149,573k, the balance of expenditure being funded by specific grants, other income and transfers from reserves. This report set out the year end position against that budget.

Members were informed that the overall outturn position attached at Appendix A to the report showed an underspending against budget of £727k (0.49%) when compared with a gross expenditure budget of £149.6m. This was achieved after allowing for the following decisions that were made by Members during the year:

- The transfer of £925k from the General Fund as approved

by Members to support the 2010/11 budget.

- The earmarking of reserves as agreed by Members for use in future years and as detailed in 3.16 to the report

Members were asked to note that the outturn position had been delivered after the unprecedented in-year budget cut of £1,366k and that this had not been at the expense of operational performance. An overall crime reduction of 9% was recorded for the year ending March 2011, which equates to 4234 fewer victims of crime.

Members were informed that the Force had, in spite of budget reductions, successfully delivered an underspend for the 2010/11 financial year thus contributing to the General Fund in order to further underpin the 2011/16 LTFP that was presented to Members on 24th February 2011.

Members queried the current position on costs pertaining to police overtime.

The Deputy Chief Constable informed Members police overtime is being monitored daily with a constant view of minimising costs.

Members sought assurance regarding the situation over Regulation A19 and the effect viz experienced Police Officers.

The Deputy Chief Constable informed Members that the Force does have succession planning processes, reminding Members that a general police career is for thirty years. Members were further reminded that Officers with more than thirty years service could at any stage issue twenty eight days notice to leave, thus making succession planning an important part of the recruitment / retention process.

The original 2010/11 budget, as approved by Members, allowed for transfers from reserves of £1,070k to support the budget. The Chair of Panel queried why had the actual transfer from reserves varied from this amount.

The Assistant Chief Officer Finance & Commissioning informed Members that she would circulate a reconciliation to all Members.

ACO F+C

ORDERED that;

1. the revenue outturn position for 2010/11 of a £727k underspend which represents a 0.49% underspend against a gross expenditure budget of £149.6m.
2. the outturn position is in excess of the £250k underspend forecast in the Period 11 report.
3. these results are presented subject to audit and that any amendments resulting from the audit will be presented to a future Authority meeting

CAPITAL OUTTURN 2010/11

Members were reminded that they approved the capital programme of

£10,209k for 2010/11 and the capital plan for 2010/14 at their meeting on 25th February 2010. The report set out the progress against delivery of the programme and is part of the process introduced by the Police Authority to maintain prudent financial management.

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed Members that the report is part of the process agreed by the Police Authority to establish annual and medium term financial plans and maintain prudent financial management.

The Police Authority approved the carry forward of £148.3k in the Provision for Business Cases at their meeting on 31st March 2011. This was the position as at the end of February and during March, there were two movements which now result in the request for a further £158.9k to be carried forward:

- underspends across the programme of £113.7k on a number of schemes which were completed at a lower than anticipated cost.
- capital receipts of £45.2k on the sale of vehicles.

This takes the total provision to be carried forward to £307.2k.

ORDERED that;

1. the capital outturn position for 2010/11 be noted.
2. the carry forward of additional unutilised funds in the provision for business cases of £158.9k taking the total carry forward to £307.2k be agreed.
3. the utilisation of £47.1k of those funds carried forward to offset the reduction in funding confirmed by the Government in April 2011 be agreed.
4. the addition on a vehicle purchased for the Camera Safety Partnership at a cost of £20.6k be noted
5. the transfer from revenue of partnership funds of £20.6k to fund the above vehicle be agreed.
6. the carry forward of £3,015.3k for the following schemes (at 2.6 to the report) into the 2011/12 Capital Programme be agreed.

190

TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS OUTTURN 2010/11

The Assistant Chief Officer Finance & Commissioning informed Members that the purpose of the report was to provide details of Treasury Management performance in 2010/11 and to provide details of performance against the Prudential Indicators for 2010/2011, approved by Members on 25th February 2010.

The Authority had complied with the requirements of the CIPFA Codes for Treasury Management and Prudential Borrowing. It had managed its cash and investments in a prudent manner, during the turbulence and uncertainty in financial markets and financial institutions, to protect the funds that it invests on behalf of the people of Cleveland. The Authority managed its cash resources in a low risk and highly liquid manner throughout 2010/11.

