

**To:** Finance and Resources Committee

**From:** Chief Constable and Treasurer

**Date:** 22<sup>nd</sup> February 2010

**REVENUE MONITORING 2009/10**

**1. Purpose**

1.1 This report updates the Committee on spend against the approved 2009/10 Revenue Budget for the 9 months ended 31<sup>st</sup> December 2009.

**2. Overview**

2.1 The Committee will recall that the revenue budget for 2009/10 was approved at the Police Authority's meeting on 13<sup>th</sup> February 2009:-

	<b>£m</b>	<b>%</b>
Budget Requirement	125.6	
<b><i>Financed by</i></b>		
Police Grant	48.5	38.6
General Government Grants	32.5	25.9
Council Tax	44.6	35.5

2.2 A detailed statement of actual spend against budget is set out at Appendix 1 and a summary is given at Table 1 below.

2.3 The figures are also presented with an indicative forecast of outturn. Such forecasts should be approached with caution as costs can always escalate rapidly given a number of significant incidents or operations. The forecasting exercise has, however, revealed a number of budgetary trends (para. 3.5 below). The cumulative effect of these trends is a forecast overall overspend in the region of £0.3m or 0.3% of Net Revenue Budget.

### 3. Significant Variances - Revenue

**Table 1 (all figures £'000)**

Variance to Nov		2009/10 Budget	2009/10 Budget YTD to Dec 09	2009/10 Actual to Dec 09	Variance	Variance %	Projected Outturn
-0.3	Police Officer Pay & Allowances	55.6	41.7	41.4	-0.3	-0.7%	-0.4
0.2	Police Officer Overtime	3.0	2.0	2.3	0.3	14.2%	0.5
0.0	PCSO Pay & Overtime	5.6	4.3	4.3	0.0	-0.8%	0.0
0.0	Police Staff Pay & Overtime	31.3	23.5	23.5	0.0	0.0%	0.1
0.0	Other Employee Expenses	1.6	1.2	1.2	0.0	-1.3%	0.0
<b>-0.1</b>	<b>Total Employee Costs</b>	<b>97.3</b>	<b>72.7</b>	<b>72.7</b>	<b>0.0</b>	<b>-0.1%</b>	<b>0.2</b>
0.0	Net Cost of Police Pensions	14.4	10.6	10.6	0.0	0.0%	0.0
0.0	Premises Costs	4.2	3.1	3.1	0.0	0.8%	0.1
0.1	Transport	2.1	1.5	1.6	0.1	5.7%	0.2
0.3	Supplies and Services	19.5	13.1	13.6	0.5	3.7%	0.7
<b>0.3</b>	<b>Gross Revenue Expenditure</b>	<b>137.4</b>	<b>101.1</b>	<b>101.6</b>	<b>0.5</b>	<b>0.5%</b>	<b>1.1</b>
-0.3	Income	-11.9	-8.5	-9.1	-0.6	6.6%	-0.7
-0.1	Capital Financing Costs	1.5	0.3	0.3	0.0	0.0%	0.0
0.0	Contributions +to / -from Reserves	-1.2	0.0	0.0	0.0	0.0%	0.0
0.0	Hosted Service & Holding Accounts	-0.2	0.0	0.0	0.0	0.0%	-0.1
<b>-0.1</b>	<b>Net Budget Requirement</b>	<b>125.6</b>	<b>92.8</b>	<b>92.8</b>	<b>0.0</b>	<b>0.0%</b>	<b>0.3</b>
<b>0.1</b>	<b>Police Officer Overtime less rechargeable operations</b>	<b>0.0</b>	<b>2.0</b>	<b>2.2</b>	<b>0.1</b>	<b>5.7%</b>	

Note: numbers may not cast due to roundings.

- 3.1 The budget at the end of December is in balance at a very marginal underspend of £33k or 0.04% of Net Revenue Budget. The underspending at the same point last year was £1.3m.
- 3.2 Principal variances against budget include underspending against Police and Police Staff pay budgets offset by overspending on Police Staff overtime and agency staff and a range of goods and services. A subjective expenditure report is set out at Appendix 1 together with detailed notes which also highlight variances in staffing budgets, particularly police pay and overtime (notes 1 and 2) and police staff pay and overtime (notes 3 and 4).
- 3.3 At its meeting on 20<sup>th</sup> January 2010 the Committee expressed concern at the level of overtime spending within Safer Communities. An extract of a paper prepared for FEB setting out the background, recent policy and procedural changes and ongoing monitoring arrangements is set out at Appendix 3.
- 3.4 The notes to Appendix 1 provide detailed breakdowns of expenditure on consultancy, legal and audit costs (note 8), subscriptions and contributions (note 9), an analysis of the spend on interpreters (note 11) and a breakdown of collaboration costs (note 12).
- 3.5 The figures are also presented with an indicative forecast of outturn. The forecasting exercise has revealed a number of budgetary trends as follows:

- 3.5.1 Total employee costs are forecast to outturn at a marginal overspend of £158k or 0.16% of budget with overspends on overtime and agency staff offsetting underspends on basic pay;
- 3.5.2 There is an accruing overspend on utility costs such that the budget is predicted to be £258k overspent at the year end;
- 3.5.3 An overspend of £140k on vehicle fuel is predicted. Fuel budgets were reduced in 2009/10 when compared with 2008/09 but prices and usage have exceeded expectations.
- 3.5.4 Predicted underspending for the year on computing costs has been revised to £181k;
- 3.5.5 Spending on interpreters is running ahead of budget and an overspend of £302k is predicted for the year; and
- 3.5.6 Interest rates in the economy are such that a shortfall in interest earned on cash balances of £270k is predicted.

