

**To:** Cambridgeshire Police Authority

**From:** Chief Executive

**Date:** 30<sup>th</sup> September 2009

## **REPORT OF THE COMMITTEES AND PANELS**

### **1. Purpose**

- 1.1 To provide the Authority with a brief overview of the topics discussed at the various Committee and Panel meetings held since the 25<sup>th</sup> June 2009.
- 1.2 The Authority is reminded that copies of all approved Committee minutes and their associated reports are published online at the Police Authority public website - [www.cambs-pa.gov.uk](http://www.cambs-pa.gov.uk). Alternatively, hard copies of all documents can be obtained upon written request, via the Executive Team office.

### **2. Finance and Resources Committee meeting held on Thursday 25<sup>th</sup> June 2009 – Chairman Ms R. Rogers**

#### **2.1 Capital Programme 2008/09 – Provisional Outturn Report**

The report outlined the provisional outturn of spend against the approved Capital Programme for 2008/09 and its financing as at 31<sup>st</sup> March 2009.

The Committee noted that from a total Programme of £15.3m some £11.6m (75.8%) of capital payments had been made.

The year end underspend of £3.7m comprised of

- Slipped schemes totalling £4.8m and requested to be carried forward.
- Spending in advance of the 2009/10 Programme of £0.9m on IT resilience and the vehicle replacement programme,
- Net overspending on completed schemes of £0.2m.

The Committee noted the financing of the Programme from capital grant (£1.6m), capital receipts (£0.3m), the revenue underspend (£0.9m) and borrowing (£8.8m).

As recommended by the Capital Panel the Committee approved the carry forward of capital schemes to 2009/10 (totalling £4.830m) and the financing of the 2008/09 capital spending.

## **2.2 Revenue Provisional Outturn 2008/09**

The report outlined the provisional outturn of spend against the approved 2008/09 Revenue Budget for the year ended 31<sup>st</sup> March 2009.

The two main reasons for the under spend were shortfalls in Police Officer establishment and more significantly, Police Staff vacancies. The Committee noted the work underway to address this issue.

The Committee considered and approved a series of recommendations which included:-

- A carry forward of revenue underspending, including partnership schemes, totalling £1.175m.
- Contributions to/from existing earmarked reserves e.g. the Carry Forward Reserve of £10k (net) and £172k from the Workforce Development Reserve.
- The transfer of the Custody Suites Reserve (£500k) to the Major Capital Projects Reserve

## **2.3 Capital Programme 2009/10 to 2011/12**

The Committee considered the Capital Programme for 2009/10 and the future year's plans for 2010/11 and 2011/12.

The Constabulary reported that two major changes (the purchase of Monks Wood (£1.675m) and Stage 2 of Parkside Replacement (£0.9m)) had already been approved by the Authority (with funding from capital receipts and reserves) In addition, two further changes were proposed - Asset Tracking (£90k) and Airwave (£255k) which would be financed by capital virement from other schemes in the Programme.

The Committee approved the revised Capital Programme, totalling £10.603m (excluding carry forwards).

## **2.4 Treasury Management Annual Report 2008/09**

The report contained details of Treasury Management activity for the period April 2008 to March 2009, including an economic overview on interest rates.

The Committee noted that the Authority had maintained an overall bank credit balance during the year. In addition, RSM Bentley Jennison (internal auditors) had audited Cash Management (substantial assurance) and concluded that effective controls were in place.

## **2.5 Cambridgeshire Policing Plan 2009/12**

The Committee considered and approved the final version of the Cambridgeshire Policing Plan 2009/12 (subject to the minor amendments) for publication by the required statutory deadline of 30<sup>th</sup> June 2009.

## **2.6 Efficiency Plan: 2008/11**

The report outlined changes to the Efficiency and Productivity target and its potential effect on the Cambridgeshire Constabulary Efficiency Plan for the CSR period 2008/11.

The Committee was reminded that the Scrutiny and Audit Committee, at its meeting on 26<sup>th</sup> February 2009, had approved an overall 'ambitious target' of 9.3% and 50% carry forward of surplus cash gains. This equated to £11.66m for the CSR07 period 2008/11.

However, as outlined by the Chancellor of the Exchequer in the Budget 2009, efficiency targets had been increased by a further 1% for the remainder of CSR07 (2009/10 and 2010/11).

