

Report of the Chief Executive to the Chair and Members of the Policy and Resources Panel, 24th November 2009

Presenting Officer:

Author: Norman Wright

Status: For Agreement

Panel Structure and Outline Schedule of Reports

1 Purpose

- 1.1 To agree changes to the panel structure and an outline schedule of reports for panels.

2 Recommendations

- 2.1 That members agree to the HR and Diversity Panel being amalgamated with the Policy and Resources/Corporate Development Panel, with new Terms of Reference (Appendix A).
- 2.2 That members agree to the Strategic Procurement and Major Projects Panel being disbanded and the ongoing work being taken through the Police Authority Executive.
- 2.3 That Members agree the Outline Schedule of Reports (Appendix B).

3 Reasons

- 3.1 The panel structure has been reviewed by the Chair, Vice Chair, Chief Executive and Deputy Chief Executive in light of the developing business plan, the policy to minimise bureaucracy and the general test of fitness for purpose.
- 3.2 The outcome of the review is twofold:-
 - 3.2.1 A recommendation to amalgamate the Policy and Resources/Corporate Development Panel and the HR and Diversity Panel to form a Policy and Resources Panel. This will streamline the administration of police authority business whilst at the same time ensuring that major resource considerations are dealt with in one panel.

- 3.2.2 A recommendation to disband the Strategic Procurement and Major Projects Panel, with reports going instead to the full Police Authority Executive. It was felt that key procurement and major project decisions should be considered by all members at the executive meeting.
- 3.3 The annual schedule of reports enables a more disciplined approach to the management of police authority business. The revised schedule (Appendix B) has been extensively consulted upon with the Force Executive, with the outcome being a streamlined schedule of key reports that more closely reflect the developing governance structures and service delivery focus.
- 3.2 The schedule should be viewed as a basic annual requirement, with the dates being both outline and flexible, reliant upon both the availability of the data and the future determination of the panel meetings schedule. The Police Authority Executive and the panels may require ad-hoc reports from time to time, so the attached outline schedule should not be assumed to constitute the complete reporting cycle for the authority.

4. **Implications**

Financial Implications

- 4.1 The statutory financial reporting requirements are reflected in the outline schedule of reports.

Diversity and Equal Opportunities

- 4.2 The statutory diversity and equal opportunity reporting requirements are reflected in the outline schedule of reports.

Risk Management

- 4.3 The ability to plan the reporting cycle and therefore the scrutiny function, and to monitor service initiatives and performance in a timely and effective way, will enhance the risk management capabilities of the Force and Authority.

4.4 Human Resources

A Force report on compliance with the Human Rights Act is included within the schedule of reports.

5 **Conclusions**

- 5.1 This outline schedule of reports will enable the panel/executive business to be more effectively and efficiently planned and executed.

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Chief Executive

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Appendix A: Policy & Resources Panel Terms of Reference

1. To guide the Authority in the formulation of its policy objectives and priorities. The panel will monitor progress against the financial strategy, business strategy and the asset management strategy (including estates strategy).
2. To consider new policies & procedures, or changes in policies and procedures, as they affect the strategic management of the Police Authority.
3. To consider, review and monitor the allocation of the Authority's financial, physical and human resources.
4. To oversee arrangements in relation to the Authority's corporate planning process, including development and review of the Business Plan.
5. To review the effectiveness of the work of the Authority and Force, with particular reference to the efficiency and value for money achieved. This will encompass the Use of Resources evaluation.
6. To receive and approve the Authority's scheme of delegation and the standing orders for the conduct of business, prepared in collaboration with the Force.
7. Monitor the budgets for the Police Authority and receive regular budget monitoring reports. Approve any material amendments to the approved budgets. This applies to both revenue and capital budgets.
8. To critically examine and approve the Medium/Long Term Financial Strategy and Medium/Long Term Capital Strategy.
9. To critically examine, approve and monitor the progress of capital schemes.
10. To critically examine, approve and monitor all other funding arrangements.
11. To approve and monitor the Prudential Borrowing Policy and Indicators of the Authority in line with the Investment / Capital Strategy.
12. To scrutinise and approve the Force's HR plans and strategies, including recruitment, training, workforce transformation, leadership development and talent management. To ensure that these are aligned with the financial and business planning processes.

