

CLEVELAND POLICE AUTHORITY EXECUTIVE

A meeting of Cleveland Police Authority Executive was held on Tuesday 20th December 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 Norma Stephenson, Mayor Stuart Drummond (Vice Chair), Councillor Carl Richardson and Councillor Bernie Taylor

Independent Members

Mr Aslam Hanif, Mr Geoff Fell, Mr Peter Hadfield, Mr Mike McGrory JP, Miss Pam Andrews-Mawer, Mr Ted Cox and Mr Chris Coombs

OFFICIALS: Mrs Clare Hunter, Mr John Bage and Mr Michael Porter (CE)
Mrs Jacqui Cheer, Mr Adrian Roberts, Mr Sean White, Mrs Ann Hall and Miss Kate Rowntree (CC)
Mrs Gill Gittins and Mr Mark Kirkham (Audit Commission)

Mayor Stuart Drummond in the Chair

207 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

208 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

The Vice Chair agreed to take an urgent business item.

209 **URGENT BUSINESS ITEM – ELECTION OF CHAIR**

The Chief Executive informed Members that following the resignation of Mr Peter Race MBE as Chair of the Police Authority, there is a requirement to elect a new Chair.

Members were informed that three Members had expressed an interest in the position of Chair and he requested that they give a brief statement regarding their application.

The Vice Chair provided Members with a brief résumé. A proposer and seconder was noted.

A second Member sought clarification regarding the Vice Chair's capacity to hold both Offices of the Chairman and Mayor should he be elected.

Mayor Drummond gave such assurances.

The second Member withdrew their nomination.

A third Member provided Members with a brief résumé. A proposer and seconder was noted.

A secret vote was taken and Mayor Stuart Drummond was duly elected as Chair.

Mayor Stuart Drummond in the Chair.

The Chair proposed a vote of thanks to Mr Peter Race MBE as previous Chair. Members agreed.

The Chief Executive informed Members that there had been a number of Members expressing an interest in the role of Vice Chair and proposed postponing any such election until early in the New Year.

ORDERED that;

1. the election of the role of Vice Chair be postponed until the next meeting of the Police Authority Executive be agreed.

210

GRANT SETTLEMENT UPDATE

The Treasurer informed Members that the Minister of State for Policing and Criminal Justice had set out proposals for the aggregate amount of grant to Police Authorities and in so doing indicated a cash reduction in funding for each Police Authority of 6.7% in 2012/13. This followed on from the 5.1% cash reduction in 2011/12.

The table at paragraph 3.2 to the report showed the expected impact on Cleveland Police Authority in 2012/13, of the reductions in funding provided by the Government. The Authority is expected to receive a 6.7% reduction in Formula Grant which will be the same for every Police

Authority. However, in terms of the reduction in overall Government Funding, the Authority will be £6,562k worse off in 2012/13, in cash terms, than in 2011/12. This equates to a 6.16% reduction in cash terms even though the Home Office is 'only' having its overall budget reduced by 5% in cash terms.

Members were informed that the overall settlement provided the Authority with significant financial challenges and represented a significant risk for future service delivery. A more detailed report on the impact of the settlement on the 2012/13 budget and Long Term Financial Plan will be debated further on the agenda.

Members sought assurances that approaches would be made to Ministers regarding any top slicing of the capital grants for any proposed national police air service.

The Chief Constable and Treasurer assured Members that approaches would be made to Ministers.

ORDERED that;

1. the contents of the report be noted.
2. the Chairman, in consultation with the Chief Constable, Chief Executive and Treasurer, to make representations in response to the proposed settlement be authorised.

211

LONG TERM FINANCIAL PLAN UPDATE

The Treasurer 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.

Members were informed that for the current year, an £80k overspend is forecast as detailed to Members of the Policy and Resources Panel in the Budget Monitoring report – several areas outlined in that report are being investigated in order to mitigate this and bring the Force back to a break-even position for 2011/12; this will be taken back to Policy and Resources panel for scrutiny.

The Treasurer informed Members that the Government stated that they would instigate capping against any

Authority who increased their precept by more than 3.5%. Given this indication the current LTFP remained based on Precept increases of 3.5% for the life of the plan. Capping rules have now been superseded and referenda are required for any Precept rise over 4%.

Members were informed that the report outlined financial challenges with further work to be done. Further briefings will be arranged for Members in January and February before the final budget proposals for 2012/13 is presented to Members in February.

Members queried who would have to pay for any referendum should a Precept of more than 4% be set.

The Treasurer informed Members that the Police Authority would have to pay such costs.

ORDERED that;

1. the contents of the report be noted.
2. updates be presented to Members in briefings to be held in January and February be agreed.
3. the final 2012/13 budget and the 2012/16 LTFP are brought to their meeting in February be agreed.

212

NATIONAL POLICE AIR SERVICE ISSUES

The Assistant Chief Constable (Crime Ops) gave a verbal update to Members regarding the National Police Air Service.

Members were informed that the Police Authority and Force were still not content with a number of areas surrounding the suggested creation of the NPAS in particular financial predictions.

The ACC (Crime Ops) informed Members that a letter had been sent from the Chair, Chief Constable and Panel Chair to Chief Constable Alex Marshall outlining the concerns of the Police Authority and Force. In addition to this, an invitation had been sent to A/Supt Richard Watson NPAS Implementation Manager to come and talk to the Police Authority on these matters.

ORDERED that;

1. the report be noted.

213

2012/13 POLICING PRIORITIES AND LOCAL POLICING PLAN

Members were informed that the report had been prepared to seek Members approval for the proposed process for developing the policing plan, policing priorities and targets for 2012/13.

The Chief Constable informed members that the proposal was to produce a document by end March 2012 and to continue to develop the plan close to the wishes of the new Police and Crime Commissioner as time passes.

The Chief Executive reminded Members that it is their responsibility to publish the Policing Plan and that it would be of value to put a small team together to aid this. This shall consist of Mr Peter Hadfield, Miss Pam Andrews-Mawer, Mr Chris Coombs and Councillor Ron Lowes.

ORDERED that;

1. regular liaison with nominated Members and Police Authority Officers to develop the plan in the form of a small working group. Tuesday night briefings to be used as an opportunity for all Members to be kept informed of policing plan, annual priorities and targets developments be agreed.
2. approval of the Policing Plan is undertaken by the Police Authority Executive as detailed in the attached scheduled at Appendix 2 to the report be agreed.
3. the Plan will be available in electronic format although printed copies will be available on request be agreed.
4. the document will only be translated into a foreign language upon request be agreed.
5. the joint 2011/12 Annual Report is prepared and published as part of the Policing Plan be agreed.

INTERIM AUDIT LETTER

The Audit Commission informed Members that the interim letter summarised the findings from their 2010/11 audit to date. The audit had not been closed due to an ongoing investigation. Members were informed that the audit comprised of two elements:

- the audit of the Authority's financial statements;
- the Audit Commissions assessment of the Authority's arrangements to achieve value for money in its use of resources.

Members were informed that Officers produced the accounts well ahead of 30 June 2011 deadline, and only a few minor amendments and changes to disclosure were required. This year's financial statements were the first prepared under International Financial Reporting Standards, with a number of complex and time-consuming changes to address. The Authority managed the implementation well. An unqualified opinion was issued on 28 September 2011.

The Audit Commission informed Members that they have concerns about the robustness of the Authority's action plans to secure savings required to deliver the longer-term financial plan. They have identified several weaknesses in governance and internal control arrangements for the calculation and approval of redundancy payments; the appointment of a Monitoring Officer; the powers available to reimburse legal fees and arrangements for employing some consultants. The Authority needs to take urgent action to address these weaknesses.

Members were informed that the Audit Commission had not issued a value for money conclusion because of the external investigation which may have implications for their assessment of the Authority's arrangements. They will await the outcome of the investigation before issuing a conclusion.

ORDERED that;

1. the report be noted.

PFI INDEMNITY

The Treasurer informed Members that when the PFI contract for Action Stations were signed; one of the requirements of the PFI provider was that the Authority provided those individuals who were to sign the PFI contracts with a specific personal Indemnity. This Indemnity was to protect the individuals from any claims made against them personally in connection with signing the certificates.

Members were informed that although the governance procedures and the Officer indemnity insurance undoubtedly cover these eventualities the PFI provider insists that this approval is given and a minute from a Police Authority meeting to show this indemnity has been authorised.

There have been a number of changes over the years to the Action Stations buildings however the biggest was the approval to build the Car Park at Kirkleatham recently.

This will require the signing of a Deed of Variation to cover the Car Park Extension and all other changes made to the building since the original contract that was signed on the 31st March 2005.

The report sets out a strategy that provides the Chief Executive with the necessary indemnity so that no claims can be made against him personally from signing such documentation.

ORDERED that;

1. the Chief Executive can sign the Deed of Variation in relation to changes made to the Action Stations PFI contract and that the Authority approves an Indemnity so that the Chief Executive is not personally liable for any claims made against him as a result of signing this documentation be agreed.

**MINUTES OF THE PROFESSIONAL STANDARDS
PANEL HELD ON 27 APRIL 2011**

ORDERED that the following minutes of the Professional Standards Panel were submitted and approved.

PROFESSIONAL STANDARDS PANEL

ACTION

A meeting of the Professional Standards Panel was held on Wednesday 27 April 2011 in the Members Conference Room at Police Headquarters.

PRESENT: Mr Ted Cox JP, Cllr Caroline Barker, Mr Peter Hadfield, Mr Aslam Hanif, Cllr Ron Lowes, Mr Mike McGrory JP, Cllr Mary Lanigan.