The Committee considered five potential scenarios for different targets and in light of the options presented, approved an increase of 1% in the overall efficiency target to 10.3% for the CSR07 period, along with the carry forward of 83.57% (£3.31m) of the surplus from CSR04 to the CSR07 period, thus leaving the net efficiency gain required unchanged at £9.8m.

## **2.7 Report of the Capital Panel meeting held on 15<sup>th</sup> June 2009**

The report outlined the business discussed at the recent Capital Panel meeting. The Committee noted the matters reported had been discussed earlier in the meeting (Capital Programme – Provisional Outturn report and approving the changes to the 2009/10 Capital Programme).

## **3. Professional Standards Committee meeting held on Thursday 27<sup>th</sup> August 2009**

### **3.1 Election of Chairman and Deputy Chairman**

The Committee elected Mr Benjamyn Damazer as Chairman and Mrs Jayne Wright as Deputy Chairman for the coming year.

### **3.2 Report of the Custody Visitors Panel meeting held on 27<sup>th</sup> August 2009**

The Chairman reported that the Panel had received a set of reports covering a variety of topics including:-

- An extended discussion on the reporting needs of Members to support public reassurance in light of the distinctive role of the Authority for performance monitoring, and
- A detailed discussion of the Constabulary's recent measures to address recommendations arising from the HMIC/P Inspection. (The Authority is advised that this issue is tabled separately at Agenda Item 6).

Consequently, due to time constraints, the Panel were unable to consider in full the following items:-

- Independent Custody Visitors Scheme – reports received during the period April to June 2009.
- Report of the local Independent Custody Visitors Scheme Panel meetings and an update on recruitment, training and events.
- A report on the Animal Welfare Scheme.

Therefore it was agreed that Members comments/opinions on each of these would be sought outside of the meeting, with an update to be circulated to Members in due course.

### **3.3 Overview of Complaints for the period 1<sup>st</sup> April 2009 to 30<sup>th</sup> June 2009**

The report outlined Complaints data and details of Misconduct and Direction and Control issues; referrals made to the IPCC, improvements; comparative performance between reporting periods and improvements identified by the Constabulary to address specific aspects of performance.

Overall the Committee was satisfied that the Constabulary continued to demonstrate an ethical approach to the recording of complaints.

### **3.4 Report on Members' Review of Complaints Files**

The Committee noted that nine complaints files were dip sampled and reviewed by two Members on the 4<sup>th</sup> and 17<sup>th</sup> August 2009. The files were complex and some issues were raised. The Constabulary gave assurance that appropriate action had been taken to rectify those identified areas, and work would continue to refine the process.

### **3.5 Learning the Lessons Bulletin 6 and Quick Time Bulletin 2**

The bulletins summarised investigations carried out by the Independent Police Complaints Commission (IPCC) or Constabularies into a range of Police matters and their outcomes. The Committee was assured that Cambridgeshire had responded accordingly to the "learning points" which had arisen from each investigation.

### **3.6 Extension of Deployment of Taser to Operational Frontline Officers**

The report outlined the Constabulary's plans to extend the use of the Taser incapacitant to specially trained Officers within the organisation.

The Constabulary noted the Committee's concerns regarding the future deployment of Tasers, and the public interest and response to such use. It was agreed that a further report on this matter would be presented to a future Committee meeting.

### **3.7 European Courts of Human Rights – Retention of DNA**

The Committee was updated on the Constabulary's position regarding the retention of DNA from persons suspected but not convicted. The Constabulary confirmed that it currently operates in accordance with ACPO guidance.

### **3.8 Update on Implementation of Section 135 and 136 of Mental Health Act**

The report detailed the Constabulary's position regarding the detention of people with mental illnesses, under Section 135 and 136 of the Mental Health Act. The Committee noted that in order to address this issue, new Mental Health based places of safety will be implemented across Cambridgeshire and Peterborough with effect from September 2009.

### **3.9 Claims Report - (*Exempt Item*)**

The Claims Report showed details of 21 new claims that the Constabulary had received during the reporting period.

### **3.10 Consideration of Individual Complaints and Discipline Matters - (*Exempt Item*)**

The Committee considered details of specific complaints that had been investigated for more than 120 days, complaints that had been referred to the IPCC and details of Officers who were currently subject to Suspension, Restriction or Service Confidence.

