

To: Cambridgeshire Police Authority

From: Chief Executive

Date: 7th April 2010

REPORT OF THE COMMITTEES AND PANELS

1. Purpose

1.1 To update the Authority on the business of the various Committee and Panel meetings held since the 11th February 2010. The topics discussed at each meeting are summarised as follows for the Authority's information.

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.

Alternatively, hard copies of documents can be obtained upon written request, via the Executive Team office.

2. Ethical Standards Committee meeting held on Thursday 4th February 2010 – Chairman Dr M. Dhami

2.1 Committee Terms of Reference

The Chief Executive highlighted some changes being made to other Police Authority Committee and Panel Terms of References. The Committee noted that the changes did not apply to this particular Committee.

2.2 Members' Attendance at Annual Assembly of Standards Conference

The two Lay Independent Members reported on the topics discussed at the Annual Assembly of Standards Conference. This included some potential changes to the Code of Conduct and examples of 'best practise' across all Police Authorities.

2.3 Police Authority Vetting Policy and Procedure

The Committee endorsed the Police Authority Vetting Policy and Vetting Procedures which would ensure that vetting is carried out in a consistent way for all Members, staff and volunteers.

2.4 **Learning from Concerns (*Exempt Item*)**

The Committee was updated on learning from concerns.

2.5 **Review of Declarations of Interest (*Exempt Item*)**

In accordance with the Code of Conduct, the Committee conducted an audit of each individual Police Authority Member's Declaration of Interest Form. The Chief Executive agreed to address some minor anomalies that had been raised.

3. **Cambridgeshire Police Authority Ethical Committee Annual Report 2009**

Introduction

In the absence of any formal complaints it is important to remain prepared for any such occurrence. This report demonstrates the level of preparedness achieved over the past year through the committee's work plan. Our future work is to ensure the maintenance of the present good standards of behaviour and conduct of the members as well the skills of the committee members.

Brenda Fearon
Chair Ethical Standards Committee
Cambridgeshire Police Authority

Cambridgeshire's Ethical Standards Committee

The Ethical Standards Committee has 2 named Members of the Police Authority Mr Benjamyn Damazer and Mr John Reynolds and two Lay Independent Members. Dr Mandeep Dhami and Ms Brenda Frearon.

Its Terms of Reference embraces

- a) Promoting and maintaining high standards of conduct by Members of the Authority;
 - b) Assisting Members to observe the Members' Code of Conduct;
 - c) Advising the Authority on the adoption or revision of the Members' Code of Conduct;
 - d) Monitoring the operation of the Members' Code of Conduct;
 - e) Advising, training or arranging to train Members on matters relating to the Members' Code of Conduct;
 - f) Granting dispensations to Members from requirements relating to interests set out in the Members' Code of Conduct;
 - g) Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter which is referred by an Ethical Standards Officer to the Monitoring Officer.
 - h) To report its work to the full Authority.
- There is good attendance by Members at the Committee.

The Code of Conduct

The Code of Conduct applies to Members whenever they act in their official capacity. It covers:

- Treating others with respect
- Complying with equality laws
- Bullying and intimidation
- Compromising the impartiality of officers of the Authority
- Disclosing Confidential information
- Preventing access to information
- Disrepute
- Members using their position improperly
- Using resources for proper purposes
- Considering advice provided by officers and giving reasons

Information about complaints

In 2009 there were no complaints against members under the code of conducts

Work of the standards committee

Cambridgeshire Ethical Standards Committee has:

- Reviewed Member's Register of interests
- Considered the Police Authority's vetting policy and its links to the Code of Conduct
- Instituted more regular and detailed publication of the Members and the Chief Executives expenses
- Agreed future publication of members attendance at Police Authority Panels and Committees
- Ensured learning from any concerns which have shared with the Monitoring Officer
- Ensured effective training of all Members including a specific seminar to members on the Code of Conduct.