#### **4. Recommendation**

- 4.1 The Committee is asked to note the report.

## BIBLIOGRAPHY

Source Document (s)	Contact Officer	Location
Budget Report Police Authority Agenda 13 <sup>th</sup> February 2009	Niki Howard Director of Finance and Resources T. (01480) 425049 E. <a href="mailto:niki.howard@cambs.pnn.police.uk">niki.howard@cambs.pnn.police.uk</a>  John Hummersone Treasurer T. (01638) 667090 E. <a href="mailto:john@hummersoneconsulting.co.uk">john@hummersoneconsulting.co.uk</a>	Cambridgeshire Police Headquarters, Hinchingsbrooke Park, Huntingdon, Cambridgeshire, PE29 6NP.
<p>Originating Officer Nicola Howard, Director of Finance</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 <b>and the relevant clause(s)</b> 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><del>Chief Executive</del>/Chief Constable/Treasurer</p> <p>Others .....</p> <p>Submitted on ...4<sup>th</sup> February 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>		

## Appendix 1

### CAMBRIDGESHIRE POLICE AUTHORITY - MONTHLY FINANCIAL REVIEW PERIOD ENDING DECEMBER 2009

#### SUBJECTIVE REPORT

Nov Var £'000		<i>Notes</i>	OFYB £'000	YTDB £'000	Actual £'000	Variance £'000	Forecast Outturn £'000
<b>Employee Costs</b>							
-349	Police Officer Pay & Allowances	<i>1</i>	55,643	41,693	41,420	-273	-379
279	Police Officer Overtime*	<i>2</i>	3,017	2,021	2,308	287	458
<b>-71</b>	<b>Sub-total Police Officers</b>		<b>58,660</b>	<b>43,714</b>	<b>43,728</b>	<b>14</b>	<b>80</b>
<b>-28</b>	<b>PCSO Pay &amp; Overtime</b>		<b>5,638</b>	<b>4,294</b>	<b>4,262</b>	<b>-32</b>	<b>-</b>
-197	Support Staff Pay	<i>3</i>	30,979	23,165	22,934	-231	-266
128	Support Staff Overtime	<i>4</i>	222	152	282	130	184
191	Agency Staff		135	213	308	95	141
<b>122</b>	<b>Sub-total Police Staff</b>		<b>31,337</b>	<b>23,530</b>	<b>23,524</b>	<b>-6</b>	<b>59</b>
-80	Training		1,344	926	842	-84	-82
76	Other Employee Allowances	<i>5</i>	299	266	334	68	101
<b>-4</b>	<b>Other Employee Costs</b>		<b>1,642</b>	<b>1,192</b>	<b>1,176</b>	<b>-16</b>	<b>19</b>
<b>19</b>	<b>Total Employee Costs</b>		<b>97,277</b>	<b>72,730</b>	<b>72,690</b>	<b>-40</b>	<b>158</b>
<b>Police Authority Police Pension Costs</b>							
63	Pensions - Notional Employer Contributions- Expenditure		11,766	8,824	8,919	94	-
-89	Injury Pensions		2,149	1,791	1,693	-98	-
-	Ill-Health Retirement Capital Charge - Expenditure		480	-	-	-	-
<b>-26</b>	<b>Total Police Authority Police Pension Costs</b>		<b>14,395</b>	<b>10,615</b>	<b>10,612</b>	<b>-3</b>	<b>-</b>
<b>Premises Costs</b>							
2	Building Repairs, Alterations & Maintenance		902	582	594	12	28
152	Utility Costs		984	653	872	219	258
-114	Rent & Rates	<i>6</i>	1,416	1,258	1,040	-218	-220
-3	Other Premises Costs		104	72	77	5	2
-6	Cleaning		780	551	556	6	-1
<b>30</b>	<b>Total Premises Costs</b>		<b>4,186</b>	<b>3,115</b>	<b>3,139</b>	<b>24</b>	<b>66</b>
<b>Transport Costs</b>							
98	Vehicle Running Costs		1,397	1,049	1,140	91	140
-13	Hired Transport		58	46	29	-17	-19
4	Travel Expenses		599	421	434	13	31
<b>89</b>	<b>Total Transport Costs</b>		<b>2,054</b>	<b>1,517</b>	<b>1,604</b>	<b>87</b>	<b>153</b>

