

CLEVELAND POLICE AUTHORITY EXECUTIVE ANNUAL GENERAL MEETING

The Annual General Meeting of Cleveland Police Authority Executive was held on Thursday 23 June 2011 in the Members Conference Room at Police Headquarters.

PRESENT: **Councillor Members**
Councillor Chris Abbott, Councillor Barry Coppinger, Mayor Stuart Drummond, Councillor Ray Goddard, Councillor Ron Lowes and Councillor Carl Richardson.

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

OFFICIALS: Mr Sean Price and Mr Derek Bonnard (CC).
Mrs Julie Leng, Mr Michael Porter and Mr John Bage (CE)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Terry Laing and Councillor Sean Pryce.

2 DECLARATIONS OF INTERESTS

There were no declarations of interests.

3 APPOINTMENT OF CHAIR

Nominations and seconders for the roles of Chair and Vice Chair had been submitted to the Acting Chief Executive in accordance with Standing Orders.

The Acting Chief Executive confirmed that she had only received one nomination for the position of Chair. The Acting Chief Executive therefore asked Members to agree to vote by show of hands.

Mr Peter Race MBE was nominated and seconded for the position as Chair, there were 13 votes in favour and one abstention. Mr Race was duly elected as Chair for the forthcoming year.

ORDERED that:-

1. Mr Peter Race MBE be appointed Chair for the ensuing year.

MR PETER RACE MBE IN THE CHAIR

4

APPOINTMENT OF VICE CHAIR

The Chairman confirmed that only one nomination for the position of Vice Chair had been received in accordance with Standing Orders.

Mayor Stuart Drummond was nominated and seconded for the position as Vice Chair, there were 13 votes in favour and one abstention and Mayor Drummond was duly elected as Vice Chair for the forthcoming year.

ORDERED that:-

1. Mayor Stuart Drummond be appointed Vice Chair for the ensuing year.

WELCOME

The Chairman formally welcomed Councillor's Abbott and Goddard to the Police Authority.

5

APPOINTMENT OF COUNCILLOR MEMBERS OF CLEVELAND POLICE AUTHORITY

The Acting Chief Executive reported the decision that had been made by the Police Authority Joint Committee held on 10 June 2011 regarding the elected membership of the Police Authority.

At that Police Joint Committee it was agreed that the Councillor Members from the four Unitary Authorities be elected to serve as Police Authority Members for a period of four years or until there is a change in legislation dependent on future Government decisions.

Members were informed that the report confirmed the Local Authority representation as agreed by the Cleveland Police Joint Committee. One of the key roles of the Members will be to answer questions on the discharge of the functions of the Police Authority at meetings of their

relevant Councils.

The Acting Chief Executive informed Members of an amendment to the report as Councillor Paul Kirton had resigned from the Police Authority the day before the Annual General Meeting.

The Police Joint Committee had been informed of the resignation and a meeting will be convened at the earliest opportunity to fill this vacancy.

ORDERED that:

1. the appointment of the following Councillors to the Police Authority be noted:
 - Hartlepool – Mayor Stuart Drummond and Councillor Carl Richardson
 - Middlesbrough – Councillor Barry Coppinger and Councillor Ron Lowes
 - Redcar and Cleveland – Councillor Chris Abbott, Councillor Ray Goddard and Councillor Sean Pryce
 - Stockton – Councillor Terry Laing.
- 2 the above Councillor's be appointed as representatives to answer questions on the discharge of the function of the Police Authority at meetings of their relevant councils for a period of four years or until there is a change in legislation, be agreed.

6

ANNUAL GOVERNANCE STATEMENT 2010/11

The Treasurer informed Members that as part of its remit the Audit and Internal Control Panel had been tasked with reviewing the Annual Governance Statement (AGS). The AGS is presented to the Police Authority Executive having been scrutinised and recommended by that Panel.

Members were informed that the purpose of the Annual Governance Statement process was to provide a continuous review of the effectiveness of an organisation's governance arrangements, including internal control and risk management systems. This was intended to give assurance on their effectiveness or otherwise leading to an action plan to address identified weaknesses.

ORDERED that;

1. the 2010/2011 Annual Governance Statement as attached at Appendix A to the report, be agreed.

7

STATEMENT OF ACCOUNTS 2010/11

The Treasurer informed Members that under the Account and Audit Regulations 2003, local authorities, including police authorities, are required to receive and approve the Statement of Accounts for 2010/11 before the end of June 2011.

Members were informed that the role of the Audit and Internal Control Panel in this process was set out in Appendix D of the Code of Corporate Governance and includes – *“ To review the Annual Statement of Accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Authority.”* No amendments had been made to the accounts as a result of this Audit & Internal Control Panel meeting.

The role of the Police Authority Executive is to approve the Statement of Accounts, subject to the results of the scrutiny undertaken by the Audit and Internal Control Panel, and its recommendations.

The Chair of the Audit & Internal Control Panel confirmed that following full scrutiny by the Audit & Internal Control Panel, they now recommend the Statement of Accounts for approval to the full Police Authority Executive.

The Statement of Accounts had been prepared in accordance with the 2010 International Financial Reporting Code and the Police Pension Fund Regulations 2007 (SI 1932/2007) and gave a true and fair presentation of the financial position of the Authority and the Police Pension Fund for the year ended 31st March 2011.

ORDERED that;

1. the report considered by the Audit and Internal Control Panel be noted.
2. the Statement of Accounts be agreed.

8

LONG TERM FINANCIAL PLAN UPDATE

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

At the meeting on 24th February 2011, Members approved a Gross Expenditure Budget for 2011/12 of £141,678k and the LTFP for 2012/16. The plan included all of the information from the Comprehensive Spending Review which covered 2011-13 in detail and gave high level indications for 2014/15.

Members were informed that Risk will form a key part of the regular monthly monitoring of budget delivery throughout 2011/12 and will be reported to and scrutinised by Members of the Policy & Resources Panel.

The Treasurer informed Members that progress had been made since the LTFP 2011/16 was approved by Members in February 2011; however, the report presented at the meeting outlined significant financial challenges with further work still to be done.

ORDERED that;

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

9

ANY OTHER BUSINESS

The Acting Chief Executive informed Members that it was usual to bring the annual Business Report to the Annual General Meeting, but on this occasion no such item had

been placed.

Members were informed that due to the Police Authority Executive membership changes, it had been agreed to conduct a skills audit prior to Panel membership allocation.

ORDERED that;

1. the Business Report be brought to the next meeting of the Police Authority Executive, be agreed.

10

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)

11

APOLOGIES FOR ABSENCE

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

12

DECLARATIONS OF INTERESTS

There were no declarations of interests.

13

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.

14

OUTSTANDING RECOMMENDATIONS

All outstanding recommendation were discharged.

15

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.

16

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.

17

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.

18

IPCC DIRECT COMPLAINTS SURVEY FINDINGS UPDATE

This report was withdrawn from the meeting

19

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.

20

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.

21

MINUTES OF THE AUDIT & INTERNAL CONTROL PANEL HELD ON 10 FEBRUARY 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 10 February 2011 in the Members Conference Room at Police Headquarters.

PRESENT: Councillor Caroline Barker, Mr Geoff Fell, Councillor Dave McLuckie (ex officio), Mr Peter Hadfield (Vice Chair), Mr Mike McGrory JP (Chair).