Forward Plan

Over the coming year the Ethical Standards committee will:

- Review the impact of providing more information on expenses and attendance
- Continue to review member's declarations of interest
- Ensure continued effective training is provided
- Continue the process of learning from any concerns
- Consider any complaints against individual members.

4. Citizen Focus Panel meeting held on Wednesday 3rd March 2010 - Chairman Mr A. Ali

Draft Joint Police Authority and Constabulary Engagement Action Plan

4.1 The Panel endorsed (subject to some amendments) the draft joint Police Authority and Constabulary Engagement Action Plan.

4.2 The Authority is advised that a separate report and recommendations on the newly titled 'Involvement and Engagement Action Plan' is tabled separately under Agenda Item 6.

Citizen Experience Programme: QUEST Update

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

Policing Pledge Re-Inspection Update

4.4 The Constabulary reported on the activity made in the last three months and the impact on each of the ten Policing Pledge points. This included a review of the existing Action Plan to address areas of improvement identified by HMIC.

Creating the Pledge Scrutiny Improvement Plan

4.5 The report outlined the processes in which the Authority will continue to evolve its monitoring of the Policing Pledge. The Panel noted the positive progress made to date and supported the Constabulary's continued efforts in this area.

Cambridgeshire Constabulary Appointment System Update

4.6 The Panel was updated on the Force's newly created Appointment System, designed in line with customer service needs and to reaffirm the Force's commitment to the public as outlined in the Policing Pledge.

Force Communications Update

4.7 The report outlined the pro-active work conducted by the Corporate Communications Department and forthcoming activity planned for the next three months. This included information on Marketing; the Force website; Internal Communications and an update on the Press Office.

5. Finance and Resources Committee meetings held on Monday 22nd February 2010 and Thursday 4th March 2010 - Chairman Ms S. Johnstone

5.1 Meeting held on Monday 22nd February 2010

Capital Programme 2009/10 – Monitoring Report

- 5.1.1 The report gave a financial overview of the Capital Programme for 2009/10 and included a scheme by scheme summary of progress, budget variances, along with a projects highlight report indicating current predictions (and slippage) for each scheme.

The Committee approved three capital additions and virements adding £67k (net) to the Programme. The additional costs to be financed by slippage.

Revenue Monitoring 2009/10

- 5.1.2 The report showed that the 2009/10 revenue budget was broadly in balance with a very marginal underspend of £33k or 0.04% of Net Revenue Budget.

Projected spending to the year indicated a possible overspend of £0.3m (0.3% of budget). As reported to the last meeting, the forecasting exercise had again revealed overspends on utilities, vehicle fuel and reductions in interest receivable.

The Committee again re-iterated its concerns regarding increases in Police Officer overtime. The Constabulary agreed to continue efforts to reduce this spending, for report back to the Committee in due course.

Charging for Police Services

- 5.1.3 The Committee received the updated 'Charging for Police Services in Cambridgeshire' guidance which was recommended for formal approval by the Authority.

Innovation Reserve – Match Funding for Energy Efficiency Schemes

- 5.1.4 The Committee approved in principle to create a match funded initiative with Salix Finance Ltd (Carbon Trust), which would allow the Constabulary to undertake additional carbon reduction projects with savings recycled into the fund for future projects.

The Committee agreed that the Innovation Reserve could be used to provide the Authority's share of funding (totalling £100k).

5.2 Meeting held on Thursday 4th March 2010

Value for Money Statement

- 5.2.1 The Committee endorsed the VFM Statement (subject to some further iterations for inclusion in the final Policing Plan) which outlined planned improvements in efficiency and productivity; how such increases would be achieved and any cashable gains to be secured.

Collaboration Update

- 5.2.2 The Committee was updated on the current position of Collaborative engagement within Cambridgeshire Constabulary, noting that work would continue via the Joint Statutory Committee and the six Chief Constables.

The Committee supported the intention that the Authority and Constabulary would continue to develop collaboration opportunities within the extended world of partnerships.