Nov Var £'000		Notes	OFYB £'000	YTDB £'000	Actual £'000	Variance £'000	Forecast Outturn £'000
<b>Supplies &amp; Services</b>							
-136	Computing Costs	7	3,245	2,299	2,149	-151	-181
214	Communications Costs		2,917	2,246	2,242	-4	-1
160	Consultancy, Legal & Audit Costs	8	2,444	1,180	1,429	249	294
-62	Forensic Science Service Costs		1,990	1,227	1,226	-1	-7
-2	Insurance and Risk Management		1,169	920	924	4	4
102	Subscriptions & Contributions	9	1,201	825	915	90	87
106	Equipment & Materials		1,051	627	734	107	182
-101	Clothing, Uniforms & Laundry		869	479	341	-139	-249
-10	Equipment - Helicopter		828	614	627	13	8
79	Other Supplies & Services	10	822	613	671	58	132
-10	Printing, Stationery & General Office Expenses		787	510	483	-28	-4
212	Interpreters	11	506	348	590	242	302
8	Informants, Identity Parades & Vetting		461	282	266	-16	2
-6	Catering		347	239	238	-1	-3
5	Police National Computer Charges		306	306	313	7	7
-23	Conference & Seminar Costs		272	189	186	-3	-5
1	Staff Subsistence Expenses		168	116	132	16	41
16	Doctors - Medicals and Prisoners		72	52	76	23	51
-7	Police Authority Allowances & Expenses		38	29	22	-6	-4
17	Mutual Aid		-	-	19	19	19
<b>563</b>	<b>Total Supplies &amp; Services</b>		<b>19,493</b>	<b>13,103</b>	<b>13,582</b>	<b>479</b>	<b>675</b>
<b>675</b>	<b>GROSS REVENUE EXPENDITURE</b>	12	<b>137,406</b>	<b>101,080</b>	<b>101,627</b>	<b>547</b>	<b>1,052</b>
<b>Income</b>							
-113	Special Government Grants	13	-9,344	-6,551	-6,931	-380	-420
-31	Sales, Fees & Charges		-1,058	-684	-754	-70	-107
42	Other Grants & Contributions		-401	-396	-438	-41	-82
51	Rental Income		-323	-263	-136	127	173
181	Interest on Balances	14	-300	-230	-21	209	270
-202	Charges for Police Services		-232	-189	-417	-228	-269
-19	Other Income		-120	-90	-143	-53	-46
-136	Costs Recovered	15	-95	-91	-214	-124	-177
<b>-228</b>	<b>Total Income</b>		<b>-11,874</b>	<b>-8,494</b>	<b>-9,055</b>	<b>-560</b>	<b>-659</b>
<b>447</b>	<b>NET REVENUE EXPENDITURE</b>		<b>125,532</b>	<b>92,586</b>	<b>92,572</b>	<b>-13</b>	<b>393</b>
-222	<b>Capital Financing Costs</b>	16	1,459	252	252	-	-
-	<b>Contributions +to / -from Reserves</b>		-1,169	-	-	-	-
<b>Holding Accounts and Hosted Services</b>							
-18	Seconded Officers Net Recharge		-10	153	134	-19	-9
-	Hosted Services		-205	-183	-183	-	-65
<b>206</b>	<b>NET BUDGET REQUIREMENT</b>		<b>125,606</b>	<b>92,808</b>	<b>92,775</b>	<b>-33</b>	<b>319</b>
126	<i>*Police Officer Overtime less rechargeable operations</i>			2,021	2,153	132	

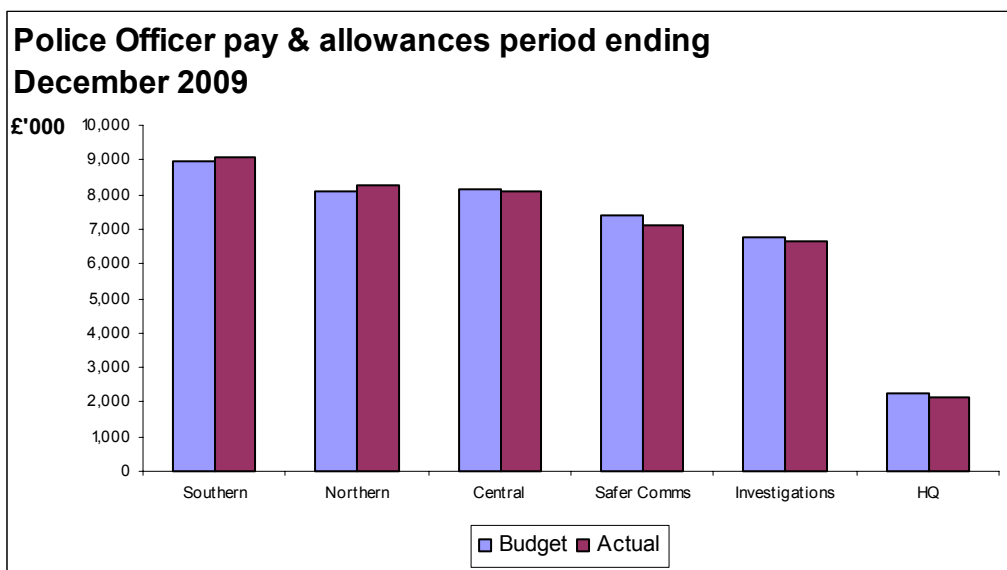
Note: figures may not cast due to roundings

1. **Police Officer Pay & Allowances**

1.1 Police Officer pay and allowances budgets are underspent by £273k at the end of December. Underspending arises because leavers in the period have generated savings which exceed the costs of the 31 recruits who joined on 6<sup>th</sup> July. Projecting current costs forward and accounting for actual recruitment in December and planned recruitment in March produces a forecast underspend of £379k or 0.7% of budget for the year.