OFFICIALS: Mr Michael Porter, Dr Neville Cameron and Mr John Bage (CE)
Mr Graham Slaughter, Mrs Ann Hall and Miss Kate Rowntree (CC)
Ms Lynne Snowball and Mr Paul Heppell (AC)
Mrs Sue Turner (IA)

22 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

23 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

24 **MINUTES OF THE PREVIOUS MEETING HELD ON 8 DECEMBER 2010**

The minutes of the previous meeting were held as a true record.

25 **OUTSTANDING RECOMMENDATIONS**

ORDERED that;

1. the Outstanding Recommendations were noted and updated.

26 **PROGRESS REPORT ON ANNUAL AUDIT LETTER RECOMMENDATIONS**

The Treasurer presented the report to Members to inform of the progress made to date, in implementing the recommendations in the Annual Audit Letter relating to the 2009/2010 Audit.

Members were reminded that the Audit Commission presented the Annual Audit Letter to the Panel on 21st October 2010 following completion of the 2009/2010 Audit.

The Treasurer informed Members that the Annual Audit Letter Recommendations and progress can be seen at Appendix A to the report.

ORDERED that:

1. the progress to date against the recommendations in the Annual Audit Letter be noted.

27 **ANNUAL GOVERNANCE STATEMENT AND SUMMARY QUESTIONNAIRE**

The Treasurer informed Members that the purpose of the report was to bring forward an initial draft of the 2010/2011 Annual Governance

Statement and to provide Members with a copy of the Annual Governance Assurance Questionnaire that had been distributed to Service Unit Managers for completion in relation to the 2010-11 financial year.

As part of the assurance framework in support of the Annual Governance Statement a questionnaire was sent to Service Unit Managers which would result in a signed adequacy of controls statement and obtains assurance, or otherwise, on the effectiveness of key controls.

Members were informed that as required within the agreed AGS timetable an initial draft of the AGS had been prepared for Members consideration, a copy of which was at Appendix A to the report.

ORDERED that;

1. the initial draft of the 2010/2011 Annual Governance Statement for further progression as shown at Appendix A to the report be agreed.
2. the Annual Governance Assurance Questionnaire as shown at Appendix B to the report be noted.

28

CONTRACT STANDING ORDERS

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed members that the purpose of the report is to update Members on the changes that have been made to the Authority's Contract Standing Orders.

Members were reminded that they last agreed the Authority's Contract Standing Orders at their meeting of the Audit & Internal Control Panel on 26th March 2009. Since this date there had been significant changes to the structure of the Force following the implementation of Project I on 1st October 2010.

A full review of the Contract Standing Orders was undertaken in October 2010 and a number of changes were made around the implications of the contract with Steria, with amendments to job titles to reflect the new structures.

Members were informed that the updated Contract Standing Orders were attached at Appendix 1 to the report and were being presented to Members for their approval.

The Chair queried whether or not the Treasurer needed to be party to the actual report.

The ACO (F+C) informed Members that the Treasurer needed to be separate to the report so that independent controls are met.

The Chair sought assurance regarding the process for SUM's and others to effect changes to Standing Orders.

The Treasurer and ACO (F+C) assured Members that ORACLE and

other internal systems, plus the assurance sought through the SUM's questionnaire satisfied this area control.

ORDERED that;

1. the content of the report be noted.
2. the updated Contract Standing Orders as attached at Appendix 1 to the report be agreed.

29

STANDING FINANCIAL INSTRUCTIONS

The Treasurer provided a verbal update on an action from the December meeting of this Panel where he and the ACO (F&C) took a joint action to bring forward revised Standing Financial Instructions to the February meeting.

Members were informed that given the significant change that was occurring in the organisation currently, it was vital that one of the key documents that govern the finances of the Force is revised and updated as soon as possible.

The Treasurer confirmed that he had reviewed the document and made the necessary amendments from an Authority perspective and that the Force were in the process of doing the same.

The ACO (F&C) confirmed that this was the case and advised Members that she expected to bring forward the revised document to the next meeting of the panel.

ORDERED that;

1. the report be noted.

30

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 CPA Risk Register, Action Plan and developments since August 2010.

Members previously agreed structural changes the Police Authority Risk Register and Action Plan on 10th August 2010. The ownership of the CPA Risk Register had been transferred to the Leadership Panel, however updates and developments will continue to be discussed and agreed at the Joint Risk Management Group, held monthly up until November 2010 and bi-monthly thereafter.

At the Leadership Panel on 14th December 2010, Chairs of the Panels were provided with a description of the benefits of the 4Risk software system, developed by the Police Authority's internal auditors RSM Tenon. An update of amendments to the CPA Risk Register, outline maintenance and chronological updates to the Risk Register were shown in Appendix A to the report.

Members sought assurance on the risk appetite of the Internal Audit and how this could impact on the Police Authority.

The Head of Corporate Planning & Governance and the Service Improvement Manager informed Members of the methodology adopted by the Force and the Police Authority to manage these processes.

ORDERED that;

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

31

AUDIT COMMISSION PROGRESS REPORT

The Audit Commission informed Members that the update report reflected progress on the external audit of Cleveland Police Authority as at January 2011. It formed an important role in keeping Members of the Audit and Internal Control Panel informed on the progress of the audit.

Members were informed that the progress report also commented on future year audit arrangements in light of the announcement to abolish the Audit Commission. There remained much uncertainty in this area as arrangements continue to develop. The Audit Commission informed Members that it will report to Members verbally with any relevant updated information.

The report also informed the Panel of other matters of interest, including promoting the national work undertaken by the Audit Commission, and focusing in on its potential value to the Authority.

The Chair sought clarity as to whether the report was a draft or final report.

The Audit Commission confirmed that the report was final.

The Chair sought greater clarity to the reference regarding counter fraud and whistleblowing.

The Treasurer assured Members that a Counter Fraud Plan was in place and that he was currently working with the Head of Professional Standards on these matters. Members were further assured that there was an outstanding action in the Internal Auditors Action Plan.

ORDERED that;

1. the report be noted.

32

2010/11 OPINION AUDIT – CHANGES YOU CAN EXPECT TO SEE

Members were informed that as the appointed auditor, the audit of the financial statements are governed by International Standards on Auditing (ISAs). These standards prescribe the basic principles and essential procedures, with the related guidance, which govern the

auditors professional conduct as our auditor.

As with all guidance and frameworks, auditing standards are revised and updated, often in a piecemeal fashion. However, in 2009 the auditing professional body, The International Auditing and Assurance Standards Board (IAASB), completed a comprehensive project to improve the clarity of all the ISAs. This is known as the Clarity Project.

Members were informed that one of the main objectives of the Clarity Project was to promote greater consistency of application between auditors. This had been done by reducing the ambiguity within existing ISAs and improving their overall readability and understandability.

ORDERED that;

1. the report be noted.

33

INTERNAL AUDIT PROGRESS REPORT

The Internal Auditor informed Members that the periodic internal audit plan for 2010/11 was approved by the Audit and Internal Control Panel on 03 June 2010. The report presented at the meeting today summarised the outcome of work completed to date against that plan.

Members were informed that Appendix A to the report outlined the detailed internal audit plan approved by the Panel, whilst Appendices B and C provided cumulative data in support of internal audit performance.

A draft plan would be prepared and a further discussion held with the Chair and Vice Chair of the Audit Panel prior to a presentation to the Panel at the April 2011 meeting.

ORDERED that;

1. the report be noted.

34

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 2 and 7 of Part 1 of Schedule 12A to the Act.

35

STRATEGIC RISK MANAGEMENT & SERVICE CONTINUITY PLANNING

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

Members were informed that the programme was progressing on a systematic basis with the intention of developing robust risk management and service continuity plans and embedding a risk management culture by March 2011.