### **3.11 Impact of Breach of Data Protection Act - (*Exempt Item*)**

The Committee considered a report which detailed the impact of a breach of the Data Protection Act, and the lessons learnt by the Police Authority.

### **3.12 Review of a Persistent Complainant - (*Exempt Item*)**

The Committee reviewed and agreed a course of action with regards to a Persistent Complainant.

### **3.13 Complaints against Senior Officers - (*Exempt Item*)**

The Committee considered details of complaints made against Senior Officers considered by the Police Authority in the year from August 2008.

### **2.13 Update on Learning from an Individual Case - (*Exempt Item*)**

The Committee was updated on the lessons learnt from an individual case.

### **3.14 Interim IPCC reports into deaths in Police Custody - (*Exempt Item*)**

The Constabulary briefly updated the Committee on the interim IPCC reports into two deaths in Police Custody.

#### **4. Scrutiny and Audit Committee meeting held on Wednesday 2<sup>nd</sup> September 2009**

##### **4.1 Election of Chairman and Deputy Chairman**

The Committee elected Mr Victor Lucas as Chairman and Mr John Reynolds as Deputy Chairman for the coming year.

##### **4.2 Proposals for Future Committees and Panels Structure**

The report outlined proposals for the future restructuring of Police Authority Committee and Panel meetings. The Committee endorsed the proposals but raised a number of matters for further consideration.

##### **4.3 Update from the Performance Panel meeting held on 5<sup>th</sup> May 2009**

The Committee received an amended report on the topics discussed at the Performance Panel meeting on 5<sup>th</sup> May 2009. The Authority is reminded that these issues were initially reported within the Committees and Panels report submitted to the Authority on 29<sup>th</sup> June 2009.

##### **4.4 Report from the Performance Panel meeting held on 5<sup>th</sup> August 2009**

The report included updates on:-

- Force Performance for Quarter 1 2009/10 (including Confidence and Satisfaction, Serious Acquisitive Crime, Local Area Agreement and other Policing Plan Priority Indicators).
- The scrutiny of Protective Services.
- The Changing Role of the Police Authority in the Monitoring of Performance.
- A review of the Force and Police Authority Risk Registers.

##### **4.5 Internal Audit Progress Report 2009/10**

The report showed that since the last Committee meeting, four 2008/09 reports had been finalised along with two 2009/10 reports. The Committee noted that the overall audit opinion on assurance will be presented in the Auditor's Annual Report at the end of the year.

##### **4.6 Arrangements for Preventing and Detecting Fraud**

The report outlined the roles, responsibilities and processes in place from an Authority, Force and Auditor perspective, to identify and respond to the risk of fraud, and mitigate those risks.

#### **4.7 Report to those Charged with Governance 2008/09 (ISA 260 Report)**

The Committee received the 2008/09 ISA 260 report to those charged with governance (as required by International Standard on Auditing 260), which summarised the results of audit work carried out on the Authority's 2008/09 accounts. The Auditor expected to give an unqualified opinion on the accounts and the Authority's provisional Use of Resources scores were also reported. Within a harsher scoring regime the Authority had maintained an overall score of 2, with a 3 for Risk management/internal controls. This represented continued steady improvement from the previous year.

#### **4.8 Financial Key Performance Indicators 2008/09**

The report gave an update on the Key Financial Performance Indicators (KPIs) for the exchequer services functions of the Finance Team for the financial year 2008/09, including, for the first time, the achievement of the prompt payment target (95% of invoices paid within 30 days).

#### **4.9 Finance Consolidated External Audit / Inspection / Internal Audit Plan**

The report detailed the good progress and consistent direction of travel relating to all financial internal and external audit recommendations. The Committee agreed some revision to the current reporting arrangements.

#### **4.10 Consolidation External Audit / Inspection / Internal Audit Action Plan (Non-Finance Recommendations)**

The report detailed the progress of all non-finance internal and external audit recommendations that had been removed, completed or currently remained as ongoing. The Committee agreed the revised reporting arrangements, but overall was satisfied that both Plans showed an improving and consistent direction of travel.

#### **4.11 Efficiency Plan: 2008/11**

The Committee noted the discussion on the Efficiency Plan for 2008/11 that took place at the Finance and Resources Committee meeting held on 25<sup>th</sup> June 2009.

