

# **Report of the Chief Executive to the Chair and Members of the Police Authority Executive, 25<sup>th</sup> June 2010**

**Status: For Agreement**

## **Outline Annual Schedule of Reports 2010-11**

### **1 Purpose**

- 1.1 To outline an annual schedule of reports for the Policy Authority Executive and the Panels.

### **2 Recommendations**

- 2.1 That Members agree the Outline Annual Schedule of Reports (Appendix A).

### **3 Reasons**

- 3.1 The first annual schedule of reports was agreed by the Police Authority in September 2007. This has been revised several times to take account of changing requirements. The attached schedule has been drawn up in consultation with the force executive.
- 3.2 The attached schedule should be viewed as a basic annual requirement, with the dates and contents being both outline and flexible, reliant upon both the availability of the data/information and the future determination of the panel/committee 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 Rights Act

Human Rights Act reporting requirements are reflected in this outline schedule of reports.

## 4.5 Sustainability

This outline schedule is an integral part of the management controls in place to ensure that the Authority fulfils its statutory responsibilities in scrutinising and overseeing policing activities.

## 5 **Conclusions**

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

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## Appendix A

### Audit & Internal Control Panel – Timetable of Reports for 2010/11

<b>10 August 2010 – (final reports to be with PA Liaison by 30 July)</b>	
Audited Statement of Accounts	Treasurer
Exemptions to Standing Orders (April – June)	Commissioning
IFRS implementation update	Finance
<b>21 October 2010 – (final reports to be with PA Liaison by 1 October)</b>	
Corporate Risk Register	Corporate Planning/Governance
CPA Risk Register	Chief Executive
Progress Report on internal audits	Internal Auditor
Audit Commission progress report	Audit Commission
Annual Governance Report (or to Police Authority Executive)	Audit Commission
<b>8 December 2010 – (final reports to be with PA Liaison by 19 November)</b>	
Exemptions to Standing Orders (July – September)	Commissioning
IFRS implementation update	Finance
Annual Governance Statement – progress against 2009/10 report and plans for 2010/11 report	Joint
Audit Panel self assessment plan and work programme	Chief Executive
Progress against Audit Plan Report	Audit Commission
Internal audit reports programme	Internal Audit
Progress report from Internal Audit	Internal Audit
<b>10 February 2011 – (final reports to be with PA Liaison by 21 January)</b>	
Exemptions to Standing Orders (October – December)	Commissioning
Corporate Risk Register	Corporate Planning/Governance
CPA Risk register	Chief Executive
Progress report on annual audit letter recommendations	Chief Executive
Sum questionnaire for AGS	Chief Executive
Audit Practice Annual Quality Report	Audit Commission
Audit Quality Review Process	Audit Commission
Audit Commission Progress Report	Audit Commission
Annual Governance Statement (draft)	Joint
<b>21 April 2011 – (final reports to be with PA Liaison by 1 April)</b>	
IFRS implementation update	Finance
Draft Annual Governance Statement 2010/11	Joint
Annual Governance Statement Sources of Assurance	Joint
Annual review of standing orders and schemes of delegation	Joint
Draft audit plan for 2011/12	Audit Commission
Audit Plan opinion	Audit Commission
Internal audit strategy and outline report schedule	Internal Audit
Progress report from Internal Audit	Internal Audit
Report on Recent Audits of Crime and Incident Recording	Corporate Planning/Governance
<b>23 June 2011 – (final reports to be with PA Liaison by 3 June)</b>	
Exemptions to Standing Orders (January – March)	Commissioning
Statement of Accounts (Subject to Audit)	Finance
Corporate Risk Register	Corporate Planning/Governance
CPA Risk Register	Chief Executive
Strategic Risk Management and Service Continuity Planning update report.	Corporate Planning/Governance
Annual Governance Statement 2010/11 and reports:- <ul style="list-style-type: none"> <li>- Statement of key controls</li> <li>- Review of internal control and assurance gathering</li> <li>- Sources of Assurance</li> </ul>	Joint

Statement of Accounts	Chief Executive
Revised Code of Corporate Governance	Chief Executive
Audit Progress Report	Audit Commission
Opinion Audit protocol	Audit Commission
Audit Fee Letter	Audit Commission
<b>18 August 2011 (Provisional)</b>	
Exemptions to Standing Orders (April - June)	Commissioning
IFRS implementation update	Finance
Audited Statement of Accounts	Treasurer