ORDERED that;

1. the report be noted.

36

CONTRACT STANDING ORDER NO.9 – EXEMPTION FROM THE NORMAL REQUIREMENT TO TENDER (OCTOBER TO DECEMBER 2010)

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 appears that the normal requirement to tender had not been followed.

ORDERED that;

1. the exemption in Appendix A to the report be noted.

37

CONFIDENTIAL REPORT

The Audit Commission presented the report to Members. Members were appraised of the background information which led to the review and subsequent report to the Police Authority.

The Audit Commission confirmed that they were satisfied that all the issues detailed within the report were now concluded.

The Audit Commission advised that they were satisfied that the Police Authority had expended its monies and followed the Value for Money processes, and as such they had no concerns regarding lawfulness or legality.

A Member questioned if there had been any reductions in savings to the Police Authority.

The Treasurer informed Members that he had provided the figures to the Police Authority, to permit them to make their final decision and that the figures did show a saving to the Police Authority and that this provided evidence of good value for money.

The Treasurer confirmed that one specific issue pertaining to an overpayment was the result of a process some years ago and that the Audit Commission had rightly brought to his attention and that this had now been rectified.

The Audit Commission confirmed to Members, that the final decision was made by the Police Authority and that the Audit Commission had no challenge to their decision.

The Chair of the Police Authority informed Members that all recommendations with-in the Audit Commissions report had been

adopted by the Police Authority.

He welcomed the advice provided by the Audit Commission and confirmed that the Police Authority had met the Audit Commission's requirements, to come to a lawful conclusion and ultimately a decision, that proved to be Value for Money.

The Chair of the Police Authority thanked the Audit Commission for their assistance in this matter.

The Panel Chair sought assurance that all actions pertaining to this matter were now dealt with.

The Treasurer confirmed that this process was now concluded.

ORDERED that;

1. The report be noted.

38 **MINUTES OF THE SPECIAL POLICE AUTHORITY
EXECUTIVE HELD ON 16 FEBRUARY 2011**

ORDERED that the minutes of the Special Police Authority Executive held on 16 February 2011 were submitted and approved and signed by the Chair as a true and accurate record.

39 **MINUTES OF THE STRATEGIC AIR SUPPORT HELD
ON 16 FEBRUARY 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 Thursday 16 February 2011 commencing at 11.00am in the Members Conference Room at Police Headquarters.

PRESENT: Mr Peter Race MBE (Chair), Mr Ted Cox JP (Vice Chair), Councilor Ron Lowes and Mr Peter Hadfield.

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

40 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councilor Dave McLuckie (ex officio), Councillor Mary Lanigan, Mr Chris Coombs and Mr Dave Pickard.

41 **MINUTES OF THE PREVIOUS MEETING HELD ON 11
NOVEMBER 2010**

The minutes were held as a true and accurate record.

42

OUTSTANDING RECOMMENDATIONS

ORDERED that;

1. the Outstanding Recommendations were noted.

43

NATIONAL AIR SUPPORT SERVICE UPDATE

Members were informed on the latest developments with the proposals for a National Air Support Service. A briefing document was presented to Chief Constables Council on 15th October 2010 in respect of a National Police Air Service (NPAS) and this was supported by most Chief Constables. On the 20th October Chief Constable Marshall presented some elements of NPAS to Unit Executive Officers (UEO's) and other representatives from every unit in the Country.

The Unit Executive Officer informed Members NPIA reported that there had been a lot of concern from many Forces regarding the financial data within the paper that had been presented to Chief Constables Council. Much of the meeting was spent trying to explain how the financial assumptions had been made.

In January ACC Pickard met with Chief Constable Marshall and was provided with a further update regarding the national picture and it was suggested there was now less opposition to the plans than there had been previously. It was also agreed that NPIA would visit Cleveland Police and go through the financial data with the Force to try and explain the position.

The aims of the scheme appear laudable and with the present financial pressures there could be the opportunity to make significant savings for the Force. However, with the current understood financial proposal, this would actually significantly increase the cost to Cleveland.

ORDERED that;

1. the report be noted.

44

PROCUREMENT UPDATE IN RELATION TO THE PURCHASE OF THE NEW HELICOPTER

Members were reminded that in September 2008, Cleveland Police Authority placed an order for a new helicopter to replace the then present aircraft. The new helicopter is a Eurocopter EC135 P2i which was part of a bulk purchase of 6 aircraft. The specification of each of these aircraft was designed by bringing experts together from police aviation and procurement. The subsequent aircraft were all then identical which will save costs over their lifetime when it comes to any alterations that are required.

Following the acceptance process in December 2010, the aircraft was

finally accepted on the 4th January 2011 and arrived in Cleveland the same day. The new aircraft is now fully operational in the Force area.

Members were informed that the purchase of a new helicopter is a major success for a relatively small force. The helicopter we now own and operate is the most advanced in the world and will have a major benefit to Policing in Cleveland.

ORDERED that;

1. the report be noted.

45

AIR OPERATIONS UNIT PERFORMANCE UPDATE

Members 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.

The new helicopter had been a success story for the Force and we now operate the most advanced Police helicopter in the world, after previously operating an aircraft type with the highest flying hours in the world.

ORDERED that;

1. the report be noted.

46

MINUTES OF THE POLICY & RESOURCES HELD ON 17 FEBRUARY 2011

ORDERED that the following minutes of the Policy & Resources Panel held on 17 February 2011

POLICY & RESOURCES

A meeting of the Policy & Resources Panel was held on Thursday 17 February 2011, commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT

Mr Aslam Hanif (Chair), Councillor Hazel Pearson OBE (Vice Chair), Miss Pam Andrews-Mawer, Councillor Ron Lowes, Councillor Paul Kirton, Mr Ted Cox JP and Councillor Carl Richardson.

OFFICIALS

Mr Michael Porter, Dr Neville Cameron, Mr John Bage and Mrs Clare Hunter(CE).
Mr Derek Bonnard, Mrs Ann Hall, Miss Kate Rowntree and Mrs Denise Curtis-Haigh(CC).

47

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Dave McLuckie (ex officio), Mr Peter Race MBE (ex officio), Mr Sean Price and Councillor Barry Coppinger.

48

DECLARATIONS OF INTERESTS

There were no declarations of interests.

Action

49 **MINUTES OF THE POLICY & RESOURCES PANEL HELD ON 16 DECEMBER 2010**

The minutes were agreed as a true and accurate record.

50 **OUTSTANDING RECOMENDATIONS**

ORDERED that:-

1. the Outstanding Recommendations be noted.

51 **BUDGET MONITORING REPORT to 31 DECEMBER 2010**

The Assistant Chief Officer Finance + Commissioning (ACO F+C) presented the report. Members were reminded that on 25 February 2010 they had 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 progress against delivery of the budget and is part of the process introduced by the Authority to maintain prudent financial management.

Members were informed that by the end of the year, Police Pay is forecast to underspend by £160k due to the ten vacancies in Control Room which didn't fall within the scope of Project I. This was being monitored through the Resource Management Group, chaired by the Deputy Chief Constable.

The ACO F+C informed Members that there is a pressure of £400k on insurance for the current financial year compared to the same point last year. Members were informed that the Force had spent £300k less on public liability claims and those claims paid out by the insurance company where fault and amount are agreed with no requirement for a court decision – several cases with large financial implications had led to this position.

The Chair sought assurance that insurance provision for the next financial year had taken such into account.

The ACO F+C assured Members of such.

