

To: Cambridgeshire Police Authority

From: Treasurer

Date: 11th February 2010

AMENDMENT TO FINANCIAL REGULATIONS

1. Purpose

- 1.1 To seek Authority approval to an amendment to Financial Regulations in relation to Partnerships.

2. Introduction

- 2.1 The Authority's Internal Auditors carried out a Partnerships audit in 2009 and made a number of recommendations, two of which relate to changes required in Financial Regulations.
- 2.2 At its meeting in December 2009 the Authority approved a Joint (Authority and Constabulary) Strategy and Policy for Partnerships.

3. Changes

- 3.1 The changes to Financial Regulations include a cross reference to the Strategy and Policy, a better definition of Partnerships, and seek to ensure that the Partnership Risk Assessment Check List is completed for all potential partnerships.
- 3.2 A revision marked update of Section E1 of Financial Regulations is attached at Appendix 1.

4. Recommendation

- 4.1 The Authority is asked to approve the changes.

BIBLIOGRAPHY

Documents	Contact Officer	Location
Police Authority Financial Regulations Partnership Internal Audit Report 18.08/09	John Hummersone Treasurer T. (01638) 667090 E. john@hummersoneconsulting.co.uk	Cambridgeshire Police Authority, Hinchingsbrooke Park, Huntingdon, Cambs, PE29 6NP.
<p>Originating Officer: John Hummersone, Treasurer</p> <p>It is 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 Chief Constable</p> <p>Submitted on: 28th January 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's Office).</p>		

Deletions in strikethrough
 Insertions in *italics*

SECTION E

EXTERNAL ARRANGEMENTS

E1 PARTNERSHIPS

Overview and Control

- 1.1 Partnerships with other organisations can play a key role in delivering community strategies and in helping to promote and improve the well being of the area.
- 1.2 *A partnership, in its simplest form, is defined as:*
- “An agreement between two or more independent bodies to work collectively to achieve a shared objective; through shared priorities, combined resources, information and intelligence, whilst accepting shared accountability and responsibility for outcomes”.*
- ~~A partner may be defined as:~~
- ~~• an organisation joining with another organisation(s) to undertake, part fund or participate as a beneficiary in a joint project, or~~
 - ~~• a body whose nature or status give it a right or obligation to support a joint project~~
- 1.3 *The joint (Authority and Constabulary) Partnerships Strategy and Policy describe the kinds of Partnerships which are likely to be entered into as “..strategic and operational partnerships, those which attract dedicated funding and those which do not, and partnerships at regional, force-wide or locality level. Public private partnerships, procurement partnerships and those made under collaborative agreements are specifically excluded as they are subject to their own governance arrangements.”*
- 1.4 The main reasons for entering into a partnership with others are:
- to provide new and better ways of delivering services
 - to comply with statutory requirements
 - the ability to access new resources
 - the desire to find new ways to share risk
 - to forge new relationships
- 1.5 Partners undertaking a joint venture have common responsibilities:
- to act in good faith at all times and in the best interests of the partnership’s aims and objectives
 - to be willing to take on a role in the broader programme, appropriate to the skills and resources of the contributing organisation
 - to be open about any conflicts that might arise

- to encourage joint working and promote the sharing of information, resources and skills
 - to keep secure any information received as a result of partnership activities or duties that is of a confidential or commercially sensitive nature
 - to promote the project
- 1.6 The Police Authority should welcome the opportunity to form partnerships with other local organisations to address local needs.

Requirements

- 1.7 The Chief Executive, in consultation with the Chief Constable and Treasurer, is responsible for preparing the Authority's policy statement on partnership arrangements. The Police Authority is responsible for approving the policy.
- 1.8 The Police Authority shall determine a budget for partnerships as part of the annual budget setting process. The budget shall be based upon specific partnership allocations determined as part of the planning process within the conditions of the approved policy.
- 1.9 The Chief Constable shall be responsible for undertaking the partnership funding arrangements, in accordance with the policies and approvals of the Police Authority. The Chief Constable shall consider the overall governance arrangements and legal issues when arranging contracts with external bodies.
- 1.10 The Chief Constable, upon taking appropriate advice, shall ensure that:
- before entering into the agreement, ~~a risk management appraisal has been prepared~~ a *'Partnership – Risk Assessment Check List'* (as set out in the *Partnerships Policy*) is completed and any issues identified suitably addressed
 - such agreements do not impact adversely upon the services provided by the Authority
 - project appraisal is in place to assess the viability of the project in terms of resources, staffing and expertise
 - all arrangements are properly documented
 - regular communication is held with other partners throughout the project in order to achieve the most successful outcome
 - audit and control requirements are satisfied.
- 1.11 The Chief Executive shall maintain a register of all partnership arrangements.
- 1.12 The Chief Constable shall ensure that all staff involved in partnership arrangements are given access to *the Partnership Policy*, Financial Regulations and Standing Orders (~~on Tenders and Contracts~~). On occasion, the possibility of non compliance with these Regulations may arise from entering into partnership arrangements. In such cases, prior approval of the Police Authority should be sought in order to waive the regulations.