

To: Cambridgeshire Police Authority

From: Chief Executive

Date: 20th December 2011

REPORT OF THE POLICE AUTHORITY COMMITTEE MEETINGS

1. Purpose

- 1.1 To update the Authority on the business of the various Committee and Panel meetings held on and since the 3rd October 2011.
- 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.
- 1.3 Alternatively, hard copies of documents can be obtained upon written request, via the Executive Team office.

2. Ethical Standards Committee 17th October 2011

- 2.1 Dr Mandeep Dhani was elected as Chair.
- 2.2 Annual Report

The Committee received and endorsed, with minor modification, the Annual Report and agreed this should be presented to the Full Police Authority (see below).

2.3 Impact of Publishing Members' Allowances and Attendances

The Committee agreed that the published information had increased transparency. The Committee asked that further work be carried out to insure the published data fully reflected members' commitments. The Committee agreed that records of attendance and allowances were to be published online on a biannual basis.

2.4 Members' Code of Conduct

The Chief Executive took members through a proposal which would see the 'Nolan Principles – The Seven Principles of Public Life' document become a supporting document to the Code of Conduct. It was agreed that the Members' Code of Conduct should be reviewed once the implications of the Localism Act were clear.

2.5 Review of Declaration of Interests – Exempt

Members' declarations of interest were reviewed. The Committee found no significant issues with respect to these.

Cambridgeshire Police Authority

Ethical Standards Committee Annual Report 2010

Introduction

Our future work is to ensure the maintenance of the present good standards of behaviour and conduct of the members as well as the skills of the committee members against a background of significant change with the abolition of Standards for England and the introduction of Police and Crime Commissioners. This report demonstrates the level of preparedness achieved over the past year through the committee's work plan.

Dr M Dhami
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.
- i) 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 the year 2010 one complaint was received against a member under the code of conduct and referred for assessment by a sub-committee of the Ethical Standards Committee. A decision was made that no further action was required, with a right of review.

Work of the standards committee

Cambridgeshire Ethical Standards Committee has:

- Reviewed Member's Register of interests
- Ensured more regular and detailed publication of the Members and the Chief Executives expenses
- Ensured publication of members attendance at Police Authority Panels and Committees
- 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:

- Continue to review member's declarations of interest
- Ensure continued effective training is provided
- Continue the process of learning from any concerns
- Respond to the abolition of the Standards Board
- Consider any complaints against individual members
- Ensure a process for learning lessons from concerns or complaints is in place.

3. Finance and Resources Committee 27th October 2011

3.1 Revenue Budget Monitoring 2011/12

The Committee noted the projected underspend of £2.4m (staffing budgets only) for this current financial year and were reassured that expenditure would be monitored and scrutinised in the lead up to the end of the financial year. The Constabulary was commended for reducing levels of crime despite budgetary cuts.

The costs incurred by the Constabulary during the London Riots has been submitted to the Home Office (HO) and the Treasurer agreed to follow this up.

The £100k overspend, attributed to vehicle running costs was unlikely to go down with rising petrol prices. Operation ReDesign was reviewing fleet allocation and the impact of changing the Base Command Units (BCUs). The Committee noted that travel costs would rise as a result of collaboration.

3.2 Financial Key Performance Indicators – Half Year 2011/12

The Committee noted the report including the changes that had taken place over the last 6 months. It was noted that the number of debtors had risen slowly. Large debtors historically paid on time and therefore no problems were foreseen.

3.3 Medium Term Financial Plan 2012/13 to 2015/16

The Committee considered the report which updated the 2011/15 MTFP approved in February 2011. Although the budget for 2011/12 was balanced the MTFP identified a budget gap of £10m to 2014/15. The predicted £3m underspend in this financial year could be used to support the budget.

The Committee was informed of the implications of the 2011/12 Council Tax Freeze Grant, which when removed in 2014/15 would widen the budget gap by £1.2m unless a 2.5% council tax increase was possible. Another grant had been offered for 2013/14, equivalent to 3% council tax increase, this would be payable for one year and Council tax would have to rise by 3% in 2013/14 to replace the grant or the budget gap would widen by £1.5m. The Committee agreed that a coordinated approach should be taken with the county and districts when considering whether or not to accept the 2012/13 grant. The committee agreed that community engagement should begin as soon as possible.