ORDERED that:-

1. the report be noted.

52 **CAPITAL MONITORING TO 31 DECEMBER 2010**

The Assistant Chief Officer Finance & Commissioning (ACO F+C) reminded Members that they had approved the capital programme of £10,209k for 2010/11 and the capital plan for 2010/14 at their meeting on 25th February 2010. Members were informed that the report set out the progress against delivery of the programme and is part of the process introduced by the Authority to maintain prudent financial

management.

Members were informed that the programme included new schemes; schemes carried forward from 2009/10 and unallocated funding. Subject to Members approving the proposed changes, along with the previous approved changes shown in Appendix B to the report, the budget now stood at £12,483k in 2010/11.

ORDERED that:-

1. the report be noted.
2. the addition of both the New Headquarters and Preparation of Ladgate Lane for Sale schemes totalling £1,138k, along with additional borrowing to finance those schemes be noted.
3. the re-alignment of Project I related ICT schemes be noted.
4. the adding back of £59k of funds from the Fleet Replacement Programme into the Provision for Business Cases be agreed.
5. the addition of the Stockton CCTV scheme for the refurbishment of the custody CCTV at a cost of £17.4k, approved under delegated authority be noted.
6. the Car Recording Equipment Scheme at a cost of £43.6k be agreed.

53

TREASURY MANAGEMENT TO 31 DECEMBER 2010

The Assistant Chief Officer Finance & Commissioning (ACO F+C) reminded Members that they agreed an investment strategy for 2010/11 in line with the CIPFA Code of Practice at their meeting on 25th February 2010. 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 2010/11. 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 report be noted.

54

FORCE VETTING OFFICER

The Deputy Chief Constable reminded Members that a review of vetting processes and procedures by the internal auditors and the Operational Performance Team (OPT) had identified a number of recommendations which were presented to the Executive. One of these recommendations was the appointment of a Force Vetting Officer.

Members were informed that following the agreement of the Authority, the Force Vetting Officer (FVO) was appointed in May 2010. Since the appointment of the FVO the recommendations had been actioned and completed. Under the direct management of the FVO, vetting is now more efficient and focused on Force priorities.

The introduction of the Force I/Vet system had made efficiency savings and is more effective for Force purposes as the applications are input at source and electronically sent for completion, this has allowed the section to improve turnaround times enabling Higher Security Vetting to become part of the vetting section work. An aftercare regime process has been formulated and is to be implemented on the approval of the Force Vetting Policy.

The post had proved to be extremely beneficial in a number of important aspects. There is now a central point of contact in relation to vetting issues and has very quickly become established as a point of reference and advice to many departments. It had enabled the Force to become more compliant with ACPO policies and therefore any future HMIC Inspection or audit will provide a positive result.

ORDERED that;

1. the report be noted.

55

POLICE AUTHORITY INSPECTION RECOMMENDATIONS UPDATE

The Service Improvement Manager informed members that at the Police Authority Executive on 15th September 2010, Members were informed of the due process and results of the Cleveland Police Authority Inspection conducted in June 2010. On a scale from one to four, the joint inspection team assessed the Authority's performance as 'THREE', which represents *good performance* and that the Authority is seen to be *performing well*.

Members were informed that out of 23 forces inspected to date, Cleveland was one of only seven police authorities to gain this score, the highest rating achieved in the two phases of the inspection throughout late 2009 and 2010. The final inspection report outlined strengths, areas of innovation and areas for improvement / recommendations which would enhance embedded working practices.

ORDERED that;

1. the report be noted.

56

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

57

GRIEVANCE REVIEW

The Deputy Chief Constable presented the paper to Members to advise on issues, following recent disciplinary and grievance appeal hearings.

Members were informed that after reviewing a number of recent cases a number of areas had been identified where improvements either had been or were currently in the process of being made.

Members sought a number of clarifications and sought a number of areas of assurance. These were then satisfied.

ORDERED that;

1. the content of the report and associated improvement activity be noted.

58 **MINUTES OF THE POLICE AUTHORITY EXECUTIVE HELD ON 24 FEBRUARY 2011**

ORDERED that the minutes of the Police Authority Executive held on 24 February 2011 were submitted and approved and signed by the Chair as a true and accurate record.

59 **MINUTES OF THE LEADERSHIP PANEL HELD ON 14 MARCH 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 Tuesday 15 March 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 Mike McGrory, Mr Peter Race MBE.

Mrs Julie Leng, Acting Chief Executive, Mr Michael Porter, Treasurer, Dr Neville Cameron, Service Improvement Manager, Mr John Bage Secretariat Support Manager.

ADDITIONAL MEMBERS None

ACTIONS

60 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Dave McLuckie (Chair).

61 **DECLARATIONS OF INTERESTS**

Miss Pam Andrews- Mawer declared an interest in agenda item 4, Independent Members Transitional Arrangements.

62 **MINUTES OF THE PREVIOUS MEETING HELD ON 14**

DECEMBER 2010.

The minutes of the previous meeting held on 14 December 2010 were accepted as a true and accurate record.

63

INDEPENDENT MEMBERS TRANSITIONAL ARRANGEMENTS

The Acting Chief Executive informed Members that the Association of Police Authorities wrote to the Home Office in November 2010 with a business case for the automatic reappointment of independent members. This was in response to the Minister of State for Policing and Criminal Justice's announcement earlier in the year that he wished to reduce the bureaucratic burden around member appointments between then and the proposed introduction of Police and Crime Commissioners in May 2012.

Members were informed that the Home Office supported the recommendation to introduce automatic Member extensions of terms through to May 2012. The Minister agreed and signed off the Police Authority (Amendment No. 3) Regulations 2010 and they were laid before Parliament and commenced on 19 January 2011.

ORDERED that:

1. the amendments to the Police Authority Regulations – Statutory Instrument – The Police Authority (Amendment No. 3) Regulations 2010 which came into force on 19 January 2011 (attached at Appendix A to the report) be noted.
2. in accordance with the amendments that Miss Pam Andrews-Mawer and Mr Chris Coombs appointments be extended from 31 March 2011 to 10 May 2012 be agreed.

64

ENVIRONMENTAL MONITORING GROUP

The service Improvement Manager informed Members that at an Environmental Briefing on 7 December 2010, it was proposed that the Police Authority create an Environmental Monitoring Group to facilitate the scrutiny of the Force's environmental performance on a regular and formal basis.

Members were informed that the effect that the everyday business of public organisations had on the environment has been coming under intense scrutiny by regulatory agencies, the media and the general public over recent years.

The proposal to form an Environmental Monitoring Group is key to enabling the delivery of reduced carbon emissions year on year. 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 Police Authority have on the environment.

Members queried the situation surrounding Middlesbrough District HQ and what arrangements were in place to carry out such activity with Reliance.

The Service Improvement Manager informed members that the Police Authority were already in discussions with Reliance.

Members asked whether the proposed new Police Headquarters were to be 'A' rated.

The Acting Chief Executive informed Members that this was the intention.

ORDERED that;

1. the creation of a Environmental Monitoring Group be agreed.
2. the terms of reference of the Environmental Monitoring Group be agreed.
3. the membership of the Environmental Monitoring Group be agreed.
4. the method by which the Environmental Monitoring Group will report to the Police Authority be agreed.

65

POLICE AUTHORITY RISK MANAGEMENT UPDATE

The Service Improvement Manager informed Members that at the Leadership Panel on 14 December 2010, Panel Chairs were notified of the process of updating and mitigating risks within Cleveland Police Authority and the scrutiny undertaken by the Joint Risk Management Group and the Audit & Internal Control Panel. The continued and effective use of the risk software system *4Risk*, by the Force and Authority, was also outlined with routine maintenance to the Police Authority Risk Register presented.