ORDERED that;

1. the content of the report be noted.

191

BUDGET MONITORING REPORT TO 31 MAY 2011

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed Members that the report sets out the progress against delivery of the budget and is part of the process introduced by the Authority to maintain prudent financial management.

The ACO (F+C) referred Members to para 3.4 of the report and outlined a number of areas where pressures may present as a risk. However the ACO (F+C) assured Members that at para 3.11 to the report, proposals being presented, can, if adopted, assist in the pressure being brought back to a balanced position.

Members were informed that the Force also continued to look at all areas of spend in order to drive out savings which can facilitate the bolstering of general reserves in order to support the financial position of the Force going forward. Any savings identified would only be captured if they do not undermine operational performance.

The Designate Vice Chair of this Panel assured Members that these budgetary matters are tightly managed at the Resource Management Group.

ORDERED that;

1. the contents of the report and actions proposed to bring the 2011/12 budget back into balance be noted.

192

CAPITAL MONITORING TO 31 MAY 2011

The Assistant Chief Officer Finance & Commissioning informed Members that the report is to set out the progress against delivery of the capital programme and is part of the process introduced by the Authority to maintain prudent financial management.

Members were informed that the report set out progress against delivery of the Capital Programme for 2011/12 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 adding of the Upgrading of North Ormesby scheme at a

cost of £22.8k to be funded from the Provision for Business Cases and approved under delegated authority be noted.

3. the adding of the Digital Evidence scheme at a cost of £15.0k to be funded from the Provision for Business Cases and approved under delegated authority be noted.

193

TREASURY MANAGEMENT TO 31 MAY 2011

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed Members that the report was to update Members on the status of the Authority's investments and borrowing. It is 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 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.

194

ANNUAL HEALTH & SAFETY REPORT

The Deputy Chief Constable informed members that the purpose of the report was to provide Members with an annual report with regard to health and safety and fire safety within Cleveland Police for the period 1st April 2010 to 31st March 2011.

Members were informed that the Force had an established network of Health and Safety Groups to facilitate co-operation and consultation in promoting and developing measures to continuously improve arrangements regarding the health, safety and welfare of staff.

The Deputy Chief Constable informed Members that fire safety risk assessments are conducted by the Health and Safety and Fire Safety section on a planned cyclical basis and to a given standard namely Publicly Available Specification 79 (PAS: 79) developed by the British Standards Institute. The assessments ensured compliance with current statute (The Regulatory Reform (Fire Safety) Order 2005) and embrace all premises in which Police Officers and Staff are located including premises owned, leased or rented by the Police Authority.

ORDERED that;

1. the content of the report be noted.

195

ANNUAL PFI CONTRACT PERFORMANCE REPORT 2010

The Assistant Chief Officer Finance & Commissioning ACO (F+C) informed Members that the purpose of the report was to provide Members with an appraisal of the performance of the Action Stations PFI Contract over the Financial year 2010/11, 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 the contracted requirements and met the needs of the Force.

Members were reminded that Reliance continued to work closely with Cleveland Police in the management of the service contract. Positive working relationships are maintained through a number of meetings. Monthly and local meetings are held to facilitate the resolution of any outstanding issues between the parties, and to allow that the quarterly performance meeting to focus on 'headline issues'.

Relationships between the Force and Reliance remain positive with an open and transparent approach being adopted to address any emerging issues. This positive joint working is delivering a good service to our staff and the communities of Cleveland.

The ACO (F+C) informed Members that relationships between the Force and Reliance remain positive with an open and transparent approach being adopted to address any emerging issues. This positive joint working is delivering a good service to our staff and the communities of Cleveland.

ORDERED that;

1. the contents of the report be noted.

196

WORKFORCE MODERNISATION UPDATE REPORT

The Deputy Chief Constable informed Members that the report outlined to the Police Authority activities undertaken in the last 12 months along with activity currently underway in relation to workforce planning and modernisation.

Members were informed that to enable the effective delivery of the Policing Plan during 2010/11 and in the current financial year, a series of strategic Human Resources changes were identified, a number of which had significant implications on the effective management of our current and future workforce requirements. Key elements of change were then incorporated within the People and Diversity Business Plan in regard to workforce planning and modernisation activities.