#### **4.12 The Impact of International Financial Reporting on the Authority's Accounts**

The report alerted the Committee to the impact of compliance with International Financial Reporting Standards ("IFRS") for 2010/11 and subsequent years.

#### **4.13 Stop and Account Procedures**

The Constabulary gave an update and demonstration of the current position with recording issues associated with Stop and Account Procedures, following legislation changes, which removed a requirement to complete a full paper based form.

#### **4.14 Eastern Region Collaboration Strategy for 2009/2012**

The report introduced the Eastern Region Collaboration Strategy for 2009/2012 and gave Members an opportunity to consider the wider context of Cambridgeshire Constabulary's collaboration, as set out in the 2009/2012 Policing Plan.

#### **4.15 Regional Collaboration**

The Committee was updated on collaboration issues against the background of the HMIC report "Getting Together", and the work in progress to take forward the Eastern Region Collaboration Strategy as outlined in the Local Policing Plan.

#### **4.16 Next Steps with the Serious Organised Crime Strategy – (*Exempt Item*)**

The Committee was introduced to the Regional Serious and Organised Crime Strategy, and updated on the next steps surrounding this.

### **5. Citizen Focus Panel meeting held on Wednesday 9<sup>th</sup> September 2009**

#### **5.1 Election of Chairman and Deputy Chairman**

The Panel elected Mr Ansar Ali as Chairman and Ms Nic Williams as Deputy Chairman for the coming year.

#### **5.2 Proposals for Future Committees and Panels**

The Panel supported proposals to change the existing structure of the Police Authority Committee and Panel meetings.

#### **5.3 Citizen Focus Programme Update**

The report gave the Panel an overview of the planned activity for the next three months in respect of the Citizen Focus Programme. This will primarily focus on the QUEST and CRM Projects supported by input from the Customer Journey Mapping and Market Research areas.

#### **5.4 Local Public Confidence Measurement**

The report outlined the approach being implemented by the Constabulary to establish a local capability for measuring 'public confidence' in policing, and where relevant, partnership based community safety activity.

## **5.5 Force Communications Update**

The Constabulary reported on the work conducted by the Corporate Communications department, and an overview of forthcoming activity planned for the next three months. This includes areas such as Tactical Communication Delivery updates on Marketing; Internal Communications; Press and Media and E-communications.

## **5.6 Constabulary Engagement Strategy and Action Plan**

The Panel considered the Constabulary's progress to develop their engagement strategy and emphasised the importance of taking this work forward. The work to ensure early public engagement with the policing plan was welcomed.

## **5.7 Update on Police Authority Approach to Engagement**

The report outlined the Police Authority's approach to maintaining effective engagement as the Constabulary's Engagement Strategy is developed.

## **5.8 Neighbourhood Management and Police Authority Reports**

The Panel was updated on Neighbourhood Management and the key issues arising from Police Authority Members' reports of their attendance at Neighbourhood Panel meetings.

## **6. Ethical Standards Committee meeting held on Monday 14<sup>th</sup> September 2009 - Chairman Dr Mandeep Dhani**

### **6.1 Publication of Additional Information on Members' Expenses**

The report sought the Committee's views to publish more detailed information on the Police Authority's website of the annual expenses paid to Members. The recommendations were agreed.

### **6.2 Publication of Information on Members' Attendance at Police Authority Meetings**

The report sought the Committee's views to publish information on the Police Authority's website of the annual attendance at Police Authority, Meetings, Committees and Panels by its Members. The recommendations were agreed.

### **6.3 Quarterly Publication of the Chief Executive's Expenses**

The Committee was advised that the Chief Executive's expenses are now being published quarterly on the Police Authority website, in line with recommendations recently made by the Information Commissioner.

#### **6.4 Learning from Concerns - (*Exempt Item*)**

The report considered organisational learning relating to the Code of Conduct.

### **7. HR and Training Panel meeting held on Thursday 17<sup>th</sup> September 2009**

#### **7.1 Election of Chairman**

The Panel elected Ms Ruth Joyce as Chairman and Mr Ansar Ali as Deputy Chairman for the coming year.

#### **7.2 Proposals for Future Committee and Panel Structure**

The report supported the proposals and timetable to change the existing Committee and Panels structure.

