

POLICY & RESOURCES

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

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

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

APOLOGIES FOR ABSENCE

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

DECLARATIONS OF INTERESTS

There were no declarations of interests.

Action

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

The minutes were agreed as a true and accurate record.

OUTSTANDING RECOMENDATIONS

ORDERED that:-

1. the Outstanding Recommendations be noted.

REVENUE OUTTURN 2010/11

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

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

- The transfer of £925k from the General Fund as approved by Members to support the 2010/11 budget.
- The earmarking of reserves as agreed by Members for use in future years and as detailed in 3.16 to the report

Members were asked to note that the outturn position had been delivered after the unprecedented in-year budget cut of £1,366k and that this had not been at the expense of operational performance. An

overall crime reduction of 9% was recorded for the year ending March 2011, which equates to 4234 fewer victims of crime.

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

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

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

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

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

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

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

ACO F+C

ORDERED that;

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

CAPITAL OUTTURN 2010/11

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

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

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

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

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

ORDERED that;

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

TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS OUTTURN 2010/11

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

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

ORDERED that;

1. the content of the report be noted.

BUDGET MONITORING REPORT TO 31 MAY 2011

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

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

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

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

ORDERED that;

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

CAPITAL MONITORING TO 31 MAY 2011

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

Members were informed that the report set out progress against delivery of the Capital Programme for 2011/12 and recommendations to make optimum use of the capital resource available to the Authority to refresh and develop the asset base for policing in the 21st Century in line with the vision of 'Putting People First'.

ORDERED that;

1. the contents of the report be noted.
2. the adding of the Upgrading of North Ormesby scheme at a cost of £22.8k to be funded from the Provision for Business Cases and approved under delegated authority be noted.
3. the adding of the Digital Evidence scheme at a cost of £15.0k to be funded from the Provision for Business Cases and approved under delegated authority be noted.

TREASURY MANAGEMENT TO 31 MAY 2011

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

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

ORDERED that;

1. the contents of the report be noted.

ANNUAL HEALTH & SAFETY REPORT

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

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

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

ORDERED that;

1. the content of the report be noted.

ANNUAL PFI CONTRACT PERFORMANCE REPORT 2010

The Assistant Chief Officer Finance & Commissioning ACO (F+C) informed Members that the purpose of the report was to provide Members with an appraisal of the performance of the Action Stations PFI Contract over the Financial year 2010/11, to assure Members that the contract is robustly managed by Cleveland Police and to assure Members that the contract still offers value for money, performs to the contracted requirements and met the needs of the Force.

Members were reminded that Reliance continued to work closely with Cleveland Police in the management of the service contract. Positive working relationships are maintained through a number of meetings.

Monthly and local meetings are held to facilitate the resolution of any outstanding issues between the parties, and to allow that the quarterly performance meeting to focus on 'headline issues'.

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

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

ORDERED that;

1. the contents of the report be noted.

WORKFORCE MODERNISATION UPDATE REPORT

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

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

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

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

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

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

ORDERED that;

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

DCC

VEHICLE PROCUREMENT

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

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

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

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

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

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

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

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

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

ORDERED that;

1. to continue to collaborate with the North East Region for the procurement of police vehicles be agreed.
2. to use the regional framework for the procurement of police vehicles for the period 2011/14 be agreed.

3. the final outcome of the tender for the regional collaboration that is as follows:
 - Tenderer 1 is awarded Lots E, F, & I
 - Tenderer 4 is awarded win Lot D.

be agreed.

4. the proposed vehicle framework for the procurement of Cleveland Police vehicles for 2011/12 be agreed.
5. the migration of Beat car vehicles to that of a smaller vehicle for 2011/14 instead of the vehicle currently used. This would equate to a saving of £2,744 per vehicle be agreed.

PROCUREMENT REPORT FOR ELECTRICAL ENGINEERING PLANNED & REACTIVE MAINTENANCE

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

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

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

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

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

ORDERED that;

1. the procurement method, analysis used and the recommendation put forward by the Evaluation Team be noted.

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

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

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

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

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

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

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

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

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

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

ACO (F+C)

ORDERED that;

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

ENVIRONMENTAL MONITORING GROUP

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

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

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

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

ORDERED that;

1. the report be noted.

LEGISLATION UPDATE

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

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

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

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

ORDERED that;

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

NOTE OF APPRECIATION

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