OFFICIALS: ACC White, Supt Martin Campbell (Professional Standards), Mrs Michelle Phillips (Legal) and Miss Kate Rowntree (CC)
Mrs Jayne Harpe (CE)

217 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from DCC Bonnard, Cllr Dave McLuckie, Cllr Hazel Pearson OBE and Mrs Joanne Monkman.

218 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

219 **MINUTES OF THE PREVIOUS MEETING 27 January 2011**

The minutes of 27 January 2011 were agreed as a true record. Cllr Ron Lowes apologies were to be added.

220 **OUTSTANDING RECOMMENDATIONS**

All outstanding recommendation were discharged.

221 **CIVIL CLAIM STATISTICS**

The Legal Advisor presented the Civil Claim Statistics for the period 1st April 2010 – 31st March 2011. The Panel was informed of the number and types of civil claims against the Force received during that period, the amount paid out for those claims finalised during the period and the amount recovered. The report also detailed a comparison between the Basic Command Units.

If staff were absent from work due to injury which was covered by private health insurance or third party negligence, they were encouraged to claim for loss of earnings. Staff awareness to be raised.

**Legal
Department**

ORDERED that:

- 1) Members noted there had been a 5.15% decrease in number of claims received when compared with the same period last year. Public liability was the leading category.
- 2) There had been a 48% increase in the number of claims finalised when compared with the same period last year.
- 3) There had been an increase in the number of successfully

defended cases. 46.62% of finalised cases during the period were successfully defended, which was to be compared with 38.00% successfully defended during the same period last year.

- 4) There had been an increase in the overall sum paid out. The 79 cases settled during the period cost the Force £635,125. This was to be compared with the 62 cases settled during the same period last year at a cost of £386,797.
5. Headquarters was the area with most claims.
6. The contents of the report be noted.

222

COMPLAINTS AGAINST POLICE

The Head of Professional Standards Department presented the Complaints Against Police for the period 1st January to 31st March 2011. The Quarterly Progress Report on Complaint Issues for Cleveland Police for the period 1st January to 31st March 2011 was attached to the report. The report was produced in this format to be National Intelligence Model (NIM) Compliant.

There had been a 17% increase in the number of cases recorded during that period (81 to 95), with a 28% increase in the number of complaints (137 to 176).

Complaints of "other neglect/failure in duty" and "Incivility" continued to outnumber those of "Assault" allegations, 56 and 27 complaints respectively, compared to 24 in the "Assault" categories.

22% (27) of completed complaints had been locally resolved. During that period 67% (18) of locally resolved complaints had been by District and 33% (9) by the Professional Standards Department.

During this period the Force recorded 136 letters of appreciation.

ORDERED that:

1. The contents of the report be noted.

223

DELIBERATE DAMAGE STATISTICS

The Assistant Chief Constable informed Members of the cost to the Force of deliberate damage by way of forced entry into premises for the period 1st January to 31st March 2011 and of the operational results achieved through such forced entry and other premises searches.

Members were informed that the Force had paid out £13,775.90 in compensation for acts of deliberate damage, this compared to £10,091 paid out in the same period during the previous year. Whilst 2755 searches were conducted, only 220 (7.98%) resulted in deliberate damage compared to 10.1% in the previous year. The value of property, cash and drugs seized totaled £1,705,396 compared to £850,595 seized during the same period in 2010. Recovered property included a Motorbike, Mini-Moto, computers and BMW 3

series.

ORDERED that:

1. The contents of the report be noted.
2. The operational benefits accruing to the Force in terms of property, drugs and cash seized, outweigh the cost of the damage claims be noted.

224 IPCC DIRECT COMPLAINTS SURVEY FINDINGS UPDATE

This report was withdrawn from the meeting

225 EXCLUSION OF THE PRESS AND PUBLIC

ORDERED that pursuant to Section 100a(4) of the Local Government Act 1972, excluding the press and public from the meeting under Paragraphs 1 and 7 of Part 1 of Schedule 12A to the Act.

226 CASES FROM THE COMPLAINTS REGISTER

Members of the Complaints Panel were shown the cases from the Complaints Register which had previously been selected by the Panel Chair.

227 MINUTES OF THE OPERATIONAL POLICING PANEL HELD ON 21 JULY 2011

ORDERED that that following minutes of the Operational Policing Panel were submitted and approved.

OPERATIONAL POLICING PANEL

A meeting of the Operational Policing Panel was held on Thursday 21 July 2011 commencing at 10.00 am in the Police Authority Members Room at Police Headquarters.

PRESENT Councillor Barry Coppinger (Chair), Mr Chris Coombs (Vice Chair), Miss Pam Andrews-Mawer, Mr Geoff Fell, Mr Aslam Hanif, Councillor Carl Richardson and Councillor Terry Laing.

ADDITIONAL ATTENDEES Mr Ted Cox JP, Mayor Stuart Drummond (ex officio), Councillor Ray Goddard and Councillor Ron Lowes.

OFFICIALS Mrs Julie Leng, Mrs Sarah Wilson and Miss Rachelle Kipling (CE). Mr Derek Bonnard and Miss Kate Rowntree (CC).

228 APOLOGIES FOR ABSENCE

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

229 DECLARATIONS OF INTERESTS

There were no declarations of interests.

230 **MINUTES OF THE PREVIOUS MEETING HELD ON 26 MAY 2011**

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

231 **OUTSTANDING RECOMMENDATIONS**

ORDERED that: -

1. the outstanding recommendations be noted and updated.

232 **FORCE PERFORMANCE REPORT – APRIL TO JUNE 2011**

The Deputy Chief Constable presented the report to update Members on Force Performance against the 2011/12 Policing Plan Priority.

Members were informed that progress against the Policing Plan Priority was monitored using the Priority Indicator Set. The Priority Indicator Set provided a suite of 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 2011/12, there were 9 key performance indicators (KPI's) within the Priority Indicator Set, each with an associated performance target. Performance data was currently available in 5 of the 9 KPI's with the remainder being updated on a quarterly basis. Current performance against the KPI's were detailed with targets achieved in 3 areas (green), improvements were required to be made in 1 (amber) and 1 (red) with 4 yet to be assessed.

Members asked if any progress had been made in regards to volunteers carrying out follow up calls to the Public.

The Deputy Chief Constable informed Members that volunteers were used as an additionality to staff and work was being carried out in relation to the volume of follow up calls and feedback to the Public.

In relation to Anti-Social Behaviour, Members asked if there were any geographical 'hot spots' and if so what was being implemented in order to improve these areas.

The Deputy Chief Constable informed Members that action plans were put in place during potential problematic times such as summer holidays and bonfire night etc. to alleviate any possible problems.

Members made a comment in relation to the 'Crime in your area' section of the Police Force website, which covered statistics from May 2011 and not anything more recent.

The Deputy Chief Constable informed Members that he would provide them with a response as to the reasons for this.

ACC (Territorial Operations)

Members raised a question in relation to house burglary and whether the Force were aware of any areas of concern.

The Deputy Chief Constable informed Members that the Force were aware of these areas of concern and that the data was available if Members wished to see this. He also informed Members that each BCU had their own breakdown of areas where burglary was an issue.

ORDERED that:-

1. the Force performance against targets be noted.

233

UPDATE ON THE SEXUAL ASSAULT REFERRAL CENTRE (SARC)

The Deputy Chief Constable presented the report to update Members on the progress of the Sexual Assault Referral Centre (SARC).

The SARC was founded on the basis of best practice recommendations from Her Majesty's Inspectorate of Constabulary (HMIC) and Her Majesty's Crown Prosecution Service Inspectorate (HMCPSI). The purpose of the SARC was to improve the service provided to victims of rape or sexual assault.

Members were informed that between 1st April 2010 and 31st March 2011 the SARC had a total of 340 referrals, an increase of 16% on the same period last year.

The Chair suggested to Members that it may be of benefit for an operational tour of Police initiatives such as the SARC be arranged for Members to get an insight into the good work that is going on.

Administration
Officer

Members asked what proportion of the 16% increase were referrals from the Police Force and the Health Service.

The Deputy Chief Constable informed Members that he would provide them with a written response.

ACC (Crime
Operations)

Members noted that there was an interesting increase in the number of male clients compared to the same period last year and asked if this could be due to the SARC being accessible.

The Deputy Chief Constable informed Members that it could be a reflection of knowledge that the SARC exists.

The Vice Chair raised concerns in relation to the sustainability of the SARC due to reduced funding.

The Chair of the SARC Strategic Board informed Members that a contract was in place covering a period of 25 years that both the PCT's and Police Authority had signed up to.

Members commented on the number of referrals under the age of 16 and welcomed any publicity to increase awareness of the SARC.

Members requested if it would be possible for a breakdown of referrals to be provided by ethnicity and on how many occasions interpreters were required and what cost this was.

The Deputy Chief Constable informed Members that he would provide a written response.

ACC (Crime Operations)

ORDERED that:-

1. an operational visit to the SARC and other police initiatives be agreed;
2. the content of the report be noted.

234

SPEED AWARENESS COURSE UPDATE

The Deputy Chief Constable presented the report to provide Members with a summary of speed awareness course provision between 1st January 2011 and 31st May 2011.

Members were informed that with effect from 1st April 2011 the thresholds for the national speed awareness element of the National Driver Offenders Rehabilitation Scheme (NDORS) increased in line with ACPO guidelines. The course was now offered to members of the public who had exceeded the speed limit by margins of between 10%+2 and 10%+9. The course was offered as an alternative disposal method to the issue of a fixed penalty notice and penalty points on their license.