#### **7.3 Injury Awards Update - (*Exempt Item*)**

The report outlined the background history, current situation and put forwards recommendations to the Police Authority with regards to the Injury Awards process.

#### **7.4 Report on the Recruitment and Retention of Black and Minority Ethnic Officers**

The Constabulary reported on its pro-active campaign and ongoing measures to recruit and retain black and minority Officers to Cambridgeshire.

#### **7.5 Human Resources (HR) Update – (*Exempt Item*)**

The report updated the Panel on workforce, employment and other people management issues affecting the Constabulary.

These included detailed updates on Officer and Police Staff sickness; policies regarding employment, redundancy and appeals and disciplinary procedures; Police Officer, Police Staff and PCSO recruitment and dismissals; an Equal Pay review of Police Officers and Workforce Planning and Resourcing.

#### **7.6 Learning and Development Update**

The report outlined the significant developments made within the reporting period for the Learning and Development area. These included delivery of the SUMO (shut up and move on) programme; the second phase of Putting People First (PPF) and that the 2008/09 Training Delivery Plan spending remains on schedule for this period of the financial year.

## **7.7 Health and Safety (H&S) Progress Report**

The report outlined issues relating to the Health and Safety of the Force.

## **8. Eastern Region Collaboration Joint Statutory Committee meetings held on Thursday 2<sup>nd</sup> April 2009 and Thursday 23<sup>rd</sup> July 2009**

### **Meeting held on 2<sup>nd</sup> April 2009**

#### **8.1 Regional Procurement**

Members received a presentation from Mr J Hurley, Director of Resources, Hertfordshire Constabulary and Mr R Tazzini, Programme Director, APEX, Essex Police and Chair of the South East Region Procurement Heads Meeting. Members were informed that across the six forces there was a total procurement spend of some £200 million comprising estates, transport, ICT, operational opportunities, uniform and corporate areas. On the national front work was in hand together with the NPIA to identify those areas where a real difference could be made.

#### **8.2 Uniforms**

Mr I. Learmonth, Deputy Chief Constable of Norfolk Constabulary introduced a paper setting out the regional position on collaboration with regard to Police uniform. The paper focused on options available within the region and the ongoing work around a national uniform. It was clear that a number of Forces were tied into local contractual arrangements regarding the supply of uniform and that there would be limited cost saving within the region if the single uniform chosen was at odds with the national position. It was therefore proposed and agreed to await the national framework.

#### **8.3 Eastern Region Budget Analysis**

Mr R. Tazzini, Programme Director APEX, Essex Police gave an update on the Eastern Region Budget Analysis, and reported that work was progressing to identify low and high cost areas within the region. The available data was fit for purpose and there was a collective resolve to identify savings. The work was being led by Finance Directors and Heads of Finance who will take back to their Forces those high cost areas that have been identified. A further meeting of the group has been arranged for 14<sup>th</sup> April 2009.

#### **8.4 Budget 2009/10**

DCI D. Sargent of the Regional Collaboration Team introduced a paper setting out the projected spend 2009/10 for the Regional Collaboration Team (RCT).

## 8.5 **Cambridgeshire/Essex/Norfolk/Suffolk (CENS) Fleet Collaboration**

By leave of the Chairman, a late report from J. Feavynour, Deputy Chief Constable from Cambridgeshire, was tabled, which outlined that some financial savings had been made as a result of joint ordering. However further savings would be at expense of disproportionate further investment at this time.

## 8.6 **Serious and Organised Crime - (*Exempt Item*)**

Members received a presentation on models for the delivery of services to respond to Serious and Organised Crime. Members supported the continued development of the Regional Strategy to tackle Serious and Organised crime strategy and agreed in principle to each of the proposed increases in regional capacity and capability subject to the submission of detailed business cases for each proposal at an appropriate future date.

## 8.7 **Counter Terrorism (CTIU) - (*Exempt Item*)**

Mr D. Hayton, Chief Executive Essex Police Authority introduced a paper outlining a number of governance issues relating to Counter Terrorism.

## 8.8 **Regional ICT Collaboration - (*Exempt Item*)**

Members received a presentation from DCC Simon Parr, Hertfordshire Constabulary, which included an update on infrastructure, operational records management systems, identity and access management, operational data store, command and control, vetting management scheme and mobile data. It was agreed that a new business case and business plan be brought back to the JSC meeting on 14<sup>th</sup> October 2009.