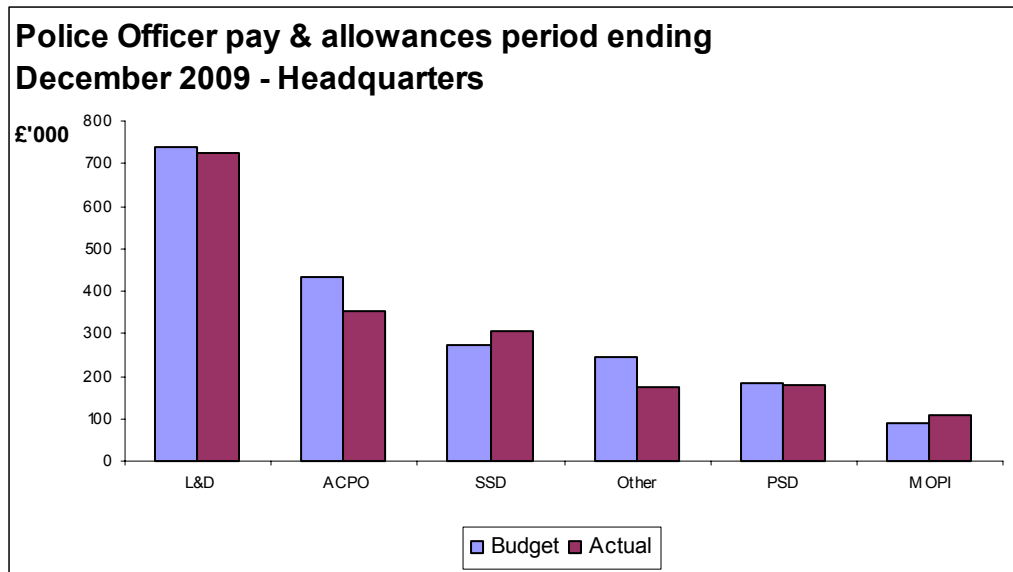
1.2 Graph 1 below sets out underspending by Division.

**Graph 1**



- 1.3 A breakdown of underspending across the Headquarters department is set out at Graph 2 below:

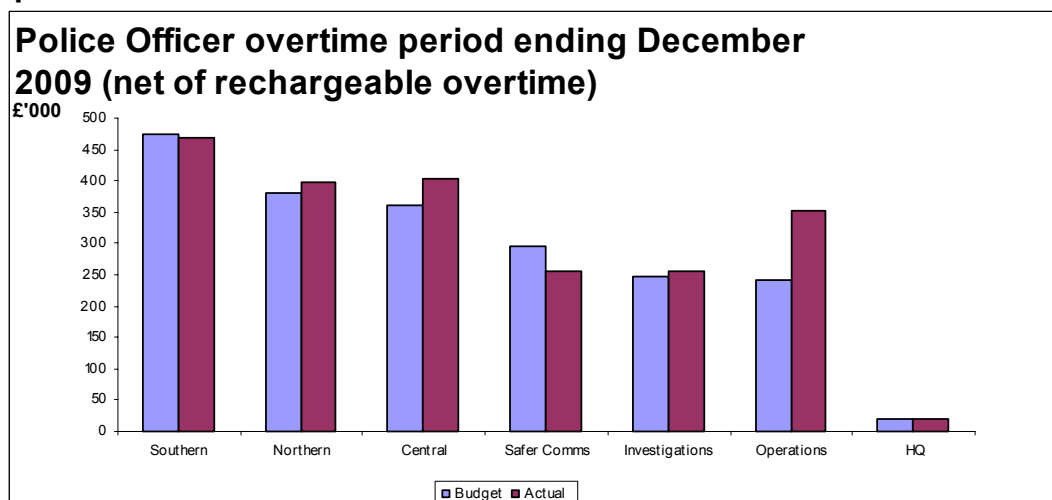
**Graph 2**



## 2. Police Officer Overtime

- 2.1 Police Officer overtime is overspent by £287k at the end of December. However, the figures include some £155k in respect of rechargeable operations which reduces the overspend to £132k (para. 15 below).
- 2.2 An extract of a paper prepared for FEB setting out the background, recent policy and procedural changes and ongoing monitoring arrangements in respect of police overtime spending in Safer Communities is set out at Appendix 3.
- 2.3 Graph 3 and Table 3 below sets out spend against budget by Division / Department:

**Graph 3**



**Table 3 (all figures £'000) – Police Officer overtime period ending December 2009 (net of rechargeable overtime)**

	Budget	Actual	Variance	%
Southern	475	468	-7	-1.4%
Northern	382	399	17	4.5%
Central	360	403	43	11.9%
Safer Comms	295	256	-39	-13.4%
Investigations	247	257	10	4.0%
Operations	243	351	108	44.7%
HQ	19	20	0	2.5%
<b>Total</b>	<b>2,021</b>	<b>2,153</b>	<b>133</b>	<b>6.6%</b>

2.4 Table 4 below sets out rechargeable overtime incurred to date:

**Table 4 (all figures £'000) – Rechargeable Police Officer overtime period ending December 2009**

Operation	£'000
Barium	47.5
Glencoe	10.5
Median	33.3
Browse	1.9
Paddle	8.8
Mornington	8.1
Midsummer Fair	8.0
Strawberry fair 2009	9.0
Pathway	5.3
Navan(Op Dunloy)	9.8
Repetition	12.6
<b>Total</b>	<b>154.8</b>

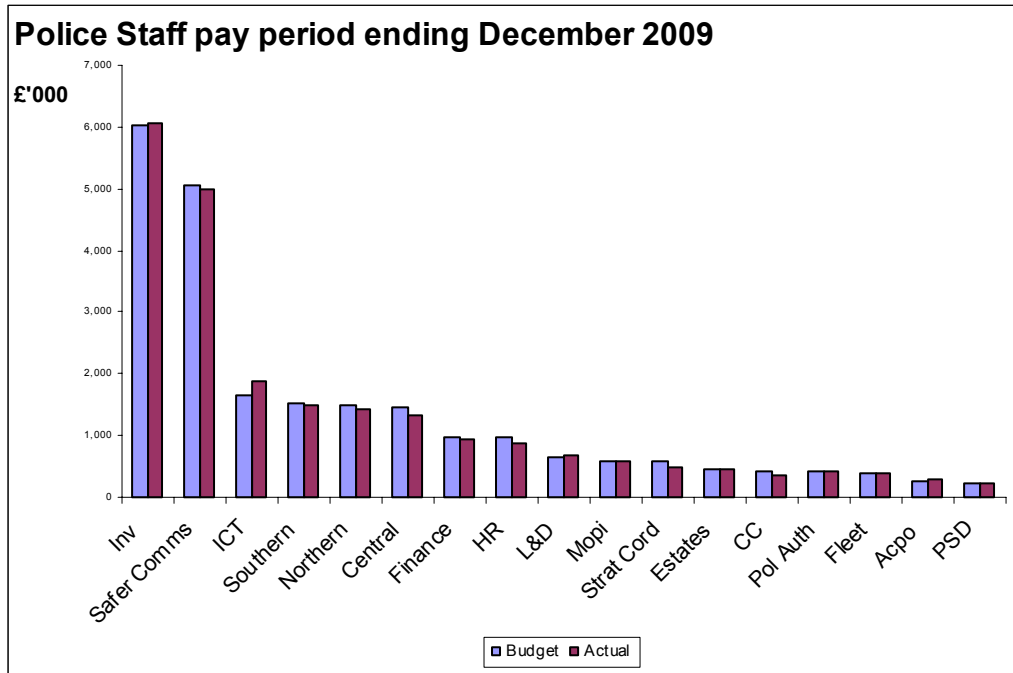
### 3. Police Staff

- 3.1 Police Staff pay is £231k underspent at the end of December (November £197k) after budgets have been reduced by the required turnover factor of 3.7%, compared with an underspend of £1.5m at the same point last year.
- 3.2 An analysis of support staff vacancies, which were running at 57.44 fte at the end of January, is set out at Appendix 2. It should be noted that budget holders will need to hold vacancies throughout the year in order to meet the 3.7% turnover factor.
- 3.3 General underspending is net of an overspend in ICT which reached £213k at the end of December (November: £191k), although a year end transfer of staff costs to the capital account may well reduce the outturn variance.

3.4 It should also be noted that underspending on Police Staff to the end of December has been largely offset by spending on overtime (para. 4 below) and agency staff such that a marginal underspend on total Police Staff related costs of £6k has been recorded.