The Committee noted the number of Inspectors in post would not be in line with new establishments until 2014/15. The Committee raised the affordability of the 10 extra police officers in 2012/13 and 2013/14, given the budget gap.

3.4 Air Support Update

The Committee was advised of the closure of the aircraft base at Henlow which would impact on the plan for a split service from Chiltern for the Eastern Region. The Committee were made aware of the need for a local air support strategy to support the national programme. It was noted that only a proportion of the £500k original savings estimated would be released in 2012/13. The Committee agreed it was not feasible to maintain an independent police helicopter and that full support should be given to developing regional, borderless air support services given the current financial constraints. It was noted that Cambridgeshire had not seen and therefore had not yet approved the new final financial arrangements for the national scheme.

3.5 Project Athena Section 23 – Exempt

The Committee noted the latest developments, including the final business case, the Operations Section 23 Agreement and likely costs.

4. Custody Visitors' Panel 14th November 2011

4.1 The Panel considered a set of regular reports including a review of issues raised by ICVs during the reporting period and an update on the local ICV Panel meetings.

4.2 Scheme Operation and Management Update

The Head of Communications and Engagement having returned from maternity leave had resumed her responsibility for oversight of the Scheme. The newly appointed ICV & Engagement Co-ordinator would provide day to day support for the scheme going forward.

Recruitment of volunteers was a priority with eight current vacancies, but work was progressing well on filling these. A number of routes for the recruitment of volunteers had been used over the last two months to ensure the scheme maintains a diverse group of volunteers, reflective of the local communities in Cambridgeshire.

There had been an increase in the number of non-english detainees since Self-Introduction was implemented, and the number of refusals has decreased.

Training needs for individuals on the Panels were to be identified at the local Panel meetings. Priority for training remained with the new intake of volunteers. Discussion was taking place with a view to sharing training opportunities with other Authorities in the Eastern Region as and when these arose.

4.3 Special Reports

The committee received and considered a number of special reports:

Arrangements for independent custody visits to standby cell facilities

The custody suite in March had been a designated standby cell facility since the opening of the Kings Lynn PIC. A protocol had been developed to support the continuation of custody visiting to March. Visits to March had resumed.

Custody Data – Arrested Persons

The Panel was provided with a template of statistical information pertaining to arrested persons. Further work was required to clarify the purpose the data serves and feedback mechanisms required. It was agreed that a brief overview of statistics could be provided if required to local ICV panels to allow them to pick up trends in data and maintain transparency.

Custody Cell Cleaning

The focus of this report was on the improvement in the cleaning standards in cells across the Constabulary. It was noted that there were fewer cleaning issues reported by ICVs over the last quarter, and that tighter controls of cleaning contractors had been put in place. There was also focus on the rotation of detainees in cells to allow cleaning to take place.

ICV Scheme - Reports from April to September 2011

The discussion of these reports focused on the Constabulary taking a more “pro-active” approach in identifying issues in cells through regular inspections by custody staff. The Panel agreed that ICVs should be informed of any issues already noted by the custody staff at the beginning of a visit.

Concerns were raised the length of time spent by immigration detainees awaiting collection by the Border Control Agency. The Constabulary explained that delays in pickups may not be isolated to Cambridgeshire, and could affect other areas. It was agreed that the Constabulary would write to the ACPO Immigration Lead about the issue.

5. People and Professional Standards Committee 22nd November 2011

5.1 Workforce Report

The Committee received a report which highlighted there were 9.4 full time equivalent Sergeants more than the planned forecast and reductions in numbers relied heavily on officers leaving when reaching 30 years service. The reduction in officer numbers was concentrated on supervisory grades.

Retirement after 30 years service was discussed and the potential use of Police Regulation A19 to rebalance staff levels. The DCC advised that it had not yet been needed.

The Committee was reassured that the number of supervisors (to constables) was reducing towards the ratios seen in other constabularies and this should not impact upon service.

The Committee discussed strengthening the powers available to the PCSOs and the DCC confirmed that PCSOs currently operate with all the powers, allowed by law, available to them.

The new PDR process project was near completion and would help to provide support and find problems in the workforce, a necessary tool in the current financial climate.

5.2 Overview of Complaints

The DCC highlighted that there were no significant trends or patterns in the latest data sets. There had been a rise in the number of complaints in areas including, 'oppressive conduct/harassment' and 'neglect of duty/irregularity' and this would be monitored closely.