The Deputy Chief Constable assured Members that throughout this process the focus is always on frontline policing.

The Police Authority's HR Advisor sought clarification regarding para 3.9 to the report, inasmuch as 'delivery of savings' and 'alternative approaches' and what these may be.

The Deputy Chief Constable informed that a comprehensive briefing could be given to Members some time in the near future and that this would incorporate timescales and an update on Regulation A19.

Members were informed that these processes would continue until the organization was at the correct size

ORDERED that;

1. the content of the report be noted.
2. a briefing to be held on Workforce Modernisation to include timescales and an update on Regulation A19 be agreed.

DCC

197

VEHICLE PROCUREMENT

The Assistant Chief Officer Finance & Commissioning ACO (F+C) informed Members that the purpose of the report was to inform Members of the NPIA National vehicle procurement frameworks 2011/14 and to advise Members of the results of the North East Forces regional collaboration and seek approval of the recommendation from the mini-competition under the NPIA framework.

Members were informed that the Force had previously purchased its vehicles, as part of the annual Capital Replacement Programme, via the use of the joint National Policing Improvement Agency (NPIA) and National Association of Police Fleet Managers (NAPFM) framework agreement for vehicles and spare parts. These Frameworks were established in April 2005 and terminated on 30th September 2010.

The seven fleet managers of the full North East region agreed to enter into a collaborative mini-competition to enhance the benefits from the National Framework by taking advantage of potential volume discounts by standardising vehicles across the region.

The ACO (F+C) informed Members that a full tender process was carried out for all the regional Forces' requirements for the coming years. The tender documents were scored on areas such as vehicle cost, warranty terms, life costs and CO2 emissions. The scoring matrix and results are held by Humberside Police procurement department who carried the process on behalf of the region's Forces.

Cleveland will still enjoy the longer term benefits by signing up to the regional commitment placing the Force in a much lower pricing category for purchase over the next four years.

Members queried the types of vehicles that were part of the tender processes.

The ACO (F+C) informed Members that motor cars both petrol and diesel were included, motorcycles were not included neither were electric vehicles as yet these were not suitable for operational purposes.

Members queried whether driving technique was looked at to reduce driving costs.

The Deputy Chief Constable informed Members that the driver training programme incorporated such elements.

ORDERED that;

1. to continue to collaborate with the North East Region for the procurement of police vehicles be agreed.

2. to use the regional framework for the procurement of police vehicles for the period 2011/14 be agreed.
3. the final outcome of the tender for the regional collaboration that is as follows:
 - Tenderer 1 is awarded Lots E, F, & I
 - Tenderer 4 is awarded win Lot D.be agreed.
4. the proposed vehicle framework for the procurement of Cleveland Police vehicles for 2011/12 be agreed.
5. the migration of Beat car vehicles to that of a smaller vehicle for 2011/14 instead of the vehicle currently used. This would equate to a saving of £2,744 per vehicle be agreed.

198

PROCUREMENT REPORT FOR ELECTRICAL ENGINEERING PLANNED & REACTIVE MAINTENANCE

The Assistant Chief Officer Finance & Commissioning ACO (F+C) informed members that the purpose of the report is to advise Members of the procurement process undertaken during the recent tender exercise for electrical engineering planned and reactive maintenance.

Members were informed that the current contract for electrical engineering planned and reactive maintenance expires on the 30th September 2011. As a result, the service was retendered and a new contract is to be put in place to ensure a seamless handover and continuity of service.

A restricted two stage tender was the chosen procedure for this procurement. The restricted tender procedure involves advertising the contract opportunity and then sending the first stage Pre-Qualification Questionnaire (PQQ) document to all interested parties to complete. The PQQ document focused on organizational / legislative compliance questions as well as the organisations experience and technical competence to deliver the service. The second stage of the tender Invitation to tender (ITT) focused on pricing, service delivery and service response.

The procurement process had been completed in line with European Legislation. The use of the restricted procedure gave an opportunity for all interested parties to participate at the initial PQQ stage.

The Evaluation Team are fully confident that the procurement process had achieved Best Value and the new contract will provide an efficient, responsive and cost effective service to the Authority by using local suppliers as well as supporting the local economy.