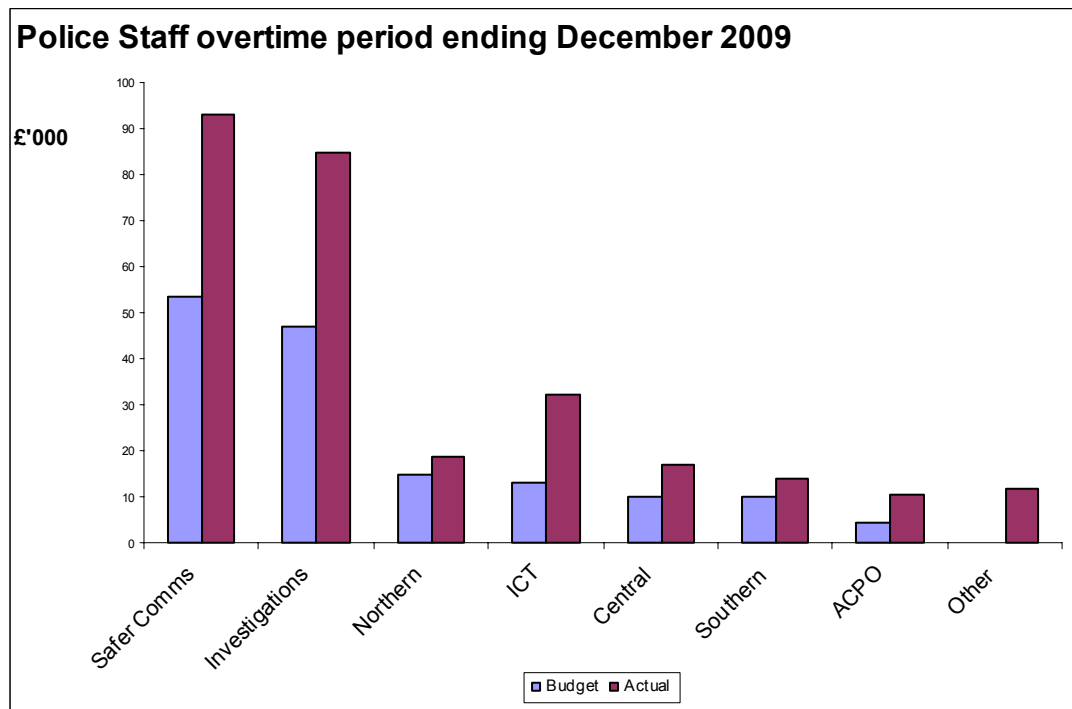
3.5 Graph 4 sets out spend against budget by Division / Department.

**Graph 4**



4. **Police Staff Overtime** - spending on police staff overtime is £130k ahead of budget at the end of December (November £128k). The principal overtime spends are in Safer Communities, Investigations and ICT as set out in Graph 5 below. An extract of a paper prepared for FEB setting out the background, recent policy and procedural changes and ongoing monitoring arrangements in respect of police staff overtime spending in Safer Communities is set out at Appendix 3.

**Graph 5**



5. **Other employee allowances** - spending in this area is £68k ahead of budget largely as the result of the capital costs of early retirement charged to the Strategic Development Department and the costs of advertising for support staff offset against the savings arising from vacancies held (para. 3.2 above).
6. **Rent and Rates** – underspending is £218k at the end of December because charges for Copse Court – unoccupied for much of the year – and Monks Wood – completing later than anticipated – are running behind budget. An underspend of £220k is anticipated for the year.
7. **Computing Costs** are £151k behind budget at the end of December although savings are expected to be offset by spending in other areas of the ICT budget.

8. **Consultancy, Legal & Audit Costs** - a breakdown of expenditure included in this line is set out below:

	<b>YTDB</b>	<b>Actual</b>	<b>Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Consultants - Operational	99	74	-24
Consultants - Non-Operational	763	865	101
Legal Fees - Civil	115	121	6
Legal Fees - Criminal	4	1	-2
Legal Fees - Commercial	63	120	56
Payroll Support	19	48	30
Pensions Administration	0	54	54
External Audit Fees	30	65	35
Internal Audit	47	45	-3
Police Authority Treasurer	40	37	-3
	<b>1,180</b>	<b>1,429</b>	<b>249</b>

*Note: figures may not cast due to roundings*

- 8.1 An analysis of expenditure on non-operational consultancy is set out below:

	<b>YTDB</b>	<b>Actual</b>	<b>Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Estates Consultancy	26	38	12
HR & Training Consultancy	20	23	3
ICT Consultancy	3	43	40
Medical & Forensic Services	670	711	41
Other Consultancy	44	50	5
<b>Grand Total</b>	<b>763</b>	<b>865</b>	<b>101</b>

*Note: figures may not cast due to roundings*

9. **Subscriptions & Contributions** - a breakdown of expenditure recorded against this line is set out below:

	<b>YTDB</b>	<b>Actual</b>	<b>Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Contributions - General	343	318	-25
Subscriptions - General	150	14	-136
Contributions - Youth Offending Team	113	114	2
Subscriptions - Corporate	64	62	-3
Contributs - Partnerships & Projects Other	20	35	16
Grant - Other	40	41	1
Contributions - ACPO Initiatives	38	275	238
Contributs - C&D Partnerships	23	18	-6
Subscriptions - Professional	19	19	0
Contributions - Crimestoppers	16	19	4
	<b>825</b>	<b>915</b>	<b>90</b>