5.3 Response to Members Review of PSD Files

The Chairman informed the Committee that the file review dip sampling findings had been reassuring.

5.4 Learning the Lessons Bulletin 13

The report differed from the normal format in that it did not circulate learning points arising from investigations of significant complaint and misconduct cases primarily investigated and directed by the IPCC.

5.5 Learning the Lessons Bulletin 14

Robust work had taken place by the Constabulary to ensure that lessons were learnt. The Committee asked if the number of complaints made against an individual officer was monitored and were advised that Centurion acted as a failsafe, alerting management, as and when 3 complaints have been made against an officer within a year.

5.6 Agenda Planning and Future of Committee

The Committee were reminded of the Authority's risks for which the committee acted as a controls assurance. The Committee received an update on transition planning, in particular work on complaints. The PCC will have an overview of complaints and will determine what procedures are required. The value of transparency when dealing with complaints in relation to transition to the PCC was highlighted.

5.7 Consideration of Individual Complaints and Discipline Matters - Exempt

The Committee noted that there were no complaints over 120 days outstanding and commended the Constabulary on its work.

5.8 Individual Complaints and Misconduct Matters (senior officers) - Exempt

The Committee were reminded that the handling of complaints had been delegated to the Chief Executive in consultation with the Chairman of the Committee, involving members as required. Detailed reporting to the Committee was necessary to maintain strong oversight of this delegated management.

5.9 IPCC's independent investigation of a death in police custody- Exempt

The Committee received the report and the Constabulary will produce a follow up report to ensure lessons are learnt.

6. Governance and Audit Committee 7th December 2011

6.1 2011/12 Internal Audit Plan Progress Report

The Committee was provided with the progress report on the 2011/12 Internal Audit Plan. Six reports had been finalised since the last committee meeting and no common weaknesses have been identified in the reports so far for 2011/12. The Committee agreed that following discussions with the external auditor, three year reviews of some financial systems would be appropriate.

6.2 Pay Policy

The Committee was advised that a new pay policy would be required when the Windsor Review was published. In the meantime, the Constabulary already had a number of policies covering pay. The Committee agreed to leave any follow up actions to the People and Professional Standards Committee.

6.3 Consolidated Action Plans (Internal and External Audit Recommendations) – Finance

The Committee received an action plan on all recommendations relating to financial audits only. All of the 7 recommendations were new, 3 of the 7 recommendations were green/complete. With regard to the Expenses and Benefits policy; the Committee was advised that Hertfordshire's electronic expense system was likely to be adopted to better support co-located staff.

6.4 Report to Management – Statement of Accounts 2010/11

The Committee received a report summarising the issues arising from the statement of accounts audit in 2010/11 and follow up of 2009/10 and 2008/09 recommendations. There were 3 new recommendations for 2010/11, all of which had a low priority.

6.5 Audit Letter 2010/11

The brief final Audit Report for 2011/12 showed the Authority and Constabulary in a good light. The Committee commended all those who had been involved during the year.

6.6 External Audit Fees 2011/12

The Committee discussed audit fees and noted their gradual reduction over the years. The fees were now at 'scale' Fees for 2012/13 would depend on the Audit Commission's tendering of audit work and whether the Authority (PCC) would be able to secure the same external auditor as Bedfordshire and Hertfordshire.

6.7 Contracts and Procurement Report – Half Year to 30 September 2011

The Committee received a report on the work of the Contracts and Procurement function over the period 1 April 2011 to 30 September 2011:-

- A new joint procurement department in collaboration with Bedfordshire and Hertfordshire was established on 1 April 2011.
- Exemptions (from competitive process) were reducing and further work was being done with Contracts to ensure more choice, better cost and ease of acquisition.
- Cashable savings were on target for 2011/12.
- Spends over £500 had been approved for publishing on the Constabulary Website.

6.8 Agenda Plan and Future of Committees

The Committee noted the likelihood of the need for an Audit Committee as the future of governance processes become clearer for the PCC. The Committee was also assured that planning was underway to ensure all existing committee structures and governance arrangements were worked through before November 2012.

6.9 Constabulary Risk Management- Exempt

The Committee received a report on Constabulary risk management. The Constabulary's 'Top 10' Operational and Strategic risks will be brought to the meeting in March 2012.