Between 1st January 2011 and 31st May 2011, 5216 clients had attended courses, compared with 2760 for the same period in 2010 as shown in Appendix 1 to the report.

Members were informed that the client uptake had continued to increase incrementally throughout the year and comparing the number of clients January to May 2010, against those attending Speed Awareness Courses January to May 2011, the figures showed an 89% increase, this increase had ensured that current Speed Awareness Courses were fully booked.

Members asked what percentage of people who attended the speed awareness course committed a speeding offence again.

The Deputy Chief Constable informed Members that there was a time limit against the course and within one 3 year period the course could not be completed on more than one occasion.

ORDERED that:-

1. the contents of the report be noted.

235

PREVENT STRATEGY UPDATE

The Deputy Chief Constable presented the report to update Members on the Prevent work currently taking place within Cleveland Police.

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

- Pursue to stop attacks

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

Members were informed that the new Coalition Government had reviewed the Prevent Strategy and in June 2011 the Home Secretary, presented the new Strategy to the House of Commons. The old Prevent Strategy was described as being flawed and failed to confront the extremist ideology at the heart of the threat the UK faced. It confused the delivery of Government policy to promote integration with Government policy to prevent terrorism. To avoid confusion the name Prevent remained. An Executive Summary was attached at Appendix 1 to the report.

Members were informed that a vast amount of effort had resulted in a positive response to implementing Prevent into Partnership activity. A holistic and partnership approach was required to ensure long term solutions were found to local problems.

Members asked if there was any feedback received in relation to the DVD and role play as mentioned at paragraphs 3.6 and 3.19 of the report.

The Deputy Chief Constable informed Members that there was no feedback from the DVD, although feedback from the role plays had been received and could be provided to Members.

ACC (Crime Operations)

The Acting Chief Executive informed Members that a Briefing could be utilised in order for Members to see the Operation Fairway DVD.

Members asked how the Force were ensuring that they didn't attract negative media coverage which would impact on trust within the community.

The Deputy Chief Constable informed Members that the Force had a positive media strategy and that each press release was scrutinised prior to being released.

ORDERED that:-

1. the contents of the report be noted.

236

THE MANAGEMENT OF TIME OFF IN LIEU/REST DAYS OWED

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

Previous reports to Members had highlighted the approach taken by the Force in reducing the commitment in TOIL and rest days owed. These reports were in response to concerns previously raised around

the changes to the International Financial Recording Standards (IFRS), and any potential financial liability that may be incurred as a consequence of retaining large amounts of time off held by members of the Force as a consequence of working additional duty.

Members were informed that to date the Operational Performance Team (OPT) had conducted nine audits to determine the level of exposure to this liability.

The Force continued to work to manage the levels of time off in lieu held by Officers across the Force.

The Deputy Chief Constable informed Members that there was a need to undertake further work in this area and a report on TOIL would be brought to the next meeting of the Operational Policing Panel. ACC (Crime Operations)

The Chair asked if it would be possible to see evidence of an action plan that was in place to reduce TOIL levels and whether the Royal Wedding impacted on TOIL levels across the Force. ACC (Crime Operations)

The Deputy Chief Constable informed Members that there was a potential impact and these would be explored for the next meeting. ACC (Crime Operations)

ORDERED that:-

1. an additional report be brought to the next meeting be agreed;
2. the contents of the report be noted.

237

YOUNG PERSONS LOCAL POLICING SUMMARY 2011-2012

The Consultation and Performance Officer presented the report to Members which outlined Cleveland Police Authority's approach to participation and engagement with young people in the Cleveland Police area. The overall aim of the work was to:

- Communicate Cleveland Police Authority's Local Policing Plan Summary to young people aged 11-19, living in the area.
- Deliver some of the key messages within the plan to young people and obtain their views on policing priorities for 2012-2013.

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

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

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

The final documents will be presented by the young people to Cleveland Police Authority and representatives of the Force at a launch event that will take place in September 2011.

The Chair pointed out that this project had received national recognition.

The Acting Chief Executive suggested that advertising the SARC in the summaries could be a key opportunity for SARC promotion.

Consultation &
Performance
Officer

ORDERED that:-

1. the contents of the report be noted.

238

CRUCIAL CREW RESULTS

The Consultation & Performance Officer informed that the purpose of the report was to present the findings of the consultation activities with primary school pupils undertaken by Cleveland Police Authority at Middlesbrough and Redcar and Cleveland's Crucial Crew events.

The Police Act 1996 clearly sets out the statutory duty placed upon Police Authorities to 'consult with those in that policing area, about policing of that area'. The Policing and Crime Act 2009 and (Community Engagement and Membership) Regulations 2010 adds that requirement to 'have regard to the views of the people in the Authorities area about policing in that area'.

Crucial Crew is an annual multi-agency event aimed at year 6 pupils (10 and 11 year olds), where children participated in a variety of scenarios which aimed to give them the chance to learn how to cope with a wide range of safety issues.

The Cleveland Police Authority session involved using the interactive IML software to ask the children a variety of questions covering crime and anti-social behaviour.

Over the course of the two events 1812 children were consulted, 1090 in Middlesbrough and 722 in Redcar and Cleveland. The full results of the consultations were outlined at Appendix A (Redcar and Cleveland) and Appendix B (Middlesbrough) to the report.

ORDERED that:-

1. the consultation findings at Appendix A and Appendix B to the report be agreed.

239

MINUTES OF THE PUTTING PEOPLE FIRST BOARD HELD ON 5 MAY 2011

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

- 5 May 2011.

ORDERED that:-

1. the minutes be noted.

240

MINUTES OF THE STRATEGIC PERFORMANCE GROUP HELD ON 4 MAY 2011 AND 27 MAY 2011

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

- 4 May 2011
- 27 May 2011

ORDERED that:-

1. the minutes be noted.

241

MINUTES OF THE STRATEGIC AIR SUPPORT PANEL HELD ON 26 July 2011.

ORDERED that the following minutes of the Strategic Air Support Panel were submitted and approved.

STRATEGIC AIR SUPPORT

A meeting of the Strategic Air Support Panel was held on Tuesday 26 July 2011 commencing at 10.00am in the Members Conference Room at Police Headquarters.

PRESENT: Mr Peter Race MBE (ex officio), Mr Ted Cox JP (Vice Chair), Councillor Ron Lowes, Mr Chris Coombs, Mr Geoff Fell and Mr Mike Mcgrory JP.

ADDITIONAL MEMBERS Councillor Carl Richardson, Mr Peter Hadfield, and Councillor Terry Laing.

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

242

CHAIR OF MEETING

Mr Chris Coombs in the Chair

243

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mayor Stuart Drummond (ex officio) and Councillor Ray Goddard

244

DECLARATIONS OF INTEREST

There were no declarations of interest.

245 **MINUTES OF THE PREVIOUS MEETING HELD ON 13
FEBRUARY 2011**

The minutes were held as a true and accurate record.

246 **OUTSTANDING RECOMMENDATIONS**

The Chair of the Police Authority gave Members a verbal update of a discussion with Mr Brian Greenslade who is the Leading Member from the APA on Air Support issues.

ORDERED that;

1. the Outstanding Recommendations were noted.

247 **AIR OPERATIONS UNIT PERFORMANCE UPDATE**

Members were informed that the report was to provide Members with an update on the performance and finances of the Air Operations Unit. The performance data was attached at Appendix A to the report.

Members were informed that during the period January to June 2011, the aircraft had flown for 375 hours, attended 1047 incidents and made 199 arrests. In the same period in 2010 the aircraft flew 467 hours, attended 1485 incidents and made 232 arrests. This is a reduction but the percentage of arrests per flying hour had increased, which is believed to be due to the far improved technology and role equipment on the new helicopter.

The Assistant Chief Constable (Crime Ops) informed Members that towards the end of 2010 due to the financial constraints within the Force, the unit had a 20% cut in the flying hours imposed, and is now working within these reduced hours.

Members queried what tasks were not being carried out following the reduction of finances.

The UEO informed Members that due to the process it had given the Unit an opportunity to manage their processes better. Members were informed that there was now greater dialogue with Officers on the ground permitting less flying, plus the Unit was landing more so that greater availability to ground units and other tasking.

A Member queried whether the provision of a helicopter was luxury.

The ACC (Crime Ops) informed Members that the provision of a helicopter was an excellent piece of operational equipment, it saves many Officer hours and is exceptionally flexible. He gave a number of examples of how the Unit operates to combat serious and organised crime.

The Chair of the Professional Standards Panel reminded Members that the IPCC states that in pursuits the helicopter should be deployed.

Members were then shown a presentation on air support.

ORDERED that;

1. the report be noted.

248

NATIONAL AIR SUPPORT SERVICE UPDATE

Members were informed on the latest developments with the proposals for a National Air Support Service.

ACC White (Crime Ops) informed Members that since the last report to Members there had been several meetings in connection with the proposed NPAS and a number of developments.

The meetings included a finance meeting in Cleveland with representatives from NPAS; a North East regional finance meeting; two North East Regional Air Operations meetings chaired by ACC White; and an NPAS meeting with ACC White representing the North East region.

The Force Head of Finance expressed concern that the figures were based on data from two years ago and up to date figures would need to be presented before any final decisions could be considered.

At a regional finance meeting the same figures were presented again, but it was further explained that if South Yorkshire retained their helicopter, which had been identified as being cut, then this would lead to additional costs to all the Forces in the region. There was criticism in connection with how NPAS intended raising capital for the replacement of assets.

Members were informed that the plans for a National Police Air Service are still being progressed but it had the potential to offer savings for the Force. However the present financial proposals still show we would be paying additional costs for a reduced service.