The report provided the Leadership Panel with an update of the Police Authority's Risk Register and Action Plan for the period 14 December 2010 to 3 March 2011 which enhanced the management of risk within the Police Authority. This remained an ongoing proactive process embedding risk management in all aspects of the business.

Members queried whether any proposed action plan would nominate specific Members and Officers to carry such functions.

The Service Improvement Manager informed Members that the Risk Management Group will be responding with future recommendations to the Leadership Panel.

ORDERED that;

1. the updates to the Risk Register and Action Plan to 3 March 2011 be noted.

66

BUSINESS PLAN UPDATE

The Treasurer reminded Members that the Business Plan 2010-2013 was approved at the Police Authority Executive on 25th February 2010.

The plan was subsequently amended in July 2010 mainly as a result of the changes to policing priorities as announced by the Home Secretary, in her speech to the ACPO/APA National Conference in June 2010.

Members were informed that the Business Plan is the vehicle for driving service and governance improvements, achieving value for money and for dealing with the recommendations of audits, inspections and reviews. Significant progress had been made during 2010/11 while embedding some significant changes both within the Authority and the Force.

ORDERED that;

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

67

POLICE AUTHORITY BUDGET 2011/12

The Treasurer informed Members that the report was to provide Members with an opportunity to review and scrutinise the proposed budget for 2011/12 and provide an update on how the Police Authority budget aligned with the reductions in funding experienced during 2011-12.

Members were also informed that the report also forecasted the savings required from the Police Authority budget in future years to continue to generate savings in line with future cuts to Government funding.

The Treasurer reminded Members of the significant cuts in Government Funding that had occurred for 2011/12 and that further significant cuts were planned and expected over the following 3 years.

Members agreed at their meeting on the 28th September 2010 that the Authority would target the delivery of savings within its own budget that are equal to the reduction in Net Budget Requirement for the entire organisation.

The report is part of an ongoing process within the Authority to improve governance in every aspect of the business.

Members requested clarification on a particular reference to reduction of funds for specific projects.

The Treasurer provided the necessary assurance to Members.

ORDERED that;

1. the Police Authority budget for 2011/12 be agreed.
2. the Budget be reduced in 'Cash Terms' by £47k (or 3.9%) from the budget set in 2010/11 and that this is in line with the reduction in Net Budget Requirement approved by Members when setting the overall 2011/12 Budget, be noted.

68

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

69

POLICE AUTHORITY BUDGET 2010/11

The treasurer informed Members that the report was to provide Members with an update on expenditure to the end of January 2011 against the 2010/11 Police Authority budget and a forecast of the Outturn for the current financial year.

Members were informed that the report was part of an ongoing process within the Authority to improve governance in every aspect of its business.

ORDERED that;

1. the under spend to the budget to the end of January be noted.

70

ANY OTHER BUSINESS

The Acting Chief Executive informed Members that consideration be given to the Police Authority contributing to a lobbying organisation previously utilised by police authorities across the UK.

Her Majesty's Government are trying to replace Police Authorities across the UK with directly elected Police Crime Commissioners (PCC's), to which this Police Authority along with the majority in the UK oppose.

It is proposed to contribute to a fund also being populated by other Police Authorities, so that further lobbying and evidence gathering can be generated, with a view of opposing the introduction of PCC's.

ORDERED that;

1. a contribution to the lobbying fund be agreed.

71

MINUTES OF THE OPERATIONAL POLICING PANEL HELD ON 24 MARCH 2011

ORDERED that the 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 24 March 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, Mayor Stuart Drummond, Mr Geoff Fell, Mr

Aslam Hanif, Mr Peter Race MBE (ex officio and Councillor Carl Richardson.

ADDITIONAL
ATTENDEES Mr Ted Cox JP and Councillor Ron Lowes.

OFFICIALS Mrs Sarah Wilson, Mr John Bage and Miss Rachelle Kipling (CE).
Assistant Chief Constable Sean White and Miss Kate Rowntree (CC).

72 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie (ex officio), Councillor Hazel Pearson OBE and Assistant Chief Constable Dave Pickard.

73 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

74 **MINUTES OF THE PREVIOUS MEETING HELD ON 26 JANUARY 2011**

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

75 **OUTSTANDING RECOMMENDATIONS**

ORDERED that:-

1. the outstanding recommendations be noted and updated.

76 **FORCE PERFORMANCE REPORT (APRIL 2010 – JANUARY 2011)**

The Assistant Chief Constable (Territorial Operations) presented the report to Members on Force performance against the 2010/11 Policing Plan Priority, for the period April 2010 to January 2011.

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

Members were informed that for 2010/11, there were 18 performance measures within the Priority Indicator Set. Of these currently, 11 were green and 7 were red.

However, Members were informed that public confidence remained high. Cleveland Police remained one of the highest performing Forces in the country (currently in 3rd position).

Members were also made aware that overall sanction detection rates remained stable. The annual target for 2010/11 was to maintain a level of at least 37%. Year to date figures showed the detection rate currently stood at 39.8%, slightly above the detection rate achieved at

the same time last year.

Members queried if it was possible to put a monetary value to each crime.

The Assistant Chief Constable (Territorial Operations) informed Members that the Home Office had carried out something similar in the past but just in relation to burglary.

The Chair queried if it could be possible to have a cost breakdown of criminal damage.

The Assistant Chief Constable informed that this would be examined.

**Assistant Chief
Constable (TO)**

ORDERED that:-

1. the Force performance against targets be noted.

77

ANTI-SOCIAL BEHAVIOUR UPDATE

The Assistant Chief Constable (Territorial Operations) presented the report to update Members on the progress of the anti-social behaviour (ASB) improvement plan.

Members were reminded that in the spring of 2010 Her Majesty's Inspectorate of Constabulary (HMIC) carried out a review of anti-social behaviour in England & Wales. In June 2010, HMIC conducted an inspection of Cleveland Police focusing on how the Force tackled anti-social behaviour incidents.

Nationally, individual Force inspection reports were supported by an HMIC Anti-Social Behaviour Summary Inspection Report, this outlined 'what works' and 'what does not work' in tackling anti-social behaviour. The local and summary inspection reports were further supported with the publication of HMIC 'Anti-Social Behaviour: Stop the Rot' report.

Members were informed that the Force undertook an analysis of the reports, comparing current practice within Cleveland Police, emerging findings from the reports and developed an ASB action plan. A copy of the action plan was attached at Appendix A to the report.

Members were reminded that two Members within the Authority were fully involved in the production and development of the ASB action plan.

Members queried as to whether a computer system would be able to identify repeat victims of ASB.

The Assistant Chief Constable (Territorial Operations) informed Members that IIZUKA, a Citizen Service Management system will be able to link back to victims.

Members asked if a presentation in relation to the IIZUKA system would be possible once it is up and running.

The Assistant Chief Constable agreed for a presentation to be

Assistant Chief

arranged.

Constable (TO)

Members sought assurance in regards to ASB budgets possibly being cut within Local Authorities and if any plans had been put in place around this.

The Assistant Chief Constable (Territorial Operations) informed Members that District Commanders had been asked to work closely with Local Authorities to provide strategies which could combat future ASB.

ORDERED that:-

1. a presentation be held once the IIZUKA system is up and running be agreed.
2. the content of the report be noted.