**Operational Policing Panel – Timetable of Reports for 2010/11**

<b>22 July 2010 – (final reports to be with PA Liaison by 2 July)</b>	
Performance Report (Year to date)	Corporate Planning/Governance
Neighbourhood Survey latest results	Corporate Planning/Governance
SARC / Sexual Offences	Force
Policing Pledge update report	Force
Stop and search statistics	Force
Young Persons' Local Policing Plan report	Chief Executive
Government policy on policing report	Chief Executive
<b>23 September 2010 – (final reports to be with PA Liaison by 3 September)</b>	
Neighbourhood policing update	Force
Performance Report (Year to date)	Corporate Planning/Governance
Anti-Social Behaviour update report	Force
Speed awareness annual report	Force
Update on the operation of the ICV scheme	Chief Executive
CDRP strategies and plans update report	Chief Executive
<b>18 November 2010 – (final reports to be with PA Liaison by 29 October)</b>	
Performance Report (Year to date)	Corporate Planning/Governance
Hate Crime update report	Force
Volunteers and Specials update report	Force
Stop & Search/Stop and Account update report	Force
Policing Plan and Priorities outline report	Corporate Planning/Governance
End of Year Police Authority Consultation Report	Chief Executive
Minutes of Strategic Performance Group Open Sessions	Via Force Executive
<b>26 January 2011 – (final reports to be with PA Liaison by 7 January)</b>	
Performance Report (Year to date)	Corporate Planning/Governance
Neighbourhood survey	Corporate Planning/Governance
Vulnerable Adults update report	Force
Use of Tasers, including phase 2 roll out update report	Force
<b>24 March 2011 – (final reports to be with PA Liaison by 4 March)</b>	
Performance Report (Year to date)	Corporate Planning/Governance
Anti-social Behaviour Update	Force
Policing Plan 2011/14	Corporate Planning/Governance
Proposed Performance Targets 2011/12	Corporate Planning/Governance
CPA partnership strategy/code of practice for partnership working	Chief Executive
Neighbourhood policing update	Force
Protective Services update	Force
Policing Pledge Action Plan update	Force
Policing Pledge Action Plan update	Chief Executive
Minutes of Strategic Performance Group Open Sessions	Via Force Executive
<b>26 May 2011 – (final reports to be with PA Liaison by 6 May)</b>	
Performance Report (Outturn) – including drug & alcohol operation updates	Corporate Planning/Governance
Custody Performance Report 2010	Force
Cadets programme update	Force
Local Policing Plan Summary	Corporate Planning/Governance
Domestic Abuse update	Force
Stop and search statistics	Force
<b>21 July 2011 – (final reports to be with PA Liaison by 1 July)</b>	
Performance Report (Outturn) – including drug & alcohol operation updates	Corporate Planning/Governance
SARC/Sexual offences update report	Force
PREVENT strategy update	Force
Neighbourhood Survey latest results	Corporate Planning/Governance

Policing Pledge update report	Force
Young Persons' Local Policing Plan report	Chief Executive

**Policy & Resources Panel**  
**Timetable of Reports for 2010/11**

<b>26 August 2010 – (final reports to be with PA Liaison by 6 August)</b>	
Budget Monitoring	Finance
Capital Monitoring	Finance
Treasury Management	Finance
Contract for the provision of temporary staff	Commissioning
Contract for the provision of furniture	Commissioning
Single Equality Scheme and Equality Standards	Force
CUPID post implementation review (cost benefit analysis)	Force
Job Evaluation scoping exercise report	Force
Report on CPA Single Equality Scheme	Chief Executive
PA Inspection recommendations update	Chief Executive
<b>28 October 2010 – (final reports to be with PA Liaison by 8 October)</b>	
Budget Monitoring	Finance
Capital Monitoring	Finance
Treasury Management	Finance
Sickness absence management report	Force
TOIL update report	Force
PA Inspection recommendations update	Chief Executive
<b>16 December 2010 – (final reports to be with PA Liaison by 26 November)</b>	
Budget Monitoring	Finance
Capital Monitoring	Finance
Treasury Management	Finance
LTFP Update	Finance
Legislation Update	Chief Executive
PA Inspection recommendations update	Chief Executive
Air Operations Contract update report	Force
<b>17 February 2011 – (final reports to be with PA Liaison by 28 January)</b>	
Budget Monitoring	Finance
Capital Monitoring	Finance
Treasury Management	Finance
Vetting Officer review	Force
Workforce Plan including:	People and Diversity
▪ recruitment plan	
▪ promotion & development plan	
▪ costed training plan	
▪ leadership & development plan	
Equal Pay Audit & Review update report	People and Diversity
PA Inspection recommendations update	Chief Executive
Update on the Application of HMIC Value for Money Profiles	Joint
<b>28 April 2011 – (final reports to be with PA Liaison by 8 April)</b>	
Budget Monitoring	Finance
Capital Monitoring	Finance
Treasury Management	Finance
Asset Management Plan update report	Commissioning
Management of sickness report	People and Diversity
TOIL update report	People and Diversity
Equality Update, including:-	People and Diversity
• BME and female representation targets	
• Current staff profile	
• Recruitment and turnover by age, sex, BME and disability.	

