

CAMBRIDGESHIRE POLICE AUTHORITY

MINUTES OF ANNUAL GENERAL MEETING

Date: Monday 30th June 2008

Time: 4.00 pm until 5.50 pm

Location: Conference Rooms 1 and 2, Police Headquarters, Huntingdon

Present:

Members:

Mr Ian Bates
Mrs Judy Broadway
Mr Nick Clarke
Mr Benjamyn Damazer
Ms Shona Johnstone
Mr Victor Lucas
Mrs Olive Main
Mr John Reynolds
Mr Anthony Roberts
Ms Ruth Rogers
Mr David Sanders
Mr Merrick Willis
Mr Kevin Wilkins

Executive Team: Mr Philip Peaston, Chief Executive
Mr John Hummersone, Treasurer
Mr Bob Toland, Research and Policy Manager
Miss Jackie Chapman, Committee and Support Services Officer

Constabulary: Chief Constable Julie Spence
Deputy Chief Constable John Feavyour
Assistant Chief Constable Mark Hopkins
Mrs Niki Howard, Director of Finance
Mr Neil Harries, Head of Accounting Services

1. Election of Chairman

The Authority proposed, seconded and agreed that Mr Keith Walters be elected as Chairman of Cambridgeshire Police Authority for the ensuing year.

RESOLVED:

(i) That Mr Keith Walters be elected as Chairman for the ensuing year.

2. Election of Vice Chairmen

The Authority proposed, seconded and nominated that two Vice Chairmen be appointed for the ensuing year. These were agreed as Mrs July Broadway and Ms Ruth Rogers (who will replace the current Vice Chairman, Mr Merrick Willis).

Mrs Broadway took the opportunity to thank the outgoing Vice Chairman, Mr Willis for his contribution and hard work to the Authority over the previous year.

RESOLVED:

- (i) That Mrs Judy Broadway be elected as Vice Chairman for the ensuing year.*
- (ii) That Ms Ruth Rogers be elected as Vice Chairman for the ensuing year.*

3. To note any apologies

Apologies for absence were received from Mr Keith Walters, Mrs Kim Whitworth and Mr Michael Williamson.

4. To note any Declarations of Interest – and any updates to the register of Member's interests

No Declarations of Interest were received or noted.

5. To confirm the minutes of the meeting held on 14th April 2008

Two amendments were raised from the previous minutes. These related to:-

- Mr Benjamyn Damazer had been inadvertently omitted as an attendee.
- Page 3, report of the Scrutiny and Audit Committee. The Authority noted the appointment of “the new Internal Auditors, RSM Bentley Jennison” **not** “external Auditors” as previously promulgated.

The minutes of the meeting (as amended) of the meeting held on 14th April 2008 were accepted as a correct record and signed by the Vice Chairman (Mrs Broadway).

6. To note whether any items have been proposed as matters of Urgent Business

None were declared.

7. Statement of Accounts 2007/08

The Authority received a detailed explanation of the (unaudited) Statement of Accounts for the financial year 2007/08.

The Treasurer drew the Authority's attention to specific points of detail. The Authority noted that the Accounts omitted figures relating to actuary and pensions data. Once the External Audit Opinion is complete, this information will be included at a later stage and will not affect the overall Accounts. The Treasurer briefly discussed issues relating to capital expenditure and reserves. The Authority agreed to approve a policy of a 4% set aside of the capital financing requirement as its minimum revenue provision for 2007/08. The Constabulary also agreed to make some additional amendments to the Accounts, prior to their formal publication.

Subject to these amendments and final editing, the Authority approved the (unaudited) Statement of Accounts for 2007/08. The Treasurer reported that an external audit would be conducted in August 2008 and the Accounts would be open for public inspection for a four week period. The Audit was due to be finalised and the Accounts published by 30th September 2008.

The Accounts were extremely complex and the Constabulary had faced some challenging and tight deadlines. The Authority formally recorded its appreciation to Mr Neil Harries, Accounting Services Manager, Mrs Niki Howard, the Director of Finance, Mr John Hummersone, the Treasurer and staff within the Finance Department for their hard work and commitment in preparing the Accounts.

RESOLVED:

- (i) To note the report.*
- (ii) To approve the (unaudited) Statement of Accounts for 2007/08 (subject to some additional amendments).*
- (iii) To approve a policy of a 4% set aside of the capital financing requirement as its minimum revenue provision for 2007/08.*

8. Amendment to Police Authority Standing Order No. 6

The Chief Executive sought the Authority's agreement to amend Standing Order No. 6.

The proposals related to clarification in the current procedures to allow members of the public the opportunity to speak and ask questions at future meetings of the full Police Authority and its relevant Committees.

The Authority suggested some amendments in order to enhance the process and encourage public engagement. These were:-

- A 3 day notification period for the submission of all public questions.
- For all future Police Authority and Committee agendas to include an additional standing item "Questions and Statements from Members of the Public" (in compliance with the Standing Order).

- For the Media and Communications Officer to ensure this that this new process was effectively “advertised” to members of the public, in addition to a notice on the Authority’s web site.