78

FORCE PERFORMANCE TARGETS FOR 2011/12

The Assistant Chief Constable (Territorial Operations) informed Members that this report was to provide an update in relation to the Force target setting process and to present to Members for approval, the Force target recommendations for 2011/12 as proposed by the Force Executive.

Members of the Police Authority had been heavily involved in all stages of the target setting process.

Historically the Force's target setting process had been delivered around the central concept of a Priority Indicator Set. The Force Executive had identified a 'priority indicator set' against which performance targets were proposed for the coming year. This reduced suite of performance indicators will be used to measure high level strategic outcomes and delivery of the local policing priorities for 2011/12 and the Chief Constables vision of Putting People First.

Members sought assurance in relation to the affect of Regulations such as A19 being imposed on Officers and Staff.

The Assistant Chief Constable (Territorial Operations) reminded Members that the implications of Regulations such as A19 will affect over 200 Police Officers. It is understood that this will create pressures across the whole of the Force and that there would be a loss of experienced Officers.

The Chair reminded Members that Cleveland Police had never been as popular with local residents and that satisfaction levels remained high.

ORDERED that:-

1. the proposed target recommendations for 2011/12 be approved.
2. the context within which the target recommendations are made be noted.

NEIGHBOURHOOD POLICING UPDATE

The Assistant Chief Constable (Territorial Operations) presented this report to update Members on the continued progress of Neighbourhood Policing.

Members were informed that the Force had dedicated 12 Inspectors, 38 Police Sergeants and 148 Police Constables to Neighbourhood Policing. The future financial constraints placed on the Force, had necessitated a re-structuring of PSCO staffing levels to 176. This process ensured that PCSOs remained a key component in supporting Neighbourhood Policing within local communities.

Neighbourhood Policing continued to provide effective community engagement, joint agency problem solving and collaboration to address local problems. A number of Neighbourhood initiatives had featured as 'good news' stories within the local media. The value of combined support to Neighbourhood Policing is evidenced in continued public confidence; the British Crime Survey indicates the Force was now the 3rd highest in the country, whilst the Local Public Confidence Survey reported that 89.5% of residents had confidence in Cleveland Police.

Members commented on the introduction of probationary officers to a mandatory attachment in Neighbourhood Policing to support the delivery of Neighbourhood and Force objectives.

The Assistant Chief Constable (Territorial Operations) informed Members that Officers within the first two years of their probationary service will spend 2-3 months of their time in Neighbourhood Policing.

ORDERED that:-

1. the contents of the report be noted.

2011/12 LOCAL POLICING SUMMARY

The Assistant Chief Constable (Territorial Operations) presented the report to Members in order to approve the final drafts of the 2011/12 Local Policing Summary. An example summary was attached at Appendix A to the report.

The Serious Organised Crime and Police Act 2005 set out the requirement for Police Authorities to prepare local policing information.

Members were informed that the 2011/12 Local Policing Summaries would be distributed to households in the six weeks following delivery to the distribution company on 3rd May 2011.

Members queried as to what the overall cost of production and distribution was for this document.

Members commented on the Police Headquarters information within the Policing Summaries and requested that it be made more explicit that the proposed new Headquarters will be neutral in cost.

**Consultation and
Performance
Officer**

ORDERED that:-

1. the production and distribution cost of the Policing Summaries be forwarded to Members be agree.
2. the neutral cost in relation to the New Police HQ be made more explicit within the Policing Summaries be agreed.
3. the template for the Local Policing Summaries as attached to the report be agreed.

81

OPERATION TORNADO CONSULTATION

The Consultation and Performance Officer presented the report to Members to inform them of consultation sessions held as part of Operation Tornado.

From 31st January 2011 Cleveland Police ran an Operation Sabre initiative entitled Operation Tornado. This involved a variety of activities, from drug raids to street cleaning.

Members were informed that Cleveland Police Authority took part in two public engagement activities in Stockton, at Teesside Park in Thornaby, Low Grange Shops and Tesco at Billingham.

The Consultation and Performance Officer informed Members that in total 184 people completed questionnaires, 101 at Teesside Park and 83 at Billingham.

Members were informed that respondents were supportive towards their local Police, with many stating that they had regularly seen their local teams and know how to contact them.

ORDERED that:-

1. the contents of the report be noted.

82

STAKEHOLDER EVENT SPEED DATING RESULTS

The Consultation and Performance Officer presented the report to inform Members of the results of the speed dating session held at the Police Authority Stakeholder Event 2010/2011.

Members were reminded that during the summer of 2010, Cleveland Police Authority held a series of consultation road shows at public events. The aim of the events were to seek the public's views regarding future budgets. Participants were given £100 of imitation money and asked to allocate it amongst five categories of policing. These were:

- Roads Policing
- Investigating Local Crime
- Responding to 999 calls
- Serious and Organised Crime
- Neighbourhood Policing

At the Cleveland Police Authority Stakeholder Event held on 4th

February 2011 a similar exercise was conducted with Partner agencies. Partners were given £100 of imitation money with three additional categories added:

- Vulnerability Unit
- Air Support
- Counter Terrorism

The Consultation and Performance Officer informed Members that the results received from partners were considerably different to those obtained from the general public at the summer road shows.

Members queried as to whether there were any plans to share the results of the exercises and the Voicebox Videos.

The Chair responded by commenting on the usefulness of sharing the information with partner agencies.

ORDERED that:-

1. the sharing of consultation exercise results and Voicebox videos be agreed.
2. the contents of the report be noted.

83

PARTNERSHIP STRATEGY AND CODE OF PRACTICE

The Consultation and Performance Officer informed Members that the purpose of the report was for Members to consider the Partnership Strategy and Code of Practice attached at Appendix A to the report.

Members were informed that partnerships play an important role in service delivery. The Police Authority is committed to strengthening the governance arrangements and strategic direction for existing and future partnerships entered into by the Authority.

ORDERED that: -

1. the attached Partnership Strategy and Code of Practice at Appendix A to the report be agreed.

84

MINUTES OF THE STRATEGIC PERFORMANCE GROUP

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

- 28 January 2011
- 25 February 2011

Members sought assurance in relation to any possible appeals procedure relating to Regulation A19.

Members were assured that a degree of pragmatism had been applied to the situation and that a fair and transparent process was in place.

ORDERED that:-

1. the minutes of the above meetings be noted.

85

MINUTES OF THE PUTTING PEOPLE FIRST BOARD

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

- 2 February 2011

ORDERED that:-

1. the minutes of the above meeting be noted.

86

ANY OTHER BUSINESS

The Chair reminded Members that the Neighbourhood Policing Awards were launched on Monday 21 March 2011.

87

EXCLUSION OF THE PRESS AND PUBLIC

ORDER 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.

88

PROTECTIVE SERVICES UPDATE

The Assistant Chief Constable (Territorial Operations) presented Members with an update in relation to Protective Services.

Following recent inspections by HMIC the Force was assessed as 'meets the standards' in relation to Serious Organised Crime and Major Crime.

ORDERED that:-

1. the contents of the report be noted.

89

MINUTES OF THE SPECIAL POLICY & RESOURCES PANEL HELD ON 31 MARCH 2011

ORDERED that the following minutes of the Special Policy & Resources Panel were submitted and approved.

SPECIAL POLICY & RESOURCES

A Special meeting of the Policy & Resources Panel was held on Thursday 31 March 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 Paul Kirton, Mr Peter Race MBE (ex officio), Councillor Barry Coppinger and Mr Ted Cox JP.

OFFICIALS

Mr Michael Porter, Mrs Julie Leng and Mr John Bage (CE).