- 13.** To determine the Authority's strategy and policies in relation to diversity and equal opportunities matters so as to promote equality of opportunity for service users and employees.
- 14.** To oversee and scrutinise the Force's performance in relation to the diversity and equality agenda, including the management of the Single Equality Scheme and the Equality Standard for Policing.
- 15.** To monitor and scrutinise the Force in respect of compliance with the Human Rights Act, particularly in relation to its impact on diversity and equal opportunities for staff and service users.
- 16.** To critically examine the establishment structures of the Force, with particular reference to promoting effectiveness and efficiency through the implementation of change initiatives.
- 17.** To Monitor and scrutinise the Force's performance in Human Resources management, including training and diversity & equal opportunities.
- 18.** Oversee and scrutinise the recruitment process for police officers and staff, including the University of Teesside contract and the Initial Police Learning and Development Programme.
- 19.** To scrutinise the Force's performance in relation to the management of Health and Safety.
- 20.** To scrutinise the Force's performance in relation to the management of sickness absence.
- 21.** The panel may call for further information and reports to be submitted to a future Panel meeting or to the Police Authority Executive.

Outcome: Ensure an effective and efficient police service, securing continuous improvements in the way in which the functions are exercised. Strengthen the links between financial planning, business planning and workforce planning. Ensure the promotion of diversity and equal opportunities for both service users and employees.

Appendix B: Outline Schedule of Reports 2009-2010

Audit & Internal Control Panel – Timetable of Reports for 2009/10

3rd September 2009 – (final reports to be with PA Liaison by 11th August)	
Exemptions to Standing Orders (April – June)	Mike Hopkins
Strategic Risk Register	Graeme Slaughter
Update on the VAT audit recommendations	Michael Porter
CPA risk register	Chief Executive
Report on internal audits	Internal Auditor
Audit Commission progress report	Audit Commission
Annual Governance Report (or to Police Authority Executive)	Audit Commission
26th November 2009 – (final reports to be with PA Liaison by 2nd November)	
Exemptions to Standing Orders (July – September)	Mike Hopkins
Annual Governance Statement – progress against 2008/9 report and plans for 2009/10 report	Joint
CPA progress report from Internal Audit	Internal Audit
Audit Panel self assessment plan and work programme	Chief Executive
Internal audit reports programme	Internal Audit
PURE final report.	Audit Commission
Audit Commission Fraud Initiative Report	Mrs Hall
CPA Risk Management Report	Chief Executive
20th January 2010 – (final reports to be with PA Liaison by 14th December)	
Strategic Risk Register	Graeme Slaughter
CPA risk register	Chief Executive
Progress report on annual audit letter recommendations	Chief Executive
Sum questionnaire for AGS	Chief Executive
Audit Plan opinion	Audit Commission
Report on Internal Audits	Internal Audit
25th March 2010 – (final reports to be with PA Liaison by 2nd March)	
Exemptions to Standing Orders (October – December)	Mike Hopkins
Draft annual governance statement	Joint
Annual review of standing orders and schemes of delegation	Joint
Draft audit plan for coming year	Audit Commission
Internal audit strategy and outline report schedule	Internal Audit
26th May 2010 – (final reports to be with PA Liaison by 3rd May)	
Exemptions to Standing Orders (January – March)	Mike Hopkins
Statement of Accounts (Subject to Audit)	Michael Porter
Strategic Risk Register	Graeme Slaughter
CPA risk register	Chief Executive
Annual Governance Statement 2009/10 and reports:- - Statement of key controls - Review of internal control and assurance gathering - Service unit assurance questionnaire	Joint
Statement of Accounts	Chief Executive
Revised code of corporate governance	Chief Executive
Reports of the Internal Auditor	Internal Auditor