Members were informed that the Force and the Authority are currently in no position to make any final decision about joining the NPAS until we have received the updated financial information and it had been indicated these figures will not be available until the end of October.

Members expressed concerns and sought assurances regarding the possibility of remote control rooms in other areas or actually a national control room.

ACC White (Crime Ops) informed Members that there had been some discussions on this subject and the consensus presently was that it would only add an additional layer to any communications and that this would lead to delays in deployment. However at present no decisions had been made.

Members queried what collaboration had taken place with other outside Forces.

The Chair of the Police Authority informed members that he would be speaking with ACC White (Crime Ops) and the Collaboration Group outside of this meeting.

Chair

ORDERED that;

1. the report be noted.

249

**MINUTES OF THE PROFESSIONAL STANDARDS
PANEL HELD ON 28 JULY 2011.**

ORDERED that the following minutes of the Professional Standards were submitted and approved.

PROFESSIONAL STANDARDS PANEL

ACTION

A meeting of the Professional Standards Panel was held on Thursday 28 July 2011 in the Members Conference Room at Police Headquarters.

PRESENT: Mr Ted Cox JP (Chair), Mr Peter Hadfield, Mr Aslam Hanif, Cllr Ron Lowes, Mr Mike McGrory JP, Cllr Sean Pryce.

OFFICIALS: DCC Bonnard, Mrs Joanne Monkman (Legal), A/Supt Steve Gillson (Professional Standards) and Miss Kate Rowntree (CC).
Mrs Jayne Harpe (CE)

ADDITIONAL MEMBERS Cllr Terry Laing

250

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Peter Race (ex-officio), Mr Chris Coombs, Mayor Stuart Drummond (ex-officio), Supt Martin Campbell (Professional Standards),

251

DECLARATIONS OF INTERESTS

There were no declarations of interests.

252

MINUTES OF THE PREVIOUS MEETING 27 April 2011

The minutes of 27 April 2011 were agreed as a true record. There were no matters arising.

253

OUTSTANDING RECOMMENDATIONS

All outstanding recommendations were discharged.

254

CIVIL CLAIM STATISTICS

The Legal Advisor presented the Civil Claim Statistics for the period 1st April 2011 – 30th June 2011. The Panel was informed of the number and types of civil claims against the Force received during that period, the amount paid out for those claims finalised during the period and the amount recovered. The report also detailed a comparison between the Basic Command Units.

ORDERED that:

1. Members noted there had been an 8.11% increase in number of claims received when compared with the same period last year. Public liability was the leading category.
2. There had been a 2.56% decrease in the number of claims finalised when compared with the same period last year.
3. There had been an increase in the number of successfully defended cases. 55.26% of finalised cases during the period were successfully defended, which was to be compared with 35.89% successfully defended during the same period last year.
4. There had been a slight increase in the overall sum paid out. The 17 cases settled during the period cost the Force £174,955. This was to be compared with the 25 cases settled during the same period last year at a cost of £172,701.
5. Headquarters was the area with most claims.
6. The contents of the report be noted.

255

COMPLAINTS AGAINST POLICE

A representative from the Professional Standards Department presented the Complaints Against Police for the period 1st April to 30th June 2011. The Quarterly Progress Report on Complaint Issues for Cleveland Police for the period 1st April to 30th June 2011 was attached to the report. The report was produced in this format to be National Intelligence Model (NIM) Compliant.

There had been a 1% increase in the number of cases recorded during that period (111 to 112), with a 20% increase in the number of complaints (167 to 201).

Complaints of "other neglect/failure in duty" and "Incivility" continued to outnumber those of "Assault" allegations, 51 and 37 complaints respectively, compared to 20 in the "Assault" categories.

29% (39) of completed complaints had been locally resolved. During that period 82% (32) of locally resolved complaints had been by District and 18% (7) by the Professional Standards Department.

During this period the Force recorded 88 letters of appreciation.

Members discussed the application of handcuffs and were invited to attend Personal Safety Training Sessions where application and associated assault allegations would be demonstrated.

A briefing would be arranged to provide Lessons Learned and Local Resolution refresher.

Chief Constable's
Staff Officer

Executive Staff
Officer

ORDERED that:

1. The contents of the report be noted.

256

DELIBERATE DAMAGE STATISTICS

The Deputy Chief Constable informed Members of the cost to the Force of deliberate damage by way of forced entry into premises for the period 1st April to 30th June 2011 and of the operational results achieved through such forced entry and other premises searches.

Members were informed that the Force had paid out £5,868 in compensation for acts of deliberate damage, this compared to £14,971 paid out in the same period during the previous year. Whilst 2498 searches were conducted, only 180 (7.2%) resulted in deliberate damage compared to 10.1% in the previous year. The value of property, cash and drugs seized totaled £720,542 compared to £412,282 seized during the same period in 2010.

ORDERED that:

2. The contents of the report be noted.
3. The operational benefits accruing to the Force in terms of property, drugs and cash seized, outweigh the cost of the damage claims be noted.

257

INDEPENDENT CUSTODY VISITING ANNUAL REPORT 2010-2011

The Independent Custody Visitor Co-ordinator presented the report to Members. The report provided an update on the Cleveland Police Authority Custody Visiting Scheme in particular in respect of the number of visitors, visits undertaken, training and meetings during 2010-2011.

During 2010-11 a recruitment campaign resulted in the appointment of seven Custody Visitors across the three panels. The appointments were 3 males, including one BME and four females. This was offset by the death of one long serving ICV and the resignation of one other ICV.

Appendix 'A' was attached to the report which detailed statistics for Visits, Age and Recruits.

ORDERED that:

1. Members received the annual report and agreed to its publication on the Cleveland Police Authority Website.
2. Letters of appreciation be sent to existing Independent Custody Visitors.

ICVA
Co-ordinator

258

EXCLUSION OF THE PRESS AND PUBLIC

ORDERED that pursuant to Section 100a(4) of the Local Government Act 1972, excluding the press and public from the meeting under Paragraphs 1 and 7 of Part 1 of Schedule 12A to the Act.

259 **CASES FROM THE COMPLAINTS REGISTER**

Members of the Complaints Panel were shown the cases from the Complaints Register which had previously been selected by the Panel Chair.

260 **MINUTES OF THE EXTRAORDINARY POLICE
AUTHORITY EXECUTIVE HELD ON 3 AUGUST 2011**

ORDERED that the minutes of the Extraordinary Police Authority Executive held on 3 August 2011 were submitted and approved and signed by the Chair as a true and accurate record.

261 **MINUTES OF THE POLICE AUTHORITY EXECUTIVE
HELD ON 4 AUGUST 2011**

ORDERED that the minutes of the Police Authority Executive held on 4 August 2011 were submitted and approved and signed by the Chair as a true and accurate record.

262 **MINUTES OF THE LEADERSHIP PANEL HELD ON 11
August 2011.**

ORDERED that the following minutes of the Leadership Panel were submitted and approved.

LEADERSHIP PANEL

A meeting of the Leadership Panel was held on Thursday 11 August 2011 in the Members Conference Room at Police Headquarters.

PRESENT: Miss Pam Andrews-Mawer, Cllr Barry Coppinger, Mr Ted Cox JP, Mr. Aslam Hanif, Mr Peter Race MBE (Chair), Mr Chris Coombs, Mayor Stuart Drummond and Mr Peter Hadfield (as substitute for Mr Mike McGrory JP).

Mr John Bage and Mr Michael Porter.

ADDITIONAL Mr Geoff Fell and Mr Ray Goddard.
MEMBERS;

ACTIONS

263 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Mike McGrory JP.

264 **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

265

EXCLUSION OF PRESS AND PUBLIC

ORDERED that pursuant to the Local Government Act 1972 the press and public be excluded from the meeting under Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act.

266

TEMPORARY APPOINTMENTS

The Chair briefed Members on the present situation regarding current investigations and made a proposal for Members to consider.

The Chair informed Members that the Acting Chief Executive had excluded herself from the meeting and had requested to step back down to her substantive role as Deputy Chief Executive.

The Chair informed Members that he had asked Mr Jeremy Holderness to consider acting as Acting Chief Executive and the Chair would welcome Members to consider this.

Members were informed that Mr Holderness currently held the substantive position of Chief Executive at North Yorkshire Police Authority and had recently concluded an eighteen month investigation at his Police Authority.

All Members robustly queried the present situation and sought qualified assurance on numerous areas of interest.

The Chair responded to each and every query and gave assurance to Members regarding the current investigations.

ORDERED that;

1. Mr Jeremy Holderness be appointed as Acting Chief Executive for a temporary period, which can be terminated by either party, at any such time, be agreed.

267

MINUTES OF THE AUDIT & INTERNAL CONTROL PANEL HELD ON 18 AUGUST 2011

ORDERED that the following minutes of the Audit & Internal Control Panel were submitted and approved.

AUDIT & INTERNAL CONTROL PANEL

A meeting of Audit & Internal Control Panel was held on Thursday 18 August 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 Sean Pryce, Councillor Ron Lowes and Councillor Ray Goddard.

OFFICIALS: Mr Michael Porter and Mr John Bage (CE)
Mrs Ann Hall and Miss Kate Rowntree (CC)
Mrs Sue Turner (IA) Mrs Lynne Snowball (AC)

268

APOLOGIES FOR ABSENCE

Mr Peter Race MBE (ex officio), Mayor Stuart Drummond (ex officio) and Councillor Terry Laing.

269

DECLARATIONS OF INTERESTS

There were no declarations of interests.

270

MINUTES OF THE PREVIOUS MEETING HELD ON 14 JUNE 2011

The minutes were held as a true record.