6. Professional Standards Committee meeting held on Monday 8th March 2010 - Chairman Mr B. Damazer

Report of the Custody Visitors Panel meeting held on 8th March 2010

- 6.1 The Committee considered a set of reports covering various topics including:-

- The Independent Custody Visitors (ICVs) Scheme and issues raised during the reporting period.
- An update on the local ICV Panel meetings.
- Work surrounding the implementation of 'Self Introduction'.
- The ICV Scheme Management (including an update on forthcoming events, recruitment and training).
- A report on the Animal Welfare Scheme.
- An update on the post HMIC/P Inspection of Cambridgeshire Constabulary Custody Facilities.
- The Authority's response to a ministerial letter regarding deaths in Police custody.

Overview of Complaints for the period 1st October 2009 to 31st December 2009

- 6.2 The Committee received details of Complaints data and 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.

Response to Members' Review of PSD Files

- 6.3 The Committee noted that seven complaints files had been dip sampled and reviewed by one Member. This resulted in one query being raised regarding a PSD complaint file, which has since been actioned.

Taser Update

- 6.4 The Constabulary reported its plans to extend the operational deployment of Taser devices to specially trained Officers across the organisation. It was noted that Tasers will remain an uncommon sight. The report also identified the cost implication and outlined the progress made to date. The Committee asked for an update at the next meeting.

Retention of DNA

- 6.5 The Constabulary outlined its position regarding the retention of DNA from persons suspected, but not convicted. The Committee was assured that the Constabulary currently operates in accordance with ACPO guidance.

Learning the Lessons Bulletin 8

- 6.6 The report summarised Cambridgeshire's response to the eighth 'Learning the Lessons' Bulletin, published by the Independent Police Complaints Commission (IPCC) and detailing investigations carried out into a range of Police matters and their outcomes.

Consideration of Individual Complaints and Discipline Matters (Constabulary) – (Exempt Item)

- 6.7 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.

Review of a Persistent Complainant – (Exempt Item)

- 6.8 The Committee endorsed the continuation of the specific application of the 'restricted communications policy' with regards to a persistent complainant.

Consideration of Individual Complaints and Discipline Matters (Police Authority) - (Exempt Item)

- 6.9 The Committee was updated on the outcomes of issues and complaints against Chief Officers since the last report was received on 27th August 2009.

7. HR and Training Panel meeting held on Wednesday 17th March 2010 – Chairman Ms R. Joyce

HR Update – Workforce Report

- 7.1 The Panel received a detailed update on workforce, employment and other people management issues affecting the Constabulary. It was reported that the Constabulary had implemented recent Home Office guidance regarding deferring injury award reviews.

Working for the Public – Update on HMIC 2010 Inspection

- 7.2 The Director of People gave an update on the anticipated HMIC 2010 Inspection and the Authority's involvement during this process. A verbal update on the implementation of new Home Office interim guidance on Injury Pension Reviews was given.

Learning and Development and Diversity Update (incorporating the Integrated Equality Scheme Annual Reviews for Race and Disability)

- 7.3 The report outlined the significant developments made within the Learning and Development Department and Diversity Unit, during the reporting period. This included an update on the Integrated Equality Scheme Annual Review for Race and Diversity.

Health and Safety (H&S) Governance

- 7.4 The Chief Executive presented a report which set out the continued work to take forward Health and Safety Governance.

Strategy for a Healthy Police Service (incorporating the Annual Implementation Plan)

- 7.5 The Constabulary updated the Panel on the Annual Implementation Plan, which forms part of the Strategy for a Health Police Force.

Police Authority Overview of HR Policies

- 7.6 The Chief Executive reported on individual Police Authorities approaches to the overview of Constabulary Human Resources policies. This included an update on some research that had been undertaken and the implications for Cambridgeshire.