Mr Sean Price, Mr Derek Bonnard, Mrs Ann Hall and Miss Kate Rowntree (CC).

90 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie (ex officio) and Councillor Hazel Pearson OBE (Vice Chair).

91 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

Action

92 **MINUTES OF THE POLICY & RESOURCES PANEL HELD ON 17 FEBRUARY 2011**

The minutes were agreed as a true and accurate record.

93 **OUTSTANDING RECOMENDATIONS**

ORDERED that:-

2. the Outstanding Recommendations be noted.

94 **BUDGET MONITORING REPORT to 28 FEBRUARY 2011**

The Assistant Chief Officer Finance + Commissioning (ACO F+C) presented the report. Members were reminded that on 25 February 2010 they had 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 progress against delivery of the budget and is part of the process introduced by the Authority to maintain prudent financial management.

Service Units continued to robustly manage their budgets and after some rework around end of year priorities, Appendix A to the report illustrated a £50k underspend across Operational and Central Service Support Services.

Members were informed that within the Special Operations area, some ammunition has been ordered but will not be received until early April due to lead times and therefore a request is made to carry £6.5k forward into the 2011/12 financial year.

ORDERED that:-

2. the report be noted.
3. the carry forward of £6.5k for the purchase of ammunition be agreed.

95 **CAPITAL MONITORING TO 28 FEBRUARY 2011**

The Assistant Chief Officer Finance & Commissioning (ACO F+C)

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

The report sets out progress against delivery of the Capital Programme for 2010/11 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:-

7. the report be noted.
8. the adding back of £125.9k from schemes as at paragraph 2.2 to the report be agreed.
9. the carry forward into 2011/12 of unutilised monies of £148.3k from the provision for business cases be agreed.
10. the release of £40.6k from earmarked reserves to fund the 2010/11 capital spend on the Carbon Reduction Programme be agreed.
11. the carry forward of £3,558.6k for schemes at paragraph 2.5 to the report, into the 2011/12 Capital Programme be agreed.

96

MINUTES OF THE POLICE AUTHORITY EXECUTIVE HELD ON 15 APRIL 2011

ORDERED that the minutes of the Police Authority Executive held on 15 April 2011 were submitted and approved and signed by the Chair as a true and accurate record.

97

MINUTES OF THE AUDIT & INTERNAL CONTROL PANEL HELD ON 21 APRIL 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 21 April 2011 in the Members Conference Room at Police Headquarters.

PRESENT:

Councillor Caroline Barker, Mr Geoff Fell, Mr Peter Hadfield (Vice Chair), Mr Mike McGrory JP (Chair), Councillor Ron Lowes, Mr Chris Coombs and Mayor Stuart Drummond.

OFFICIALS: Mr Michael Porter and Mr John Bage (CE)
Mr Derek Bonnard, Mrs Ann Hall and Miss Kate Rowntree (CC)
Mr Ian Wallace (IA)

98 **APOLOGIES FOR ABSENCE**

Councillor Dave McLuckie (ex officio) and Ms Gill Gittins (Audit Commission).

99 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

100 **MINUTES OF THE PREVIOUS MEETING HELD ON 10 FEBRUARY 2011**

A Member informed the Panel that they had been missed off the minutes of the previous meeting, following this correction the minutes were held as a true record.

101 **OUTSTANDING RECOMMENDATIONS**

ORDERED that;

2. the Outstanding Recommendations were noted and updated.

102 **INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)**

The Assistant Chief Officer Finance & Commissioning (ACO F+C) informed Members that the purpose of the report was to update Members on the requirement to adopt International Financial Reporting Standards (IFRS), for Local Authority (including Police Authority) financial statements from 2010/11.

Accounting statements that are fully compliant with International Financial Reporting Standards (IFRS) must be produced for the 2010/11 financial year, including comparators for 2009/10, together with an opening (transition) balance sheet at 1st April 2009.

Members were informed that a significant amount of work had already taken place within the Corporate Finance Department, and now in co-ordination with Steria, to ensure that all of the required changes as a result of adopting IFRS are incorporated into the Statement of Accounts in line with the requirements of the timetable for Local Government.

Members queried what effect annual leave, flexi leave and time off in lieu not taken at 31st March in any particular year, had on the Organisation.

ACO F+C informed Members that IFRS requires a monetary value on such; however it is rarely taken as cash and is usually found to be returned as holidays or early retirement.

A cost benefit analysis to be undertaken and brought to Members attention along with information from the Audit Commission to clarify

whether or not there would be any additional costs brought to the Police Authority for any further précis of documentation.

Treasurer
ACO F+C

ORDERED that;

1. the contents of the report be noted.
2. a summary of the financial statements be provided in future years be agreed.

103

STANDING FINANCIAL INSTRUCTIONS

The ACO F+C informed Members that the Standing Financial Instructions (SFIs) related to those budgets and financial activities delegated to the Chief Constable by the Police Authority.

Members were informed that the SFIs detail the financial responsibilities, policies and procedures adopted by the Force which apply to everyone working for the Force. They were designed to ensure that the Force's financial transactions are carried out in accordance with the law and within the authority delegated to the Chief Constable by the Police Authority.

The ACO F+C informed Members that the information had also been given to Steria and that Steria had been requested to report back to Members how they comply.

ACO F+C

Members queried why the amount that the Chief Constable may vire from the budget was so high, £100k or 10%.

The Treasurer informed Members that this was to allow the Chief Constable operational flexibility.

ORDERED that;

1. the Standing Financial Instructions be agreed.

104

DRAFT ANNUAL GOVERNANCE STATEMENT 2010/11 AND SOURCES OF ASSURANCE

The Treasurer informed Members that the purpose of the report was firstly to bring forward a further draft of the 2010/2011 Annual Governance Statement which builds upon the first draft presented to Members at their February meeting.

Secondly it was to provide Members with an opportunity to review and comment on the Sources of Assurance as part of the process of establishing the assurance framework in support of the Annual Governance Statement.

Members were reminded that they had received an initial draft of the 2010-11 Annual Governance Statement at their meeting in February 2011 and as part of the approved timetable for the production of the

2010/11 statement, approved that a second draft of the report be brought to the April meeting in advance of the final report being presented for approval at the June meeting.

As part of the framework for preparing the Annual Governance Statement it was necessary to identify the Sources of Assurance which underpin the provision of assurance on the adequacy and effectiveness of controls over key risks. These sources of assurance linked directly to key controls and the extent to which positive assurances, or otherwise, had been obtained will then feed into the final review of key controls.

Members queried whether the Police Authority's Leadership Panel should be included in the 'Corporate' area of sources.

The Treasurer agreed.

Treasurer.

ORDERED that;

1. the second draft of the 2010/2011 Annual Governance Statement to be further progressed as per Appendix A to the report, be agreed.
2. the Sources of Assurance at Appendix B to the report be agreed.

105

CORPORATE GOVERNANCE – SERVICE UNIT QUESTIONNAIRES

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

Members were informed that taking account of the issues identified, the Authority can take substantial assurance that the controls upon which the organisation relies to manage this risk are suitably designed, consistently applied and effective.

ORDERED that;

1. the report be noted.

106

CAPITAL CONTRACTS

The Internal Auditor informed Members that since 2007 Cleveland Police Authority had adopted a more strategically focused approach towards developing its Capital Plan which had enabled the capital programme to be built around schemes aligned with strategic objectives. Within this approach funding had been retained for in – year capital projects which are approved on a case by case basis.