## 8.9 **Draft Regional Collaboration Strategy Plan 2009/11 - (*Exempt Item*)**

Members received an update on the production of the Regional Collaboration Strategy

### **Meeting held on 23<sup>rd</sup> July 2009**

## 8.10 **Election of Chairman and Vice Chairman**

Mr Robert Chambers (Chair of Essex Police Authority) was duly appointed as Chairman, and Mr Stuart Nagler (Chair of Hertfordshire Police Authority) as Vice Chairman.

## 8.11 **Uniforms**

Mr I. Learmonth, Deputy Chief Constable of Norfolk Constabulary gave a verbal update on Uniforms. Members were informed that aligning with the national approach was the preferred option but that the national framework was still awaited.

#### 8.12 **Cambridge/Essex/Norfolk/Suffolk (CENS) Fleet Collaboration**

The meeting considered a paper which gave an update in respect of issues arising affecting successful arrangements for fleet collaboration. It was explained that the cost savings set out in the report were approximate and potential. It was noted that modest savings had been achieved but that further savings would require disproportionate further investment. For governance purposes it was agreed the Committee would receive a further report which referred back to the original business case.

#### 8.13 **Regional Collaboration Team (RCT) Update**

The Committee was updated on recent activity and staffing arrangements for the Regional Collaboration Team

#### 8.14 **Eastern Region Collaboration Strategy**

The Eastern Regional collaboration strategy was approved for publication and dissemination subject to a short period for detailed comments.

#### 8.15 **Eastern Region Disaster Victim Identification (DVI) Collaboration**

J. Cheer, Deputy Chief Constable of Suffolk Constabulary gave a presentation which explained the DVI function, outlined the current situation in the Eastern Region and set out business case proposals. Benefits were cited as follows:

- professionalise the DVI function,
- increase resilience,
- enable better partnership working including with other agencies such as the Fire Service,
- potential cashable and non-cashable savings. Members noted that the proposals had been unanimously endorsed by the Regional Chief Constables, and reassurance was given that the section 24 Police Act agreement was sufficient in respect of proposals for the Co-ordinator role.

The business case was supported.

#### 8.16 **Serious and Organised Crime (RIU) - (Exempt Item)**

Mr F. Whiteley, Chief Constable of Hertfordshire Constabulary introduced a report which provided a summary of recommended increases to Regional capacity and capability.

#### 8.17 **Counter Terrorism (CTIU) - (Exempt Item)**

Det. Supt J Molloy, Head of the Essex Counter Terrorism Intelligence Unit (CTIU), introduced a paper which updated Members of the Committee in accordance with the agreed protocol on the work of the CTIU.

## 9. Recommendation

- 9.1 The Authority is recommended to note the report of the Committees and Panels.

## BIBLIOGRAPHY

Source Document (s)	Contact Officer	Location
Agendas, Reports and Minutes/Notes of the various Committee and Panel meetings held since 29 <sup>th</sup> June 2009.	Miss Jackie Chapman, Committee and Support Services Officer. (01480) 425998  <u><a href="mailto:Jackie.Chapman@cambs.pnn.police.uk">Jackie.Chapman@cambs.pnn.police.uk</a></u>	Cambridgeshire Constabulary Hinchingsbrooke Park, Huntingdon, Cambs, PE29 6NP.
<p>Originating Officer .....Miss J. Chapman .....</p> <p>Is it considered that this report contains 'exempt information' and should be considered in private? No</p> <p>If the answer is "YES", please state the nature of the exempt information <u>and the relevant clause(s)</u> in Part 1 of revised Schedule 12A to the Local Government Act 1972.</p> <p>.....</p> <p>The attached report has been cleared with the undermentioned Officers: (delete as appropriate)</p> <p>Chief Executive, Treasurer, Policy and Research Manager and Media and Communications Officer</p> <p>Others .....</p> <p>Submitted on .....16<sup>th</sup> September 2009.....</p> <p>A report will not be sent to the Authority unless this box has been satisfactorily completed and all necessary consultation carried out - the responsibility for which rests with the originator (except for consultation with the Chairman and this will be undertaken by the Chief Executive).</p>		