271

OUTSTANDING RECOMMENDATIONS

ORDERED that;

1. the Outstanding Recommendations were noted and updated.

272

INTERNATIONAL FINANCIAL RECORDING STANDARDS (IFRS) UPDATE

The Assistant Chief Officer Finance & Commissioning (ACO F+C) provided a final update to Members on the work undertaken by the Force to implement the International Financial Reporting Standards (IFRS) for Local Authority (including Police Authority) financial statements from 2010/11.

ACO F+C informed Members that all of the required changes had been implemented on time with no major issues to report. The auditors had confirmed that they were happy with the work undertaken to implement the International Financial Reporting Standards (IFRS). These new standards were now 'business as usual'.

Members were informed that any issues that arise as a result of the implementation of IFRS will be reported to Members of the Policy & Resources Panel as part of the Budget Monitoring report.

The Audit Commission informed Members that the Police Authority always delivered good accounts ahead of time.

ORDERED that;

1. the content of the report be noted.

273

AUDITED STATEMENT OF ACCOUNTS

The Treasurer reminded Members that they had received and approved the Un-audited Statement of Accounts 2010/11 be submitted to the June 2011 Police Authority Executive Meeting where it was subsequently approved. 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.

By undertaking the review of the Statement of Accounts the Audit and Internal Control Panels' role was essentially to provide assurance

to the Police Authority Executive and to the wider stakeholder base that they conform to proper practices.

Members were informed that the report was to seek Members approval that delegated authority for the scrutiny of any changes resulting from the audit are delegated to the Chair and Vice Chair of the Panel to ensure the required 30th September 2011 deadline for the approval by the Police Authority Executive can be achieved.

ORDERED that;

1. the authority is delegated to the Chair and Vice Chair of the Audit and Internal Control Panel to meet with the Treasurer and scrutinise any amendments to the Statement of Accounts, since acceptance at the June 2011 Police Authority Executive, prior to them being presented to the September 2011 Police Authority Executive be agreed.

274

CLEVELAND POLICE AUTHORITY INTERNAL AUDIT PROGRESS REPORT

The Internal Auditor informed Members that the periodic internal audit plan for 2010/11 had been approved by the Audit and Internal Control Panel on 21 April 2011. The report presented at the meeting summarised the outcome of work completed to date against that plan. Appendices A and B to the report provided cumulative data in support of internal audit performance.

Members were informed that quarterly meetings are held with the Chair and Vice Chair of the Panel, Treasurer, Deputy Chief Constable, ACO Finance and Commissioning and the Audit Commission. The next meeting was planned for 6th September 2011.

The Internal Auditors met with the Treasurer on 1st July to discuss developments within the Authority and the Force and the audit plan for 2011/12. Further meetings will be held with the Authority and the Force during 2011/12.

Members were informed that in Appendix B to the report, most dates for the auditable areas were now in place.

Following discussion of the current scope of the Internal Audit Programme, it was agreed that no changes were currently required but this would be kept under review as the year progressed.

ORDERED that;

1. the report be noted.

275

AUDIT UPDATE

The Audit Commission presented a verbal update.

Members were informed that the function of the Audit Commission in relation to the Police Authority was to;

1. give an opinion on the accounts

2. give an opinion on Value for Money (VfM)
3. Issue a Certificate

Members were informed that most of the work was substantially completed with a few areas to be finalised. The Audit Commission informed Members of these areas.

The Audit Commission informed that the conclusion of the audit was being affected by the current investigations, but confirmed they had spoken to the investigation team.

The Audit Commission informed that they expected to provide an unqualified opinion on the accounts but that the Value for Money conclusion would need to await the finalisation of the current investigations.

Members queried how unusual was it not to issue a certificate.

The Audit Commission stated it was not an unusual position to be in and can happen quite often.

Members queried whether the Audit Commission were revisiting the process of payments made to the previous Chief Executive.

The Audit Commission said it was not revisiting these issues although they are seeking one area of clarification, however similar issues are regularly looked at. There is currently one uncorrected error but this relates to disclosure and will add clarity to the accounts. The Audit Commission have raised similar issues with other organisations and that it is a noting issue.

ORDERED that;

1. the verbal report be noted.

276

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

277

CONTRACT STANDING ORDER NO. 9 – EXEMPTION FROM THE NORMAL REQUIREMENT TO TENDER (APRIL – JUNE 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.

Members queried the proposed exemptions and sought assurances regarding such matters.

Members made further queries regarding in-house contracts run by the Police Authority.

ORDERED that;

1. the exemptions 1, 3 and 4 in Appendix A to the report be noted.
2. exemption number 2 in Appendix A to the report be deferred, be agreed.
3. the Treasurer provide an update on the in-house contracts run by the Police Authority be agreed.

Treasurer

278 **Close of Meeting**

279 **OPEN MINUTES OF THE LEADERSHIP PANEL HELD ON 24 AUGUST 211**

ORDERED that the following minutes of the Open Leadership Panel were submitted and approved.

PUBLIC MINUTES OF THE LEADERSHIP PANEL

A meeting of the Leadership Panel was held on Wednesday 24 August 2011 in the Members Conference Room at Police Headquarters.

PRESENT: Miss Pam Andrews-Mawer, Cllr Barry Coppinger, Mr Ted Cox JP, Mr. Aslam Hanif, Mr Peter Race MBE (Chair), Mr Chris Coombs, Mayor Stuart Drummond and Mr Mike McGrory JP

ADDITIONAL MEMBERS; Councillor Ron Lowes

OFFICIALS Mr John Bage and Mr Michael Porter.

280 **APOLOGIES FOR ABSENCE**

There were no apologies of absence

281 **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

282 **EXCLUSION OF PRESS AND PUBLIC**

ORDERED that pursuant to the Local Government Act 1972 the press and public be excluded from the meeting under Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act.

283 **MINUTES OF THE POLICY & RESOURCES PANEL HELD ON 25 AUGUST 2011**

ORDERED that the following minutes of the Policy &

Resources Panel were submitted and approved.

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).

284 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Sean White.

285 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

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

The minutes were agreed as a true and accurate record.

287 **OUTSTANDING RECOMENDATIONS**

ORDERED that:-

1. the Outstanding Recommendations be noted.

288 **BUDGET MONITORING REPORT TO THE 30TH JUNE 2011**

Members were reminded that at their meeting on 24th 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.

Action

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.

289

CAPITAL MONITORING REPORT TO THE 30TH 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 24th February 2011. Net carry forwards of £3,275.4k were also approved by the Authority on the 30th 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.

290

TREASURY MANAGEMENT REPORT TO THE 30TH 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 24th 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.

291

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 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.

292

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.

293

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.

294

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 23rd 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.

295

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.

296

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 28th 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.

297

MINUTES OF THE OPEN LEADERSHIP PANEL HELD ON 22 SEPTEMBER 2011

ORDERED that the following minutes of the open Leadership Panel were submitted and approved.

PUBLIC MINUTES OF THE LEADERSHIP PANEL

A meeting of the Leadership Panel was held on Thursday 22 September 2011 in the Members Conference Room at Police Headquarters commencing at 10.30am.

PRESENT:

Miss Pam Andrews-Mawer, Cllr Barry Coppinger, Mr Ted Cox JP, Mr. Aslam Hanif, Mr Peter Race MBE (Chair), Mr Chris Coombs, Mayor Stuart Drummond and Mr Mike McGrory JP.

OFFICIALS

Mr John Bage and Mr Michael Porter (for part of the meeting), and Mr Stuart Pudney.

298

APOLOGIES FOR ABSENCE

There were no apologies for absence.

299

DECLARATIONS OF INTERESTS

There were no declarations of interest.

300

EXCLUSION OF PRESS AND PUBLIC

ORDERED that pursuant to the Local Government Act 1972, the press and public be excluded from the meeting under Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

301

MINUTES OF THE POLICE AUTHORITY EXECUTIVE HELD ON 28 SEPTEMBER 2011

ORDERED that the minutes of the Police Authority Executive held on 28 September 2011 were submitted and approved and signed by the Chair as a true and accurate record.

302

MINUTES OF THE OPERATIONAL POLICING PANEL HELD ON 29 SEPTEMBER 2011

ORDERED that the above minutes of the Operational Policing Panel were submitted and approved.

OPERATIONAL POLICING PANEL

A meeting of the Operational Policing Panel was held on Thursday 29 September 2011 commencing at 10.00 am in the Police Authority Members Room at Police Headquarters.

PRESENT Councillor Barry Coppinger (Chair), Mr Chris Coombs (Vice Chair), Councillor Chris Abbott, Miss Pam Andrews-Mawer, Mr Geoff Fell, Councillor Terry Laing and Mr Peter Hadfield.

ADDITIONAL ATTENDEES Mayor Stuart Drummond and Councillor Ron Lowes.

OFFICIALS Mrs Sarah Wilson and Miss Rachelle Kipling (CE).
Mr Sean White, Mr Adrian Roberts and Miss Kate Rowntree (CC).

303 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Peter Race MBE (ex officio) and Councillor Carl Richardson.

304 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

305 **MINUTES OF THE PREVIOUS MEETING HELD ON 21 JULY 2011**

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

306 **OUTSTANDING RECOMMENDATIONS**

ORDERED that: -

1. the outstanding recommendations be noted and updated.

307 **FORCE PERFORMANCE REPORT – APRIL TO AUGUST 2011**

The Temporary Assistant Chief Constable presented the report to update Members on Force Performance against the 2011/12 Policing Plan Priority.

Members learnt that 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 Constables vision of Putting People First.