6.10 Police Authority Risk Management- Exempt

The Committee received a report on the Police Authorities approach to risk management and was asked to note two key changes to the draft risk register; the treatment of risks in major projects (i.e. Collaboration/Transition) and assessment of the risks posed to achieving financial balance.

The Committee noted the need to ensure strategic planning was linked with financial planning and ensure links with the controls assurances of the Policing Plan.

7. Finance and Resources Committee 9th December 2011

7.1 Revenue Budget Monitoring 2011/12

The Committee noted a projected outturn of £4.2m (3.2%). This was largely attributable to the staffing freeze and higher than anticipated staff turnover. Significant savings had also been made on the purchasing of goods and services as all expenditure was being scrutinised

7.2 Capital Programme Monitoring 2011/12

The Committee noted the projected outturn of £5.3m (78%) against budgeted capital payments of £6.9m. The slippage was primarily due to problems (already reported) with fleet vehicle procurement. It was likely that a carry forward of the fleet vehicle allocation would be requested and that spending would catch up in 2012/13. There were no operational consequences of the delay.

The Committee approved some technical changes to the programme and approved the general direction of the Mobile Data Project. It was agreed that a further developed business case would be presented to the meeting in January 2012. The Constabulary also highlighted the urgency of a new scheme to update the command and control system (on a collaborative basis) and in respect to which a further report would be presented.

7.3 Treasury Management 2011/12

The Committee noted the updated prudential indicators and agreed to increase the proportion of funds available for investment in Money Market Funds to 50% as long as the investment was with at least 2 different funds. The Committee also noted that the Authority's Bankers no longer had the highest credit rating although minimum funds were left overnight with them.

7.4 New Strategic Alliance Booklet for Fees and Charges

The Committee approved the adoption of the new Fees and Charges booklet from December 2011.

Charging for police services arrangements were currently under discussion and would be reported in March.

7.5 Capital Programme 2012/13 to 2015/16

The Committee noted the 2013/14-2015/16 schemes and capital payments and agreed the schemes and 2012/13 capital payments to be recommended to the Full Authority.

7.6 Medium Term Financial Plan 2012/13 to 2015/16

The Treasurer explained the consequences of taking a further council tax freeze grant in 2012/13. The committee agreed to amend the assumptions for the MTFP to include a council tax increase of around 3% in 2012/13 and to the use of reserves to finance the 'overhang' of police officer salaries prior to the establishment reducing to those required for the new structure.

An updated MTFP would be presented to the January 2012 meeting of the committee when it was expected that a budget recommendation to the full Authority would be agreed. See also Agenda Item 6 on this agenda.

7.7 Agenda Planning and Future of Committee

The Committee noted the report and the impact of the Police Reform and Social Responsibilities Act and the Localism Act on the work of the Committee. The Governance and Audit Committee was reassured by the Authority's work on the transfer order to the PCC.

7.8 Carbon Management Programme Board (Oral Update)

The Committee was advised that the use of solar panels was not, at this time, economically viable due to the reduction in feed in tariffs. The Treasurer confirmed that the volt optimisation equipment for Police Headquarters had come in well below the estimates and below the allocation from the Innovation Fund agreed by the Committee, as a result similar equipment could be installed at Thorpe Wood following appraisal of the HQ benefits. The Committee gave its support to wider use of renewable resources as a way of achieving financial savings in the long term.

8. Scrutiny Committee 13th December 2011

A full report of December 13th 2011 Scrutiny Committee will be presented to the 9th February 2012 Full Authority meeting, however:

The Scrutiny Committee wished to draw the Full Authority's attention to the item within protective services on Taser. The Constabulary reported their future intentions in respect to Taser. It was noted that the selection and

training of officers, storage of Taser and scenarios when Taser would be deployed were to remain the same. The intention was to open up access to training to a greater number of officers. At the 22nd September Finance and Resource Committee it was noted by the Committee that support of the Firearms Business Case would lead to alignment of policies within the Joint Firearms Unit. Any impact on policies within local policing would be brought back to the Authority for further consideration.

BIBLIOGRAPHY

| Source Document (s) | Contact Officer | Location |
|---|--|--|
| Agendas, Reports and Minutes/Notes of the various Committee meetings held since 2 nd October 2011. | Hayley Greenham Committee Support Officer. (01480) 425996 Hayley.greenham@cambs.pnn.police.uk | Cambridgeshire Police Authority, Hinchingsbrooke Park, Huntingdon, Cambs, PE29 6NP. |