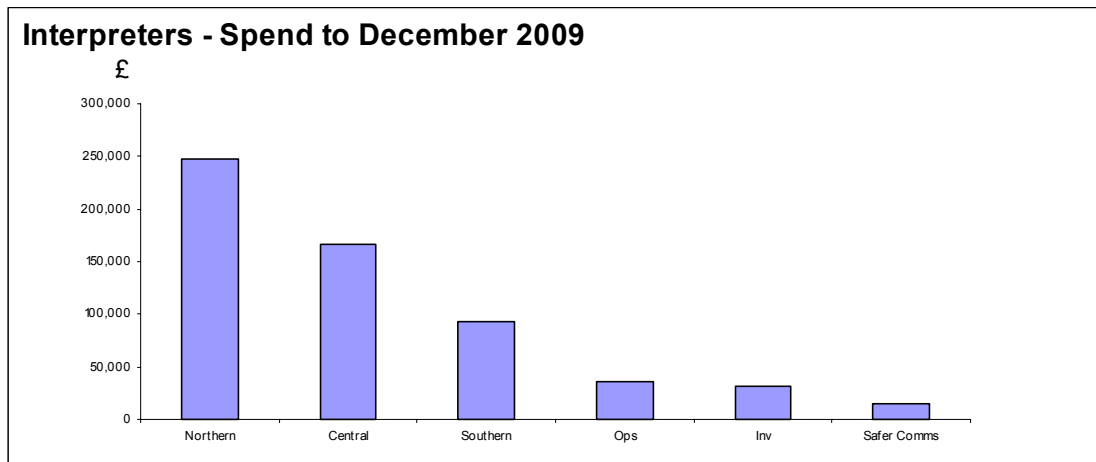
*Note: figures may not cast due to roundings*

Spending on ACPO initiatives includes an unbudgeted £121k contribution to the Eastern Region Intelligence Unit, £50k for project Anglian Shield and £30k

funding for the National Public Order Intelligence Unit – expenditure partially offset by underspending against general subscriptions budgets.

10. **Other supplies and services** - expenditure against this line includes some £78k interest on backdated police officer commutations resulting from the recent Home Office changes to the commutation factors. The Force has reclaimed this expenditure from the Home Office.
11. **Interpreters** - spending is some £242k ahead of budget to the end of December (November £212k). Graph 6 below sets out spending by Division / Department.

**Graph 6**



12. **Collaboration Costs** - Gross Revenue Expenditure includes the following costs recorded against the 6 Counties Collaboration cost centre:

	YTDB £'000	Actual £'000	Variance £'000
Other Grants & Contributions	79	79	0
Police Officer Pay & Allowances	44	25	-19
Support Staff Pay	20	7	-13
Rent & Rates	14	3	-10
Consultancy, Legal & Audit Costs	8	8	0
Other Supplies & Services	8	1	-7
Communications Costs	6	1	-5
Printing, Stationery & General Office Expenses	2	0	-2
Equipment & Materials	1	0	-1
Travel Expenses	1	2	1
Staff Subsistence Expenses	0	0	0
Computing Costs	0	0	0
Conference & Seminar Costs	0	0	0
Other Employee Allowances	0	1	1
<b>Grand Total</b>	<b>182</b>	<b>126</b>	<b>-56</b>

*Note: figures may not cast due to roundings*

13. **Special Government Grants** – the Authority has benefited from a £62k grant in respect of PCSO's which was received in the prior year but applied in this following Home Office indications that clawback will not be enforced.

14. **Interest on Balances** – the Authority is currently earning interest on its cash balances at rates in the region of 0.25% which are significantly less than budget. An underrecovery of £270k is predicted for the year.
15. **Costs Recovered** - this line includes costs recovered in respect of rechargeable overtime incurred, principally on operations Barium and Glencoe (para. 2.3) above.
16. **Capital Financing Costs** – the Authority has not borrowed so far this year since internal cash resources have proved adequate to fund capital expenditure to date. It is rational to use internal cash since the Authority is forsaking interest earned at 0.25% and avoiding interest payable at 4.25%. It is proposed to credit any underspending against this budget to capital reserves at the year end.