Operational Policing Panel – Timetable of Reports for 2009/10

23rd September – (final reports to be with PA Liaison by 31st August)	
Performance Report (Year to date)	Graeme Slaughter
Anti-Social Behaviour	Ian Richards
Update on the operation of the ICV scheme	Chief Executive
Outline of latest CDRP strategies and plans, including LAAs.	Chief Executive
CDRP performance against LAA targets	Chief Executive
12th November – (final reports to be with PA Liaison by 20th October)	
Performance Report (Year to date)	Graeme Slaughter
Hate Crime	Tariq Ali
Stop & Search/Stop and Account	Kate Rowntree
Policing Plan and Priorities outline report	Graeme Slaughter
End of Year Police Authority Consultation Report	Chief Executive
Minutes of Strategic Performance Group Open Sessions	Via Force Executive
21st January – (final reports to be with PA Liaison by 14th December)	
Performance Report (Year to date)	Graeme Slaughter
Vulnerable Adults	Alastair Simpson
Volunteers & Special Constabulary	Caroline Kerr
Use of Tasers, including phase 2 roll out	Adrian Roberts
Policing Pledge	Graeme Slaughter
Speed Awareness Course Update	Ian Richards
Outline of CAA reports on community safety and children's issues	Chief Executive
Neighbourhood survey	Graeme Slaughter
18th March – (final reports to be with PA Liaison by 23rd February)	
Performance Report (Year to date)	Graeme Slaughter
Anti-social Behaviour Update	Steve Jermy
Policing Plan 2010/11	Graeme Slaughter
Proposed Performance Targets	Graeme Slaughter
CPA partnership strategy/code of practice for partnership working	Chief Executive
Neighbourhood Policing	Dave Nixon
20th May – (final reports to be with PA Liaison by 27th April)	
Performance Report (Outturn) – including drug & alcohol operation updates	Graeme Slaughter
Cadets	Georgina Swanson
Neighbourhood Survey	Graeme Slaughter
Local policing plan summary	Graeme Slaughter
Domestic Abuse	Alastair Simpson
Helicopter Update	Adrian Roberts
July	
Performance Report (Year to date)	Graeme Slaughter
SARC / Sexual Offences	Alastair Simpson
Olympics	Adrian Roberts
Young persons' local policing plan summary	Chief Executive