Members were informed that for 2011/12, there were 9 key performance indicators (KPI's) within the Priority Indicator Set, each with an associated performance target. Performance data was currently available in relation to 8 out of the 9 KPI's. Current Performance against the KPI's were detailed with targets achieved in 7 areas (green), improvements were required to be made in 1 (amber), and 1 was yet to be assessed.

In regards to reductions in volume crime, the Chairman asked if the Commercial Sector were attempting to make an effort with initiatives such as Town Centre Schemes etc.

The Temporary Assistant Chief Constable informed Members that the Community Safety Partnerships were playing a part, work with the Commercial Sector had improved and progress was strengthening, although impediments were national regulations and not local.

Members queried whether the economic climate played a part in the increase in the 'other theft' category.

The Temporary Assistant Chief Constable informed Members that there was more to it than the economy and the focus was on dealing with this.

Members sought assurance as to the volume of call backs made and the use of feedback to the victims, as well as to the Force.

The Assistant Chief Constable (Crime Operations) informed Members that a proposal had been received from Steria with ways to modify the call backs.

It was agreed that a report be brought to a future meeting outlining refinements made to the call back process.

ACC (Territorial Operations)

Members commented on the exceptional low levels of volume crime in December 2010 and January 2011, believed to have been contributed to by the abnormal weather conditions, and asked if the Government would acknowledge this over what will be a challenging six months compared to the same period last year, with many forces likely to be in the same predicament.

The Temporary Assistant Chief Constable assured Members that benchmarking would be undertaken against other Forces.

ORDERED that:-

1. the Force Performance against targets be noted;
2. a report be brought to a future meeting regarding call backs be agreed.

308

CLEVELAND & DURHAM SPECIALIST OPERATIONS UNIT REPORT

ORDERED that:-

1. this report be withdrawn and taken to a future meeting of this panel be agreed.

309

YOUNG PERSONS LOCAL POLICING SUMMARY LAUNCH 2011

The Consultation and Performance Officer presented the report to Members which outlined Cleveland Police Authority's approach to participation and engagement with young people in the Cleveland Police area. The overall aim of this work was to:

- Communicate Cleveland Police Authority's Local Policing Plan Summary to young people aged 11-19, living in the area.
- Deliver some of the key messages within the plan to young people and obtain their views on policing priorities for 2012-2013.

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

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

Members were reminded that this was the fifth year that Cleveland Police Authority had worked with groups of young people from each of the four policing districts to produce district versions of the summary, specifically for 11-19 year olds.

52,000 copies of the leaflets were produced for distribution to young people aged 11-19 in education in the Cleveland Police area.

The final documents were presented by young people to Cleveland Police Authority and representatives of the Force at a launch event at Ladgate Lane on 12 September 2011.

Members pointed out that the Helen Britton House awareness raising campaign was not included on the Stockton Summary and asked if there was a reason for this.

The Consultation and Performance Officer informed Members that the young people designed the layout and content of the 'youth proofed' leaflet and this is something that they did not chose to include.

The Chair added that this project is excellent value for money for youth engagement and reminded Members that it had received national acclaim.

ORDERED that:-

1. the contents of the report be noted.

310

CLEVELAND POLICE AUTHORITY SUMMER ROADSHOW CONSULTATION RESULTS 2011

The Consultation and Performance Officer presented the report to inform Members of the recent consultation exercises carried out to ascertain the public's priorities and views regarding anti-social behaviour.

Members were informed that the consultation used three distinct methods:

- Members of the public were given ten imitation Police Officers and asked to allocate them amongst eight categories of anti-social behaviour;
- Members of the public were asked to complete a questionnaire focusing on their priorities and views regarding anti-social behaviour and;
- Members of the public who engaged in the above activities and had much to say about anti-social behaviour, were invited to give their views on camera in the Safe in Tees Valley Voicebox Vehicle.

In all 713 people took part in the police allocation exercise, 326 people completed the questionnaires and 13 gave an interview in the Voicebox.

ORDERED that: -

1. the content of the report, when setting and

approving the local policing priorities for 2012-2013 be noted.

311

END OF YEAR POLICE AUTHORITY CONSULTATION REPORT

The Consultation and Performance Officer presented the report to present the findings of consultation activities undertaken by Cleveland Police Authority, Cleveland Police and partner agencies from September 2010 to August 2011.

Members were informed that the joint Force and Authority Local Public Confidence Survey was introduced in October 2009, and replaced the previous Neighbourhood Survey. The survey was conducted via telephone interview by an independent research company. Interviews were conducted on a rolling basis, with 2400 undertaken per year.

Demographic data on age, gender and ethnicity was collected, which enabled the Force and Authority to determine if certain sectors of the population were under represented in the survey results. If this was found to be the case then additional consultation activities were organised with under represented groups. If the results indicated that a particular issue was a concern in an area then an additional consultation was arranged in this area to explore the issue in greater depth.

Members were informed that key consultation findings were attached at Appendix 1 to the report.

The Consultation & Performance Officer informed Members that the Police Act 1996, as amended by the Police and Justice Act 2006, stipulated that the Force and Authority will produce an annual, rolling three year Policing Plan which will be informed by the consultation activities.

Members raised a question in regards to the number of hits the Force and Authority website receives and what pages are viewed most.

The Consultation and Performance Officer informed Members that this information was available and could be provided.

ORDERED that:-

1. cognisance be taken of the consultation findings at Appendix 1 to the report, to assist in setting the local policing priorities for 2011 – 2012, be agreed.

312

MINUTES OF THE STRATEGIC PERFORMANCE GROUP

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

- 24 June 2011
- 29 July 2011

Members raised a question in relation to the number of 'no crimes' and asked what this meant.

The Assistant Chief Constable (Crime Operations) informed Members that a 'no crime' was basically a crime that was falsely alleged, carried out in another Force area or which had already been recorded.

ORDERED that:-

1. the minutes of the above meetings be noted.

313

MINUTES OF THE PUTTING PEOPLE FIRST BOARD

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

- 12 July 2011

ORDERED that:-

1. the minutes of the above meeting be noted.

314

PUBLIC MINUTES OF THE LEADERSHIP PANEL HELD ON 6 OCTOBER 2011

ORDERED that the above minutes of the Leadership Panel were submitted and approved.

PUBLIC MINUTES OF THE LEADERSHIP PANEL

A meeting of the Leadership Panel was held on Thursday 6 October 2011 in the Members Conference Room at Police Headquarters commencing at 4.00pm.

PRESENT:

Miss Pam Andrews-Mawer, Cllr Barry Coppinger, Mr. Aslam Hanif, Mr Peter Race MBE (Chair), Mayor Stuart Drummond and Mr Mike McGrory JP.

OFFICIALS

Dr Neville Cameron, Mr John Bage and Mr Stuart Pudney.

315

APOLOGIES FOR ABSENCE

Apologies were received from Mr Ted Cox JP, Mr Chris Coombs, and Mr Michael Porter

316 **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

317 **OPEN MINUTES OF THE PREVIOUS MEETING
HELD ON 22 SEPTEMBER 2011**

The Open Minutes of the previous meeting held on 22 September 2011 were held as a true record.

318 **CLEVELAND POLICE AUTHORITY BUSINESS PLAN
UPDATE**

The Service Improvement Manager informed Members that the purpose of the report was to provide Members with an update on the progress against the Action Plan within the 2010-13 Business Plan.

Members were reminded that the Business Plan 2010-2013 was approved at the Police Authority Executive on 25th February 2010. This plan was subsequently amended in July 2010 mainly as a result of the changes to policing priorities as announced by The Home Secretary, and was agreed at the Leadership Panel on 20th July 2010. The last update of the Action Plan was presented to the Panel on 15 March 2011.

The report outlined the most recent update of the Action Plan as at 23 September 2011. A full refresh of the Business Plan will be presented at the next Leadership Panel on 14th December 2011. Changes to the Action Plan denoting delivery or part-delivery of tasks, or changes to timescales, have been highlighted in blue in Appendix A to the report.

ORDERED that;

1. the progress to the Action Plan attached at Appendix A to the report be noted.

319 **CLEVELAND POLICE AUTHORITY RISK REGISTER**

The Service Improvement Manager informed Members that the purpose of the report was to ask Members to consider outcomes from the update of the Police Authority's Risk Register and Risk Action Plan for the period 4 March 2010 to 16 September 2011 and to consider the updated terms of reference of the Joint Risk Management Group.

Members were reminded that at the Leadership Panel on 15 March 2011, the last updated versions of the Police Authority Risk Register and Risk Action Plan were approved by Members. The Force and Authority regularly meet to discuss internal risk and business continuity arrangements and developments as part of the Joint Risk Management Group. Meetings of the group

took place on 17 May 2011 and 20 September 2011. Updated terms of reference of the Joint Risk Management Group are presented for consideration in sections 3.23 to 3.25 of the report.

This process of scrutiny and agreement of risk within the Police Authority enhances its ongoing management and adoption and remains a proactive process of embedding risk management in all aspects of the business.

Members informed of a recent Court case in Birmingham where there were potential organisational risks following budget cuts, and that Equality Impact Assessments should be carried out to ascertain risk potential.

The Police Advisor confirmed to Members that for any such decisions to be considered and taken by the Police Authority, Equality Impact Assessment need to be carried out.

Service
Improvement
Manager

ORDERED that;

1. the updates to the Police Authority Risk Register and Risk Action Plan for the period 4 March 2010 to 16 September 2011, be agreed.
2. the updated terms of reference of the Joint Risk Management Group be agreed.