ORDERED that;

1. the procurement method, analysis used and the

recommendation put forward by the Evaluation Team be noted.

2. to accept Bidder 3 as the best value solution to deliver the electrical engineering planned and reactive maintenance contract be agreed.

199

PROCUREMENT REPORT FOR BUILDING & FABRIC PLANNED & REACTIVE MAINTENANCE, AND CONTRACTOR FRAMEWORK FOR PROJECT WORKS

The Assistant Chief Officer Finance & Commissioning ACO (F+C) informed Members that the purpose of the report was to advise Members of the procurement process undertaken during the recent tender exercise for building and fabric, planned and reactive maintenance, and the contractor framework for project works.

Members were informed that the current contract for building and fabric planned and reactive maintenance expires on the 30th September 2011. As a result, the service was retendered and a new contract is to be put in place to ensure a seamless handover and continuity of service.

As well as the main contract for planned and reactive maintenance which will be delivered by one local contractor, a framework of four other specialist contractors will be put in place to ensure that any building and fabric project works between £50k and £250k is competitively priced in the form of a mini competition and provides full compliance with Cleveland Police Authority Standing orders.

Members were informed that a restricted two stage tender was the chosen procedure for this procurement. The restricted tender procedure involved advertising the contract opportunity and then sending the first stage Pre-Qualification Questionnaire (PQQ) document to all interested parties to complete. The PQQ document focused on organisational/legislative compliance questions as well as the organisations experience and technical competence to deliver the service. The second stage of the tender, invitation to tender (ITT) focused on pricing, service delivery and service response.

The procurement process has been completed in line with European Legislation. The use of the restricted procedure gave an opportunity for all interested parties to participate at the initial PQQ stage.

The Evaluation Team are fully confident that the procurement process has achieved Best Value and the new contract and framework agreement will provide an efficient, responsive and cost effective service to the Authority by using local suppliers as well as supporting the local economy.

Members queried where the comparison data for Bidder 15 was, as it did not appear in the bundle.

The ACO(F+C) informed Members that it will be provided to Members.

ACO (F+C)

ORDERED that;

1. the procurement method, analysis used and the recommendations put forward by the Evaluation Team be noted.
2. to accept Bidder 15 as the best value solution to deliver the building and fabric planned and reactive maintenance contract be agreed.
3. to accept Bidders 2, 4, 11, 15 and 18 to enter into a contractor framework to deliver project works between £50k and £250k be agreed.

200

ENVIRONMENTAL MONITORING GROUP

The Service Improvement Manager informed Members that the report provides Members with an update of the business of the Environmental Monitoring Group held on 24 May 2011.

Members were informed that care for the environment and the reduction of carbon emissions nationally will continue to be high on the priority list of any UK Government. It is therefore essential for the Force and Authority to measure, improve and maintain any reduction in carbon emissions gained through the formation of the Environmental Monitoring Group.

The Service Improvement Manager informed members that there are financial implications as a result of projected energy usage reporting through the Carbon Reduction Commitment Energy Efficiency Scheme, however this has been built into estates revenue budgets for 2011-12.

Members were informed that 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 business will ensure that holistic scrutiny is applied to the effects that the day to day business of Cleveland Police and the Police Authority have on the environment.

ORDERED that;

1. the report be noted.

201

LEGISLATION UPDATE

The Service Improvement Manager informed Members that the purpose of the report was to outline recent and proposed legislation relevant to Police Authorities.

Members are provided with an update of recent and proposed legislation relevant to Police Authorities at two meetings annually - the last update was provided at the Policy & Resources Panel on 16 December 2010.

Members were informed that Acts of Parliament given Royal Assent and Draft Bills of Parliament currently in review in the House of Commons or House of Lords, pertinent to Police Authority business, were listed in Appendix A to the report.

The Authority constantly reviews current and proposed legislation to ensure that it is understood and put into practice, as appropriate and required.

ORDERED that;

1. the details of legislation outlined in Appendix A to the report be noted.

202

NOTE OF APPRECIATION

Following her departure from the Police Authority after the recent local elections, the Chair of the Panel expressed his gratitude on behalf of the Panel for the work and commitment given by Mrs Hazel Pearson OBE as Vice Chair of this Panel, and wished her well for the future.