The Authority approved the proposal and agreed for the Chief Executive to make the necessary amendments to Standing Order Number 6, with effect from 1st July 2008.

RESOLVED:

- To note the report.*
- To approve the proposed changes to Standing Order Number 6 (including the suggested amendments).*

9. Delivering the ‘Every Child Matters’ Agenda in Cambridgeshire

The Constabulary discussed its progress to address the key strategic policing issues for the delivery of the “Every Child Matters” (ECM) agenda in Cambridgeshire.

The Authority was informed that the ECM agenda is the Government’s response to the inquiry into the murder of Victoria Climbié in 2007. Under the Children’s Act 2004, all Constabularies and Police Authorities have a statutory obligation to ensure that 5 key objectives are in place to safeguard and promote the welfare of all children and young people from birth to age 19. This included inter-agency partnership working and information sharing.

The Constabulary reported that this extremely complex agenda required a significant amount of work to ensure compliance with relevant national guidance. Therefore an ECM Steering Group had been formed to progress work and address all actions arising from the Implementation Plan.

The Authority welcomed the report but queried when specific actions would be completed. The Assistant Chief Constable agreed to include Action Dates within the Implementation Plan. Furthermore, the Authority would receive a full update on the progress of ECM at its next meeting.

RESOLVED:

- To note the report and work in progress to implement the ‘Every Child Matters’ agenda in Cambridgeshire.*
- For the Constabulary to present a full progress update on ECM to the next Authority meeting.*

10. Appointment of Regional Representatives to APA Board and Networks

The Chief Executive sought the Authority’s agreement to select Regional Representatives to the newly established Association of Police Authorities (APA) Board and Networks, and to nominate Members for this purpose.

The Chief Executive explained that the APA had re-organised its structure to ensure that each represented Authority would have a greater say in the work of the APA. The Authority was reminded that the forthcoming 'Green Paper' may have a significant impact on the work of the APA.

The Authority agreed to submit five nominees to act as Regional Representatives to the new APA Board and Policy Networks. The nominees were agreed as:-

- Mr Keith Walters – APA Board Regional Representative.
- Mr Benjamyn Damazer – People Policy Network.
- Mr John Reynolds – Citizen Focus & Partnership Policy Network.
- Mr Nick Clarke – Corporate/Business Policy Network.
- Mrs Judy Broadway – Strategic Policing Policy Network.

All nominees were requested to submit their Curriculum Vitae to the Chief Executive by 12 noon on 1st July 2008. The Chief Executive agreed to submit nominees to the meeting of the six Counties meeting on 2nd July 2008.

The Authority further agreed the recommendation to support annual appointment duration.

RESOLVED:

- (i) *To note the report.*
- (ii) *For the five agreed nominees (as listed above) to submit their CV's to the Chief Executive by 1st July 2008. All nominees to be submitted to the Six Authorities Counties meeting on 2nd July 2008.*
- (iii) *To approve the recommendation to support annual appointment duration.*

11. Combining the Police Authority Annual Report and the Local Policing Summary

The Authority received proposals to combine the Police Authority Annual Report and the Local Policing Summary.

The Chief Executive discussed the reasons to combine the reports. This was primarily to avoid duplication and overlap between both reports. This decision had received positive feedback from Members.

General discussion followed. The Authority approved combining the Police Authority Annual Report and the Local Policing Summary. The Authority delegated the progress of the work to the Media and Communications Officer and the recently formed Citizen Focus Panel Working Group.

RESOLVED:

- (i) *To note the report.*
- (ii) *To approve the combination of the Annual Report and the Local Policing Summary. The Media and Communications Officer and the Citizen Focus Panel Working Group to progress the necessary work required.*

12. Report of the Committees and Panels

The Authority was updated on key issues from the various Committee and Panel meetings held since the last Authority meeting.

Professional Standards Committee – Mr B. Damazer

Mr Damazer reported that the Constabulary was effectively dealing with all Custody issues. To date, there had been no serious complaints or criticism.

The Authority noted that the Committee continues to dip sample the Professional Standards Department's complaints files. No outstanding issues had been raised.

Scrutiny and Audit Committee – Chairman Mrs J. Broadway

Mrs Broadway reported that the new Internal Auditors, RSM Bentley Jennison, had attended the meeting and would work closely with the Constabulary to address all internal audit recommendations.

Furthermore, the Committee had achieved a substantial reduction in the level of External Audit fees with PricewaterhouseCoopers LLP.

The Constabulary briefly discussed its work surrounding Environmental issues. The Authority noted that Mr Kevin Wilkins (Authority Member) and Mrs Janice Cole (Executive Team Office Manager) had been assigned to oversee all green issues on behalf of the Authority.

Citizen Focus Panel – Chairman Mr J. Reynolds

The Authority noted the work in progress to create a Communications and Consultation Strategy. The Authority would receive further updates in due course.

Ms Rogers (Deputy Chairman) discussed the Panel's concerns regarding reports submitted by the Constabulary to previous Panel meetings. The Authority was assured that work was underway to address any outstanding issues.