320

EXCLUSION OF PRESS AND PUBLIC

ORDERED that pursuant to the Local Government Act 1972, the press and public be excluded from the meeting under Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

321

MINUTES OF THE SPECIAL POLICE AUTHORITY EXECUTIVE HELD ON 18 OCTOBER 2011

ORDERED that the minutes of the Special Police Authority Executive held on 18 October 2011 were submitted and approved and signed by the Chair as a true and accurate record.

322

MINUTES OF THE AUDIT & INTERNAL CONTROL PANEL HELD ON 20 OCTOBER 2011

ORDERED that the below minutes were submitted and approved.

AUDIT & INTERNAL CONTROL PANEL

A meeting of Audit & Internal Control Panel was held on Thursday 20 October 2011 in the Members Conference Room at Police Headquarters.

PRESENT: Mr Mike McGrory JP (Chair), Mr Peter Hadfield (Vice Chair), Mayor Stuart Drummond (ex officio), Mr Geoff Fell, Councillor Sean Pryce, Councillor Terry Laing and Councillor Ray Goddard.

ADDITIONAL MEMBERS Mr Chris Coombs.

OFFICIALS: Dr Neville Cameron and Mr John Bage (CE)
Mrs Ann Hall and Miss Kate Rowntree (CC)
Mr Ian Wallace (IA)

323 **WELCOME**

The Chair extended a warm welcome to the Panel to Cllr Terry Laing.

324 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Peter Race MBE (ex officio), Councillor Ron Lowes, Mr Michael Porter and Mr Graeme Slaughter.

325 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

326 **MINUTES OF THE PREVIOUS MEETING HELD ON 18 AUGUST 2011**

With reference to the Audited Statement of Accounts Members were informed that the Panel Chair and Vice Chair would be liaising with the Treasurer with a view to discharging such.

**Panel Chair /
Treasurer**

With regard to the Interim Audit Commission report the Panel Chair and Acting Chief Executive spoke with the Audit Commission and a final report to be brought in December 2011 coupled with a briefing before hand.

**Chief Executive /
Treasurer**

The minutes were held as a true record.

327 **OUTSTANDING RECOMMENDATIONS**

ORDERED that;

2. the Outstanding Recommendations were noted and updated.

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 updates of the Police Authority's Risk Register and Risk Action Plan (from 4 March 2010 to 16 September 2011) which were agreed at the Leadership Panel on 6 October 2010.

Members were updated with the most recent appraisal of the Risk Register and Action Plan which reflected the current conditions of the organisation and the prevalent economic climate. This process of scrutiny and agreement of risk within the Police Authority enhanced its ongoing management and adoption and remains a proactive process of embedding risk management in all aspects of the business.

Members queried whether Risk should be on every Police Authority Panel as a standing agenda item for debate.

Members were informed that each actual paper that comes to a Panel has in it an area highlighted as 'Implications' where Risk should be considered within the body of the report.

The Service Improvement Manager also assured Members that Risk is also debated and considered at the Joint Risk Management group.

ORDERED that;

1. the routine maintenance, chronological updates and modifications to the Risk Register (Appendix 1) and Action Plan (Appendix 2) be noted.

RISK APPETITE OF CLEVELAND POLICE AND CLEVELAND POLICE AUTHORITY

The Service Improvement Manager informed Members that the purpose of the report was to provide Members with an explanation of the influence of risk appetite in the decision making processes of Cleveland Police Authority and the Force.

Members were informed that the Police Authority monitor and provide routine maintenance of the Police Authority Risk Register and Risk Action Plan through the Leadership Panel, reporting updates at alternate Audit & Internal Control Panels and at the Joint Risk Management Group, held with the Force every two

months.

The Service Improvement Manager informed Members that in the Force, Risk Management arrangements are set out in the Corporate Risk Management Policy at Section 3.2 of the Corporate Governance Framework. The Deputy Chief Constable is accountable for risk at an ACPO level. The Head of Corporate Planning & Governance is responsible for the day-to-day management of the Force's Risk Registers, both on a Strategic and Corporate level. This included by linking in with our strategic partner, Steria, who provide advice and training via the recently outsourced Resilience and Operational Planning Service and monitor and update the risk documents in respect of legacy risks.

The HM Treasury elements of risk appetite will be assessed by both the Force and Authority through the Joint Risk Management Group, for applicability in the current risk management process and report its findings back to the Audit & Internal Control Panel in February 2012.

Members queried what Governance issues are Members informed of and how.

The Service Improvement Manager assured Members by informing them that there is a 'Risk' element of scrutiny on every Police Authority report, further scrutiny is carried out by the Joint Risk Management Group, briefings, evidence provided to HMIC, Internal and External Auditors.

ORDERED that;

1. the Joint Risk Management Group to further assess the elements of Risk Appetite, as dictated by HM Treasury, to assist with risk management in Cleveland Police Authority and the Force and report back to the Audit & Internal Control Panel be agreed.

330

ANNUAL GOVERNANCE STATEMENT

The Assistant Chief Officer Finance + Commissioning (ACO F+C) informed Members that the purpose of this report was firstly to update the Panel on progress against significant governance issues, and the action points for improvement, identified in the 2010/2011 Statement (approved by the Police Authority Executive on the 23rd June 2011).

Secondly it was to set out a broad timetable to produce a near final draft of the Statement for consideration by the Panel on the 19th April 2012.

The final statement will be prepared for the year ending 31st March 2011, and up to the date of approval of the annual accounts, and formal approval sought then.

The ACO F+C then took Members through significant internal control and action points for 2011/2012 arising from the 2010/2011 Statement.

Members queried if the Treasurer was fully appraised on Workstreams and LTFP.

The ACO F+C informed Members that the Treasurer is fully up to speed with all aspects and that she would be happy to provide any further information Members or the Treasurer may require.

Members sought clarification regarding the Audit Commission's comments in its Interim Report regarding the scrutiny of contracts. The Treasurer to make further investigations.

Treasurer

The Internal Auditor suggested consideration be given to what type of assurances the Panel requires, but this should be aligned with the Risk Register.

**Service
Improvement
Manager /
Treasurer**

ORDERED that;

1. the current progress against the significant governance issues and action points for 2011/2012 identified in the 2010/2011 Annual Governance Statement be noted.
2. the proposed timetable as outlined in Table 1 for review and production of the 2011/2012 Statement be agreed.

331

INTERNAL AUDIT PROGRESS REPORT

The Internal Auditor presented the report to Members which summarised the outcome of work completed to date against that plan. The Appendices A and B to the report provided cumulative data in support of internal audit performance.

Members were informed that the Following audits were in the process of being completed:

- Succession Planning
- Futures Working Group and Efficiency Savings
- Financial Planning and Budgetary Control
- Payroll and Expenses
- Key Financial Controls

The Internal Auditor informed Members that quarterly meetings are held with the Chair and Vice Chair of the

Panel, Treasurer, Deputy Chief Constable, ACO Finance and Commissioning and the Audit Commission. The next meeting is planned for 22nd November 2011. During 2011/12 the Internal Audit have met with the Treasurer, ACO Finance and Commissioning and the Audit Commission.

Members asked the Internal Auditor to briefly explain how the scheduling of audits is arranged.

The Internal Auditor gave an explanation that met Members requirements and gave appropriate assurances.

ORDERED that;

1. the report be noted.

332

INTERNAL AUDIT FOLLOW UP REPORT

The Internal Auditor informed Members that as part of the approved internal audit periodic plan for 2010/11 the Internal Audit have 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 will be followed up as part of the 2011/12 follow up work.

The Internal Auditor informed Members that the audits considered as part of the follow up review were:

- Service Continuity Planning
- 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 in addition, the Internal Audit gained assurance from management that the recommendations included with the HR Policies and Procedures Report and the Data Quality Report were being addressed. Further detailed testing will be undertaken on both of these reports during 2011/12.

Taking account of the issues identified in the remainder of the report and in line with Internal Audit's definitions set out at Appendix A to the report, in their opinion Cleveland Police Authority had demonstrated reasonable progress in implementing actions agreed to address internal audit recommendations. There were no significant

recommendations that they considered to be receiving inadequate management attention.

Members queried if there were any 'significant' risks that needed to be brought to the Police Authority's attention.

The Internal Auditor assured Members that all issues are discussed with the management team and any risks dealt with.

The ACO F+C assured Members that the Executive Officer manages all risk areas and regularly liaises with Service Unit Managers for follow up reports and updates.

The ACO F+C explained a number of points in the report pertaining to paragraphs 3.4, 3.6 and 3.9 and gave assurance to Members that they were content with.

It was agreed that progress towards implementing agreed Internal Audit recommendations in categories 'fundamental' and 'significant' be reported to alternate meetings of the panel in cases where the original implementation date had not been met. This report to be from the action owner. **ACO F+C**

ORDERED that;

1. the report be noted.
2. a report be brought to alternate panel meeting to advise of progress in implementing agreed Internal Audit recommendations.

333

EXCLUSION OF THE PRESS AND PUBLIC

ORDERED that pursuant to the Local Government Act 1972 the press and public be excluded from the meeting under Paragraph 7 of Part 1 of Schedule 12A to the Act.

334

STRATEGIC RISK MANAGEMENT AND SERVICE CONTINUITY PLANNING

The ACO F+C informed Members that the purpose of the report was to provide Members with an update on progress in developing a risk management culture within the Force and preparing and testing robust service continuity plans.

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 and testing robust service continuity plans and further embedding a risk management culture.

The Force Risk & Insurance and Service Continuity Managers conducted and completed baseline assessments across all Districts and Service Units in 2010/11 from which robust, informed and auditable risk registers were developed.

The ACO F+C informed Members that the Force's integrated approach to strategic risk management and service continuity planning 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.

ORDERED that;

1. the report be noted.