8. Scrutiny and Audit Committee – Monday 22nd March 2010 – Chairman Mr V. Lucas

Report from Performance Panel meeting held on 8th February 2010

- 8.1 The Committee was updated on the various topics discussed at the recent Performance Panel meeting.

These included Quarter 3 performance; the Policing Pledge progress report; the Integrated Offender Management Scheme; the Force Performance Challenge Group; setting trajectories for the Policing Plan and reviews undertaken on the Force and Police Authority Risk Registers.

External Audit Plan 2009/10

- 8.2 The Auditor presented the proposed External Audit Plan for 2009/10. This included plans to reduce the audit fee to account for the continued improvement of the Authority's financial processes and standing.

2009/10 Internal Audit Plan – Progress Update

- 8.3 The report detailed the audits completed to date (including continuing and improved assurance levels) and the planned work due for completion in the coming year. The Committee was pleased to note continuing improvement in the level of assurance, particularly for all financial systems audits.

Strategy for Internal Audit 2010/11 – 2012/13

- 8.4 The Strategy included the detailed Audit Plan for 2010/11. The Auditor reported that audit fees had been reduced as a result of the continuing improvements in levels of assurance.

Use of Resources (UofR) Action Plan

- 8.5 The report outlined the Constabulary and Authority's responses to last year's UofR inspection and audit reports.

Finance Consolidated External Audit / Inspection / Internal Audit Plan

- 8.6 The report showed the good progress being made with the more important financial internal and external audit recommendations.

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

- 8.7 The Constabulary reported on the progress of all significant 'non-finance' internal and external audit recommendations. The Committee was satisfied that both Plans showed an improved direction of travel.

Financial Key Performance Indicators 2009/10

- 8.8 The report detailed the Key Financial Performance Indicators (KPIs) for the exchequer service functions of the Finance Team, for the financial year 2009/10. The Committee noted the continuing improvements in the payment of invoices for goods and services (95.5% being paid within 30 days, an improvement of 0.4% on the prior year and above the 95% target).

Policing Pledge Re-Inspection Update

- 8.9 The Committee noted the results of the Policing Pledge re-visit. The overall grade remained 'Fair' but with a Good, Good for the two re-inspected aspects.

Improved Service for the Victims of Sexual Offences

- 8.10 The Constabulary presented a case study which outlined the measures in place to improve the service offered to victims of serious sexual offences. This included the opening of the SARC (Sexual Assault Referral Centre) – a collaborative initiative with Peterborough Primary Care Trust.

Refresh of Integrated Equality Scheme and Link to Human Rights

- 8.11 The Committee was updated on the Constabulary's Integrated Equality Scheme and its link to Human Rights. It was agreed an Human Rights Annual Report would be brought to a future meeting.

Addenbrookes CSAS Pilot – Interim Review

- 8.12 The report gave an interim briefing on the progress of the Addenbrookes CSAS 12 month pilot scheme. The Committee noted that the pilot will continue for a further 6 months.

Implications of Critical National Infrastructure (CNI) on Cambridgeshire Police - (*Exempt Item*)

- 8.13 The Committee was updated on Critical National Infrastructure (CNI).

9. Recommendation

- 9.1 The Authority is recommended to:-
- Note the report and,
 - Approve the updated 'Charging for Police Services in Cambridgeshire Guidance, as recommended by the Finance and Resources Committee at 5.1.3.

BIBLIOGRAPHY

Source Document (s)	Contact Officer	Location
Agendas, Reports and Minutes/Notes of the various Committee and Panel meetings held since 11 th February 2010.	Miss Jackie Chapman, Committee and Support Services Officer. (01480) 425998 <u>Jackie.Chapman@cambs.pnn.police.uk</u>	Cambridgeshire Constabulary Hinchingsbrooke Park, Huntingdon, Cambs, PE29 6NP.
<p>Originating OfficerMiss 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 and Treasurer</p> <p>Others</p> <p>Submitted on30th March 2010.....</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>		