Workforce modernisation update report	Force
Procurement Transformation update Report	Commissioning
Compliance with the Human Rights Act update report	Force
PA Inspection recommendations update	Chief Executive
<b>30 June 2011 – (final reports to be with PA Liaison by 27 May)</b>	
Budget Monitoring	Finance
Capital Monitoring	Finance
Treasury Management	Finance
Annual Health & Safety Report (covering last financial year)	Corp.Planning/Governance
Legislation update – Policing, employment, equality and human rights	Chief Executive
HMIC Working for the Public update report	Force
HMIC Valuing the Police update report	Force
Annual PFI Contract Performance Report 2010	Commissioning
Project I update report	Force
<b>25 August 2011 – (final reports to be with PA Liaison by 5 August)</b>	
Budget Monitoring	Finance
Capital Monitoring	Finance
Treasury Management	Finance
CPA Single Equality Scheme update	Chief Executive
Force Single Equality Scheme update	People and Diversity

**Professional Standards - Timetable of Reports for 2010/11**

<b>29 July 2010 – (final reports to be with PA Liaison by 9 July)</b>	
Outstanding Recommendations	Joint
Civil Claims	Force
Complaints Against Police	Force
Deliberate Damage	Force
Scrutinise cases from complaints register	Members
<b>27 October 2010 – (final reports to be with PA Liaison by 8 October)</b>	
Outstanding Recommendations	Joint
Civil Claims	Force
Complaints Against Police	Force
Deliberate Damage	Force
Analysis of direction and control complaints (reference item 5.2 of policy 157 Direction and Control Complaints and Dissatisfaction).	Force – for Members to scrutinise. (1)
Scrutinise cases from complaints register	Members
<b>27 January 2011 – (final reports to be with PA Liaison by 7 January)</b>	
Outstanding Recommendations	Joint
Civil Claims	Force
Complaints Against Police	Force
Deliberate Damage	Force
Analysis of direction and control complaints (reference item 5.2 of policy 157 Direction and Control Complaints and Dissatisfaction).	Force – for Members to scrutinise. (1)
Scrutinise cases from complaints register	Members
Report on latest complaints stats for England and Wales	Joint
<b>27 April 2011 – (final reports to be with PA Liaison by 8 April)</b>	
Outstanding Recommendations	Joint
Civil Claims	Force
Complaints Against Police	Force
Deliberate Damage	Force
Analysis of direction and control complaints (reference item 5.2 of policy 157 Direction and Control Complaints and Dissatisfaction).	Force – for Members to scrutinise. (1)
Scrutinise cases from complaints register	Members
<b>28 July 2011 – (final reports to be with PA Liaison by 8 April)</b>	
Outstanding Recommendations	Joint
Civil Claims	Force
Complaints Against Police	Force
Deliberate Damage	Force
Analysis of direction and control complaints (reference item 5.2 of policy 157 Direction and Control Complaints and Dissatisfaction).	Force – for Members to scrutinise. (1)
Scrutinise cases from complaints register	Members

(1) This is a proposal to dip sample service delivery issues.

**Police Authority Executive - Timetable of Reports for 2010/11**

<b>16 September 2010 – (final reports to be with PA Liaison by 27 August)</b>	
Statement of Accounts (post audit)	Treasurer
Annual Governance Report (or to Audit & Internal Control Panel)	Audit Commission
Project I update report	Force
PA Inspection report (published 16 <sup>th</sup> September - to be tabled at the meeting)	Chief Executive
Minutes of panel meetings	Chief Executive
<b>2 December 2010 – (final reports to be with PA Liaison by 12 November)</b>	
LTFP Settlement Update	Finance
Grant settlement update	Finance
Project I update report	Force
PA Inspection report update	Chief Executive
Minutes of panel meetings	Chief Executive
<b>24 February 2011 – (final reports to be with PA Liaison by 4 February)</b>	
Budget and Long Term Financial Plan 2011/12	Joint
Capital Programme 2011/12	Joint
Treasury Management & Prudential Indicators	Joint
Setting the Precept	Joint
Financial reserves report	Joint
Policing Plan 2011/12	Joint
Project I update report	Force
CPA Business Plan update report	Chief Executive
Minutes of panel meetings	Chief Executive
<b>15 June 2011 (AGM) – (final reports to be with PA Liaison by 27 May)</b>	
Appointment of chair and vice chair	Chief Executive
AGM confirmation of authority members	Chief Executive
Outline annual schedule of reports	Chief Executive
Minutes of panel meetings	Chief Executive
Annual Governance Statement 2010/11	Joint
Revised Code of Corporate Governance	Chief Executive
Draft Statement of Accounts	Treasurer
Minutes of panel meetings	Chief Executive