A Capital Plan for the period April 2010 to March 2014 had been

developed. It included capital funding for the Information Systems Improvement Strategy, Air Support Programme, Facilities Programme, ICT Programme and Fleet Programme. The overall purpose of the programme was to provide sufficient funding to renew the current asset base, equipment replacement programmes and business continuity requirements whilst at the same time maintaining flexibility to respond to schemes arising from programmes still in development.

Members were informed that taking account of the issues identified, the Authority can take substantial assurance that the controls upon which the organisation relies to manage this area are suitably designed, consistently applied and effective.

ORDERED that;

1. the report be noted.

107

ASSURANCE STOCKTAKE

Members were informed that a review of Assurance Stocktake was undertaken as part of the approved internal audit periodic plan for 2010/11.

The Internal Auditor informed Members that in 2009/10 they undertook a review of risk maturity at Cleveland Police Authority and concluded that the Authority was risk defined in that the risk management strategy and policy had been developed and communicated through the organisation.

Members were informed that Cleveland Police Force and Authority had made significant progress in developing a risk management framework. The Force had a Strategic Risk Register and a series of Operational Risk Registers which identify the risk, cause and effect, existing controls and any actions required to address the risk. The Authority had a strategic risk register in place and both the Authority and the Force use 4 Risk.

Members were informed that the assurance stocktake builds on the previous risk maturity audit, to review the effectiveness of the arrangements for mapping and managing assurances, thus providing the Authority with reasonable comfort that mitigation strategies are effectively identified and implemented. In addition an effective assurance framework facilitates the completion of the Authority's Annual Governance Statement which is required by CIPFA 'Delivering Good Governance in Local Government'.

The Deputy Chief Constable informed Members that he supported in principle the recommendations but informed that there is a balance to be taken between checking everything and actual operational working.

ORDERED that;

1. the report be noted.

108

INTERNAL AUDIT PROGRESS REPORT

Members were informed that the periodic internal audit plan for 2010/11 was approved by the Audit and Internal Control Panel on 3 June 2010. The report summarised the outcome of work completed to date against that plan. Appendix A to the report outlined the detailed internal audit plan approved by the Panel, whilst Appendices B and C to the report provided cumulative data in support of internal audit performance.

The Internal Auditor informed Members that they had not identified any major issues in the work undertaken to date, that would impact upon their annual opinion.

ORDERED that;

1. the report be noted.

109

INTERNAL AUDIT ANNUAL REPORT

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

For the 12 months ended 31 March 2011, based on the work the Internal Auditors had undertaken, their opinion regarding the adequacy and effectiveness of Cleveland Police Authority's arrangements for Governance, Risk Management and Control were all given a 'Green' assurance level, which were effectively 'Positive Opinion'.

ORDERED that;

1. the report be noted.

110

STRATEGY FOR INTERNAL AUDIT

The Internal Auditor informed Members that the strategy sets out the approach the Internal Audit have taken to develop the Police Authority's internal audit plan for 2011 / 2014. It provided the Authority with a three year strategy and a more detailed plan for 2011/12.

Members were informed that Cleveland Police Authority's objectives and risk profile are the starting point in the development of the strategy for internal audit for the organisation, which was set out at Appendix A to the report.

The strategy will be revisited each year to confirm current priorities for internal audit coverage and to develop a detailed internal audit plan for the forthcoming year. The detailed plan for 2011/2012 is set out at Appendix B to the report.

In agreeing the Strategy and Plan the meeting noted that in the present climate a flexible approach would be necessary and that Internal Audit would work closely with Officers of the Authority and the Force as the year progressed to ensure continuing relevance to

our audit needs.

ORDERED that ;

1. the Internal Audit Strategy 2011/12-2013/14 and the Audit Plan for 2011/2012 be agreed.

111

INTERNAL AUDIT SERVICES – ANNUAL REVIEW 2010/2011

The Treasurer informed Members that each year, the Authority is required to review the effectiveness of the Internal Audit Service. The report was intended to allow Members to discharge that responsibility.

Internal auditors provide Officers and Members with an independent assessment of the adequacy and effectiveness of the internal controls operating within the organisation.

The Treasurer informed Members that the report fulfilled the requirement for an annual review of the effectiveness of Internal Audit.

Members sought assurance that Internal Audit were aware of the Terms of Reference pertaining to Fraud and Anti-Corruption.

The Internal Auditor assured Members that the Internal Audit does have a partial knowledge of such, but because the Police have their own Professional Standards Dept. in addition to their policies, it provides the required assurance in such matters.

ORDERED that;

1. the specific analysis at Appendix A to the report be noted.
2. the corporate self assessment from RSM Tenon at Appendix B to the report be noted.
3. the summary of questionnaires returned by auditees at Appendix C to the report be noted.
4. the contract monitoring information contained at Appendix D to the report.

112

AUDIT COMMISSION AUDIT PLAN

The Treasurer presented the report to Members on behalf of the Audit Commission.

Members were informed that the plan set out the audit work that the Audit Commission proposed to undertake for the audit of financial statements and the value for money conclusion 2010/11.

The plan is based on the Audit Commission's risk-based approach to audit planning. It reflected:

- audit work specified by the Audit Commission for 2010/11;

- current national risks relevant to your local circumstances; and
- the Authority's local risks.

The Treasurer informed Members that this report was brought to the Panel's pre agenda and was accepted as a forward plan of action. The Treasurer informed Members that he was content with the Plan.

ORDERED that;

1. the report be noted.

113

ANNUAL AUDIT FEE 2011/12

The Chair presented to Members a letter received from the Audit Commission informing the Police Authority of its proposals for the Audit Fee.

The letter confirmed the audit work that they proposed to undertake for the 2011/12 financial year at Cleveland Police Authority. The fee reflected the risk-based approach to audit planning set out in the Code of Audit Practice and work mandated by the Commission for 2011/12.

Members were informed that the audit fee covered:

- the audit of financial statements;
- the value for money conclusion; and
- the Whole of Government accounts.

The Audit Commission informed that it will issue a separate audit plan in December 2011. This will detail the risks identified to both the financial statements audit and the value for money conclusion. The audit plan will set out the audit procedures they plan to undertake and any changes in fee.

ORDERED that;

1. the report be noted.

114

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 3 and 7 of Part 1 of Schedule 12A to the Act.

115

FRAUD RESPONSE PLAN

The Deputy Chief Constable informed Members that this is an update of the Draft Fraud Response plan that was considered by Members previously. The purpose is to seek approval of the plan as set out in Appendix A to the report and then adopt this as the Fraud Response Plan.

The report fulfilled the recommendations of the Counter Fraud and Corruption advisory report in respect of establishing a Fraud Response

Plan to be activated in the event that the Authority experiences such an event.

Members queried a number of areas of the report and sought extensive assurances from the Force, of which all were satisfied.

Members sought an update regarding the Monitoring Officer position.

Members were informed that work is being carried out to identify a more permanent arrangement, however until that time the Police Authority continues to use the services of the Deputy Monitoring Officer as, and when required.

ORDERED that;

1. the Fraud Response Plan as set out at Appendix A to the report be agreed.

116

ANY OTHER BUSINESS

Members sought clarification over an item of information brought to Members attention at a previous meeting.

117

CLOSE OF MEETING

118

**MINUTES OF THE EXTRAORDINARY POLICE
AUTHORITY EXECUTIVE HELD ON 26 MAY 2011**

ORDERED that the minutes of the Extraordinary Police Authority Executive held on 26 May 2011 were submitted and approved and signed by the Chair as a true and accurate record.