335

Close of Meeting

336

**MINUTES OF THE POLICY &
RESOURCES PANEL HELD ON 27
OCTOBER 2011**

ORDERED that the minutes of the below meeting were submitted and approved.

POLICY & RESOURCES

A meeting of the Policy & Resources Panel was held on Thursday 27 October 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 Chris Abbott, Councillor Barry Coppinger Councillor Norma Stephenson, Councillor Ray Goddard

ADDITIONAL MEMBERS

Councillor Ron Lowes, Councillor Terry Laing.

OFFICIALS

Mrs Clare Hunter, Dr Neville Cameron, Mr Michael Porter and Mr John Bage (CE).

Mr Sean White, Ms Claire Hinnigan and Miss Kate Rowntree (CC).

337

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Peter Race MBE (ex officio), Mayor Stuart Drummond,

Councillor Carl Richardson and Mrs Ann Hall.

338

MARK OF RESPECT

A minutes silence was held in respect of the death of PC Michael Gillespie.

339

DECLARATIONS OF INTERESTS

There were no declarations of interests.

340

MINUTES OF THE POLICY & RESOURCES PANEL HELD ON 25 AUGUST 2011

Action

There was one correction from the previous meeting, following this the minutes were agreed as a true and accurate record.

341

OUTSTANDING RECOMENDATIONS

ORDERED that:-

2. the Outstanding Recommendations be noted.

342

REVENUE OUTTURN 2010/2011 – REVISED

The Head of Finance informed 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. The report set out the revised year end position against that budget.

Members were informed that the report was a revision of the final report for 2010/11 and set out the year end position against the approved budget. This reflected the single monetary adjustment as a result of the audit, and also a correction to the original Appendix A to the report.

In the original Appendix A the split between core and transfers to/from reserves was incorrectly stated and is now corrected, this had no impact on the accounts or outturn. It also appended the reconciliation of transfers to/from reserves as requested by Members at Appendix D to the report.

It should be noted that the results had now been subject to audit by the Audit Commission.

ORDERED that;

1. the revised revenue outturn position for 2010/11 of a £650k underspend which represented a 0.43% underspend against a

gross expenditure budget of £149.6m be noted.

2. the outturn position is in excess of the £250k underspend forecast in the Period 11 report be noted.
3. the results are presented having been audited by the Audit Commission be noted.

343

BUDGET MONITORING REPORT TO THE 31ST AUGUST 2011

Members were reminded that at their meeting on 24th 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 Head of Finance informed Members that forecasts suggested that the Authority had pressures against the expenditure plan for 2011/12; but had sufficient predicted underspends to more than cover these pressures and therefore forecast a £100k underspend after medical retirement expenditure. The position to date and the year-end forecast are shown at Appendix A to the report.

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.

ORDERED that;

3. the content of the report be noted.

344

CAPITAL MONITORING REPORT TO THE 31ST AUGUST 2011

The Head of Finance 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 24th February 2011. Net carry forwards of £3,275.4k were also approved by the Authority on the 30th June 2011; giving a total capital programme for 2011/12 of £9,329.4k.

Members were reminded that they approved a capital programme totaling £6,054k at their meeting on 24th February 2011. Net carry forwards of £3,275.4k were also approved taking the total capital plan for 2011/12 to £9,329.4k.

The Head of Finance informed Members 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;

2. the contents of the report.
3. the addition of the Electrical Re-wiring of Stockton Divisional HQ scheme (phase 2) at a cost of £28.0k to be funded from the Provision for Business Cases be agreed.
4. the addition of the Replacement of Obsolete Air-conditioning Units and Dehumidifiers in HQ scheme at a cost of £15.0k to be funded from the Provision for Business Cases and approved under delegated authority be noted.
5. the addition of the Body Armour scheme at a cost of £88.0k, to be funded from the Provision for Business Cases and approved by Members at the Policy and Resources Panel on 25th August 2011 be noted.
6. the addition of the Job Evaluation scheme at a cost of £30.0k, to be funded from the Provision for Business Cases and approved by Members at the Policy and Resources Panel on 25th August 2011 be noted.
7. the addition of the Covert Equipment scheme at a cost of £17.5k to be funded with a transfer from revenue, as external funding has been received, and approved under delegated authority be noted.

345

TREASURY MANAGEMENT REPORT TO THE 30TH JUNE 2011

The Head of Finance reminded Members that they agreed an investment strategy for 2011/12 in line with the CIPFA Code of Practice at their meeting on 24th 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;

2. the contents of the report be noted.

346

PLAN B IMPLEMENTATION UPDATE

The Assistant Chief Constable (Crime & Operations) informed Members that the report outlined to Members the Human Resource activities planned to enable the delivery of Plan B, within the constraints of the Long Term Financial Plan (LTFP).

Members had requested that the HR plan referred to within the Plan B proposal, be presented to the Policy and Resources Panel. This would provide sufficient information and assurances that the Force is able to plan and deliver the necessary activities that will facilitate the implementation of the Plan B proposal within the constraints of the LTFP.

The Assistant Chief Constable (Crime Operations) informed Members that the implementation of Plan B will be closely monitored to ensure it is delivered within the relevant timescales.

Members queried who was to carry out these actions and how frequently would they be done.

The Assistant Chief Constable (Crime Operations) informed Members that it was his role to carry out these functions and that this would continue to 2013-14. He would be happy to report back to Members at a frequency that Members were content with.

ORDERED that;

1. the content of the report be noted.
2. Members would receive updates every second meeting be agreed.

347

TIME OFF IN LIEU

The Assistant Chief Constable (Crime Operations) informed Members that the report was to update Members on the work being undertaken by the Force to manage the levels of time off in lieu (TOIL) and rest days in lieu (RDIL).

Previous reports to Members had highlighted the approach taken by the Force in reducing the

commitment in TOIL and RDIL. These reports were in response to concerns raised around the changes to the International Financial Recording Standards (IFRS), and any potential financial liability that may be incurred as a consequence of retaining large amounts of time off held by members of the Force.

Members were informed that there is a financial risk to the Force in respect of time off owing particularly as figures are not currently available to assess whether the levels are increasing or decreasing. The financial cost of the outstanding levels of TOIL is calculated at the end of each financial year. The figures for the last three years were presented to Members.

Members were assured that the Force is working closely with Steria to ensure that Oracle is an accurate record of 'time off' and that a corporate response can easily be given to the amount of hours and days of time off owing to Officers. Future audits will be able to provide a more accurate reflection of outstanding time off once the Oracle system is updated.

Members queried if Officers received increases in pay for any overtime worked.

The Assistant Chief Constable (Crime Operations) informed Members that Officers do receive increases in pay for overtime worked and Bank Holidays, he informed members of the increase ranges.

Members queried if this information was captured and reported on.

The Head of Finance assured Members that all information pertaining to this was captured and reported annually in the Statement of Accounts, but that this element of cost was not chargeable to Council Tax payers.

The Treasurer informed Members that an update would be brought to the December meeting.

ACC (Crime and Ops).

ORDERED that;

1. the content of the report be noted.

348

ENVIRONMENTAL MONITORING UPDATE

The Service Improvement Manager informed Members that the purpose of the report was to provide Members with an update of the business of the Environmental Monitoring Group held on 11 October 2011.

Members were given an update of the participation in

the Public Sector Carbon Management Programme 2011/12 and environmental updates from departments whose operations are included within the scopes of the carbon footprint; namely Fleet Management, Estates Management (including PFI), Information and Communication Technology, Business Support and Sustainable Procurement.

The Service Improvement Manager informed Members 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 its Authority have on the environment.

ORDERED that;

1. the report be noted.

249

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 4 of Part 1 of Schedule 12A to the Act.

250

PRIVATE MINUTES OF THE LEADERSHIP PANEL HELD ON 24 AUGUST 2011.

ORDERED that the private minutes of the Leadership Panel held on 24 August 2011 were submitted and approved.

251

PRIVATE MINUTES OF THE LEADERSHIP PANEL HELD ON 22 SEPTEMBER 2011.

ORDERED that the private minutes of the Leadership Panel held on 22 September 2011 were submitted and approved.

252

PRIVATE MINUTES OF THE LEADERSHIP PANEL HELD ON 6 OCTOBER 2011.

ORDERED that the private minutes of the Leadership Panel held on 6 October 2011 were submitted and approved.

253

ISSUES ARISING FROM THE AUDIT – REPORT OF THE AUDIT COMMISSION

The Audit Commission presented a report on issues arising from the Audit. Members were informed that the new Audit Commissioner to the Police Authority had reviewed the case and agreed with the

judgements and its factual contents. Members were informed that this had been agreed by Officers of the Police Authority.

ORDERED that;

1. the report be noted.

254

MANAGEMENT RESPONSE TO ISSUES FROM THE AUDIT

The Annual Audit Letter 2010/2011 summarised the key issues arising from the work of the Audit Commission auditors carried out during the year. The Chief Executive presented the report to Members to provide Members of the Police Authority Executive with the recommended response to the issues raised by the Audit Commission in their report '2010-11 Issues arising from the Audit'. It contained recommendations to assist the Authority in meeting its responsibilities and which are shown below.

Members queried and sought assurances in a number of areas and suggested a number of slight amendments, all of which were agreed by the Chief Executive.

ORDERED that;

1. the management responses to the issues raised by the Audit Commission, as set out at Appendix A to the report, are accepted as the responses of the Authority be agreed.
2. the progress on the resolution of the Actions from the Draft Annual Audit Letter, as responded to within Appendix A to the report, are reported to and monitored through the Audit and Internal Control Panel be agreed.
3. the alterations suggested by Members be agreed.