## Appendix 2

### SUPPORT STAFF VACANCIES AS AT JANUARY 2010

DIVISION	TOTAL	FTE	Budgeted Fte	% of Budget	GRADE	JOB DESCRIPTION
CENTRAL	0	0.00	70.37	0.00		
SOUTHERN	2	1.00	66.43	3.01	SC5	Civilian Investigators (2 part time posts)
		1.00			SC 2-3	Caretaker
NORTHERN	3.54	0.54	68.62	5.16	SC 2/3	CIMU Assistant
		3.00			SC3/4	3 x Detention Officer
INVESTIGATIONS	18.35		285.26	6.43		
		1.00			SO2	Snr CSI
		1.00			Sc4-6	CSI Level 2
		1.00			SO1	Digital Evidence Recovery Officer
		1.00			Sc3-4	Visor Administrator
		0.54			Sc4-6	SARC Office Manager
		1.00			SO2	Snr Crime Analyst
		1.00			Sc6 - SO1	Analyst
		1.00			Sc4-5	Intelligence Researcher
		1.00			Mb1	Covert Mgt & Authorities Unit Manager
		1.00			Sc4-5	CTO Team Leader
		2.00			Sc2-3	CTO Asst (x2)
		3.00			Sc2-3	Tape Librarian/PTI Typist (x3)
		1.00			Sc2-3	Case File Administrator
		1.00			Sc5	Case File Enquiry Officer
SAFER COMMS	12.74	1.81			Sc2/3	PNC Administrators (3 Posts 67hrs, 1x28,1x24,1x15)
		0.34	220.41	5.78	SC6	Supervisor
		0.30			SC4	Call Handler
		5.20			SC3-4	Customer Services Operator
		0.77			SC3-4	Operator
		0.81			SC5	Project Support officer
		0.32			SC5	Alarms Post
		0.50			SC3	Abnormal loads Post
		2.00			SC3	Firearms Licensing Administrator
		2.50			SC5	Firearms Licensing Officer
L&D	0	0.00	29.77			
HR	1.81	1.00	40.26	4.50	MB1	Career Development Manager
		0.81			SC 2/3	HR Assistant
PSD	1	1.00	10.5	9.52	SO1	Civil claims Investigator
SDD	2	1.00	220.41	0.91	MB3b	PMO Manager
		1.00			SC6	Business Support Officer
ACPO	0	0.00	4			
CORP COMMS	1	1.00	14.36	6.96	MB1	Web Manager/Digital Comms
POLICE AUTH	1	1.00	7.59	13.18	SC4	ICV Scheme Co-ordinator/Panel Support
FINANCE	3	1.00	34.72	8.64	Sc 5	Trainee accountant
		1.00			Sc5	Claims Technician
		1.00			SO1	Strategic accountant
ICT	8	1.00	58.86	13.59	SO2	Communications Team Leader
		1.00			SO1	Analyst Programmer
		1.00			SO1	DBA
		1.00			SC5	ICT Service Level & Resource Analyst
		1.00			SO1	Workstream Manager
		2.00			SC4	ICT Configuration Change & Release Co-ordinator
		1.00			SC4	ICT Support Trainee Engineer
ESTATES	3	1.00	21.73	13.81	SC2/3	Stores administrative assistant
		2.00			SC2/3	Site Officer x 2
MOPI	0	0.00	31.35	0.00		
FLEET	0	0.00	21	0.00		
<b>GRAND TOTAL</b>	<b>57.44</b>	<b>57.44</b>				

**To:** Force Executive Board  
**From:** Chief Superintendent Nigel Sunman  
**Date:** 1 February 2010

## **SAFER COMMUNITIES OVERTIME SPENDING 2009/10**

### **1. Purpose**

- 1.1 The paper is intended to raise awareness of the Board as to the monitoring and control of overtime spending on police staff and officers from the Safer Communities revenue budget.

### **2. Background**

- 2.1 There has been a significant use of overtime on the Safer Communities revenue budget with particularly high spends in the Tactical Firearms Unit ("TFU") for police officers and the Force Control Room ("FCR") for police staff.

#### **2.2 TFU**

- 2.2.1 Historically TFU do not roster Tactical Advisers across the full range of shifts and therefore calls for tactical advice outside rostered hours are dealt with by payment of overtime at rest day rates.

- 2.2.2 It should be noted that the call out of tactical firearms and advisors cannot be controlled as it is at the discretion of the firearms commander when firearms intervention is sought or used.

#### **2.3 FCR**

- 2.3.1 At the beginning of the 2009/10 budget year there were vacancies within the FCR and these were covered using overtime for retention on duty or paid rest days. Following a period of recruitment the FCR was at almost maximum staffing by autumn 2009 but overtime costs continued to accrue.

- 2.3.2 At the beginning of the 2009/10 financial year it was established that the allocated budget for police staff was insufficient to cover the requirements to staff the Contact Management areas for the 9 bank holidays in the year. This was confirmed as a budget pressure at the Safer Communities Star Chamber in July and a projected overspend figure given. It was therefore known that this budget area would be overspent, although the additional continued use of overtime has driven this overspend to a higher figure.

### **3. Current Situation**

#### **3.1 TFU**

3.1.1 The TFU shift pattern has recently been changed and tactical advisers have been rostered on to shifts where possible. The TFU shift pattern changes have now been implemented and the number of tactical advisers available to the force is being reviewed but this will not impact on out of hours call outs involving spontaneous firearms events. The effect of these changes cannot yet be seen in the overtime returns and therefore there is no new data that can confirm whether these changes will reduce the overtime requirement in this area.

#### **3.2 FCR**

3.2.1 A new protocol has been agreed for managing shifts and abstractions in the FCR and shift numbers have been confirmed at a minimum of 13 during the week and 14 at weekends. Changes of duty with more than 15 days notice are now being managed by giving days off in lieu and not payment.

3.2.2 Further training and guidance has been given to the Resource Officer on forward planning for shortages and the FCR Manager is scrutinising all claims and challenging breaches of the new protocol as necessary.

3.2.3 Other measures have also been agreed to manage and control the use of overtime and this has seen the pattern of overtime since September change as follows:

September - 483.75 hours of general overtime worked and approved. This is the highest level of hours used in the current year 09/10.

October – 386.25 hours of general overtime worked and approved.

November – 134.25 hours of general overtime worked and approved.

December – 15 hours of general overtime worked and approved. The overall spend for December will be high as 785 hours of overtime were required to cover the FCR shifts for the 3 December bank holidays, including the additional police bank holiday.

### **4. Recommendation**

4.1 It is recommended that the Board continue to monitor the overtime spend for Safer Communities going forward to ensure the measures put into place remain effective and closely monitored by the Safer Communities Senior Management Team and Performance Management Group.