OPT Reviews, when appropriate

Policy & Resources Panel Timetable of Reports for 2009/10

10th September – (final reports to be with PA Liaison by 18th August)	
Budget Monitoring	Michael Porter
Capital Monitoring	Michael Porter
Treasury Management	Michael Porter
Contract for the provision of temporary staff	Mike Hopkins
Contract for the provision of furniture	Mike Hopkins
Report on CPA single equality scheme (reminder for 2010 inclusion)	Chief Executive
24th November – (final reports to be with PA Liaison by 27th October)	
Budget Monitoring	Michael Porter
Capital Monitoring	Michael Porter
Treasury Management	Michael Porter
TOIL Update	Martin Campbell
LTFP Update	Michael Porter
Report on Panel Structures and Outline Schedule of Reports	Chief Executive
Update on CPA service improvement plan	Chief Executive
Outline PURE report	Chief Executive
Report on the Operation of the Force Single Equality Scheme	Mick Hartnack
Workforce Plan including:	Mick Hartnack
▪ recruitment plan	
▪ promotion & development plan	
▪ costed training plan	
▪ leadership & development plan	
27th January – (final reports to be with PA Liaison by 4th January)	
Budget Monitoring	Michael Porter
Capital Monitoring	Michael Porter
Treasury Management	Michael Porter
Redcap Procurement Transformation	Mrs Hall
Update on CPA inspection preparations (or member briefing)	Chief Executive
Progress on PURE areas for improvement from 2008-09 report	Chief Executive
Outline of PURE submission for 2009-10	Chief Executive
Progress report on CPA business plan	Chief Executive
Force Compliance with the Human Rights Act	Christian Ellis
Report on progress and plans for Workforce Modernisation	Mick Hartnack
Equal Pay Audit & Review	Mick Hartnack
31st March – (final reports to be with PA Liaison by 8th March)	
Budget Monitoring	Michael Porter
Capital Monitoring	Michael Porter
Treasury Management	Michael Porter
Asset Management Plan	Mrs Hall
Update on CPA inspection preparations (or member briefing)	Chief Executive
Management of sickness & other absence	Mick Hartnack
Equality Update – recruitment, staff profile & turnover by age, sex	
ethnic minority & disability including update on	Mick Hartnack
BME & female representation targets	
9th June – (final reports to be with PA Liaison by 17th May)	
Budget Monitoring	Michael Porter
Capital Monitoring	Michael Porter
Treasury Management	Michael Porter
PURE 2009-10 progress report and areas for improvement	Chief Executive
Update on CPA inspection preparations (or member briefing)	Chief Executive
Annual Health & Safety Report (covering last financial year)	Graeme Slaughter
Legislation update – Employment, equality and human rights	Chief Executive

Professional Standards - Timetable of Reports for 2009/10

30th October – (final reports to be with PA Liaison by 6th October)	
Civil Claims	Joanne Monkman
Complaints Against Police	Darren Best
Deliberate Damage	Kate Rowntree
Scrutinise cases from complaints register	members
28th January – (final reports to be with PA Liaison by 6th January)	
Civil Claims	Joanne Monkman
Complaints Against Police	Darren Best
Deliberate Damage	Kate Rowntree
Scrutinise cases from complaints register	members
Report on latest complaints stats for England and Wales (if data available)	Kate Rowntree
29th April – (final reports to be with PA Liaison by 6th April)	
Civil Claims	Joanne Monkman
Complaints Against Police	Darren Best
Deliberate Damage	Kate Rowntree
Scrutinise cases from complaints register	members
29th July – (final reports to be with PA Liaison by 6th July)	
Civil Claims	Joanne Monkman
Complaints Against Police	Darren Best
Deliberate Damage	Kate Rowntree
Scrutinise cases from complaints register	members

Police Authority Executive - Timetable of Reports for 2009/10

30th September – (final reports to be with PA Liaison by 7th September)	
Statement of Accounts (post audit)	Michael Porter
Annual Governance Report (or to Audit & Internal Control Panel)	Audit Commission
Minutes of panel meetings	Chief Executive
10th December – (final reports to be with PA Liaison by 18th November)	
LTFP Settlement Update	Michael Porter
Firearms Collaboration	???
Update on Project I	Chief Executive
Minutes of panel meetings	Chief Executive
25th February – (final reports to be with PA Liaison by 2nd February)	
Budget 2010/11	Michael Porter
Capital Programme 2010/11	Michael Porter
Treasury Management & Prudential Indicators	Michael Porter
Setting the Precept	Joint/Michael Porter
Financial reserves report	Chief Executive
Long term financial plan	Joint
Policing plan 2010-11	Graeme Slaughter
CPA business plan	Chief Executive
Update on Project I	Chief Executive
Update on estates issues	Chief Executive
Minutes of panel meetings	Chief Executive
10th June – (final reports to be with PA Liaison by 18th May)	
Appointment of chair and vice chair	Chief Executive
AGM confirmation of authority members	Chief Executive
Revised code of corporate governance	Chief Executive
Outline annual schedule of reports	Chief Executive
Statement of Accounts (subject to audit)	Michael Porter
Update on Project I	Chief Executive
Update on estates issues	Chief Executive
Minutes of panel meetings	Chief Executive