HR and Training Panel – Chairman Mrs O. Main

Mrs Main briefly discussed issues surrounding the Constabulary's sickness absence rates. This area would be addressed further at the next Panel meeting.

The Panel had also expressed concerns regarding the Police Officer Injury Awards process. The Chief Constable assured the Authority that significant work was ongoing to resolve any outstanding issues.

Finance and Resources Committee – Chairman Mr M. Williamson

The Authority discussed issues surrounding national press coverage on increased fuel costs. The Director of Finance confirmed that this area was being carefully monitored.

The Deputy Chief Constable highlighted a discrepancy relating to Special Priority Payments. The Authority noted that payments had been awarded to between 20 and 40% of Police Officers, and not 75% as previously promulgated.

The Authority was asked to approve the publication of the Cambridgeshire Local Policing Plan for 2008/11. This was agreed.

RESOLVED:

(i) *To note the report subject to the following amendment:-*

- *Point 6.23 - Special Priority Payments were awarded to between 20 and 40% of Police Officers, and not 75% as stated in the report.*

(ii) *To approve the publication of the Cambridgeshire Local Policing Plan for 2008/11 (as noted at point 6.26 of the report).*

13. Exclusion of the public

To pass a resolution that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in clauses 3 and 4 of Part 1 of the Substitute Schedule 12A to the Act, provided by the Local Government (Access to Information)(Variation) Order 2006.

14. Finance Pay Review

The Authority received a report regarding the ongoing Finance Pay Review.

RESOLVED:

(i) *To note the report and approve the recommendation.*

15. Noting of Standing Order 25 Decision – Contract Exemption

The Authority noted a Standing Order 25 Decision regarding a Contract Exemption.

RESOLVED:

(i) *To note the report and approve the recommendation.*

16. Noting of Standing Order 25 Decision – Police Injury Awards

The Authority noted a Standing Order 25 Decision regarding Police Injury Awards.

(i) *To note the report and approve the recommendation.*

17. Date of the next meeting

It was noted that the next meeting of the full Police Authority would be held on Tuesday 30th September 2008 at 4.00 pm, at Police Headquarters, Huntingdon.

CHAIRMAN

NOT FOR PUBLICATION - by virtue of clauses 3, 4 and 7 of part 1 of revised Schedule 12A of the Local Government Act 1972]

14. Finance Pay Review

The Authority received an update on the Constabulary's progress to address the ongoing Finance Pay Review.

The Chief Constable reported that the review was almost complete. As at 14th April 2008 all Finance staff had been informed of their individual job evaluations and several appeals had been submitted to the HR department. The results of the appeals were given to staff at the end of April 2008. A number of options have since been offered to the twelve members of staff requiring salary protection. All have been given until the 30th June 2008 to decide their final package after which retention issues and financial issues will be collated.

The Authority registered its concerns that the Finance Pay review should not impact adversely on the workings of the Department. The Chief Constable gave assurance that firm measures were in place to ensure business continuity.

The Authority noted the report and the work in progress. The Chief Constable agreed to ensure that the Authority is kept updated of all future developments.

RESOLVED:

- (i) *To note the report and the work in progress. The Chief Constable to ensure that the Authority is kept update of future developments.*

15. Noting of Standing Order 25 Decision – Contract Exemption

The Chief Executive discussed a Standing Order 25 Decision regarding a Contract Exemption.

The Authority was informed that the Constabulary had urgently requested a contract exemption (close to the limit of £250k) for Convergent Solutions to supply Cisco hardware for the confidential network and core upgrade of Force systems. The hardware was required following a local area power failure on the 9th June 2008, which had resulted in a loss of Force systems and caused damage to the existing equipment.

With the possibility of a further occurrence, the installation of the hardware was deemed an urgent operational necessity. The Chief Executive therefore took the decision to authorise the exemption. The Deputy Chief Constable further added the Constabulary was pursuing a claim against the Contractors to recoup all costs.

The Authority noted and agreed the Standing Order 25 Decision as undertaken by the Chief Executive.

RESOLVED:

- (i) *To note the report and approve the Standing Order 25 decision as undertaken by the Chief Executive.*

16. Noting of Standing Order 25 Decision – Police Injury Awards

The Chief Executive discussed a Standing Order 25 Decision regarding Police Injury Awards.

The Authority was reminded that the Constabulary was in the process of reviewing all Police Officer Injury Awards. The notification of the reviews to pensioners had resulted in a large volume of complex and often lengthy, letters and requests for information, many of which have been made under the Freedom of Information Act.

The Chief Executive reported that the Constabulary had proposed a system whereby the HR department would deal with all such requests. Following consultation with the Chairman, the Chief Executive agreed this approach on behalf of the Authority, and under Standing Order 25.

The Authority agreed that the proposal was pragmatic and efficient and endorsed the Standing Order 25 Decision as undertaken by the Chief Executive.

RESOLVED:

- (i) To note the report and approve the Standing Order 25 decision as undertaken by the Chief Executive.*

17. To note the date of the next meeting

It was noted that the next meeting of the full Police Authority would be held on Tuesday 30th September 2008 at 4.00 pm, at Police Headquarters, Huntingdon.

CHAIRMAN