



CSD

Agenda

23 MAY 2007

Bridgebury House, Woburn Road, Kempston, Bedford MK43 9AX

For further information, or to see the papers, please contact the Police Authority:



CALL Janet Wardell on (01234) 842066



IN PERSON, (by appointment) 9am to 5pm, Monday to Friday



Bridgebury House has facilities for disabled people.

Web-site:- www.bedfordshirepoliceauthority.co.uk

Email:- police.authority@bedfordshire.police.uk

To: **Members of the Bedfordshire Police Authority**

(Mrs S Alexander, Ms C Atkins MBE, Mr P Conniff, Mr M Dolling, Mrs R Gutteridge, Mrs P Fletcher, Mrs S Gillard, Mrs L Hockey, Mrs E Horrocks, Mr M Farooq, Mr P Hollick, Mr V Lee, Mr M Pantling, Mr B Spurr, Mr J Wells and Mr R Younger).

A meeting of the **BEDFORDSHIRE POLICE AUTHORITY** will be held at Bridgebury House, Woburn Road, Kempston on **Wednesday 23 May 2007, at 10.00am**, the agenda for which is set out overleaf.

JOHN ATKINSON
Clerk to the Police Authority

AGENDA

(*indicates that a supporting document accompanies this Agenda)

GENERAL

1. **Apologies**
2. **Election of Chair for 2007/2008**
3. **Election of Vice Chair for 2007/2008**
4. **Public Question Time – To receive any questions**
5. **Minutes**

To confirm the minutes* of the meeting of the Police Authority held on 16 February 2007

6. **Matters Arising from the Minutes**

By Chair

7. **Declarations of Interest**

To receive any personal or prejudicial interests from Members

8. **Communications/Chairman's Correspondence**

Oral report by Chair

MATTERS FOR DEBATE

9. **Membership of Committees and Panels and appointment of Chairs**

(a) To consider Membership of the Committees for 2007/2008. (The list indicating Members preferences will be circulated at the meeting.)

(b) To consider the appointment of Chair to the Performance, Audit and Business Assurance, Finance, Complaints and Professional Standards, Human Resources, Community Engagement, Standards and Appointments Committees

(c) To consider the appointment of Chairman to the following Advisory Panels

Youth Issues

Animal Welfare Lay Visitors

10. Representation on Outside Bodies 2007/08

Report* of the Chief Executive

11. Collaboration and Partnership Arrangements

(a) Progress report by the Chief Constable

(b) Force Collaboration: Business Case for A Joint Bedfordshire and Hertfordshire Major Crime Task Force – Report* by the Chief Constable

12. Role of the Corporate Services Directorate

Presentation by the Director of Corporate Services

13. Race Diversity and Equality Advisory Panel

To consider the recommendations and decisions from the meeting held on 17th April 2007* – Panel Chair

MATTERS FOR NOTING

14. Community Engagement Committee

Minutes* of the meeting held on 7 March 2007 - Committee Chair

15. Standards Committee

Minutes* of the meeting held on 8 March 2007 – Member of the Committee

16. Audit Committee

Minutes* of the meeting held on 20 March 2007 - Committee Chair

17. Human Resources Committee

Minutes* of the meeting held on 23 April 2007 – Committee Chair

18. Complaints and Professional Standards Committee

Minutes of the of meeting held on 14 May 2007 - Committee Chair (To Follow)

19. Performance Committee

Oral report by the Chair of the Committee on the issues raised at the meeting of the Committee held on 22 May 2007

20. Animal Welfare Lay Visitors

Report* of the Chair

21. Oral Report from representatives on the County Council and the Luton Borough Council on the comments made at recent meetings on Police Authority matters

22. Action Following Consultation with the Chairman

Report* of the Clerk

23. Status Report

There are no outstanding issues to report upon.

BEDFORDSHIRE POLICE AUTHORITY

16 February 2007

PRESENT

Mr P Conniff (Chairman)

Mrs S Alexander, Ms C Atkins (MBE), Mr M Dolling, Mr M Farooq, Mrs P Fletcher, Mrs S Gillard, Mr P Hollick, Mrs R Gutteridge, Mrs E Horrocks, Mr V Lee, Miss H Mercury, Mr M Pantling, Mr J Wells and Mr R Younger

Apologies for absence were received from Mr Spurr and Dr S Sangray

07/qp/1 **PUBLIC QUESTION TIME**

In noting that no questions had been received Members suggested that the Community Engagement Committee consider additional ways for publicising this opportunity for members of the public

07/qp/2 **MINUTES**

The minutes of the meeting of the Authority held on 15 December 2006 were confirmed subject to amendment to Minute No 06/qp/84 to accurately reflect the fact that lack of information concerning the County Council's proposal for a Unitary Authority meant that Authority were unable to form an overall opinion on the matter.

07/qp/3 **MATTERS ARISING**

06/qp/83 - Attestations for the Special Constabulary

Members noted that the next Attestation ceremony would be held on 27th March at 7.30pm

06/qp/97 Appointments Committee for the Selection of Independent Members

The Clerk reported that the shortlist of candidates was not expected to be received from the Home Office until the week commencing 5th March 2007.

However the delay had meant that neither Peter Hollick or John Wells would be available to interview the candidates prior to their appointment on 1st April. The Clerk therefore sought Nominations to fill these vacancies on the Appointments Committee.

RESOLVED

That the Sylvia Gillard and Rosie Gutteridge be appointed to serve on the Appointments Committee for the selection of Independent Members

06/qp/90 - Attendance Management

Members were given assurance that the implementation of the recommendations arising from the review of absence management policy were expected to be effective from 1 April 2007. It was noted that there had been some reservations about the reporting of initial absence through the call handling centre and this was being reviewed

06/qp/91 - 2007/08 Revenue Budget

The Treasurer reported that the Home Office had not agreed to his request for grant earmarked for the Special priority Payments Scheme to reallocated for use in other areas of the budget.

07/qp/4

COMMUNICATIONS /CHAIRMAN'S CORRESPONDENCE

Director of Finance and Police Authority Treasurer

The Chairman reported that this was the last Police Authority meeting that Alan Williams, the Director of Finance for the Police Service and since 2002 the Treasurer for the Police Authority, would be attending before his retirement on 31 March 2007. Mr Williams had completed over 21 years Service with Force and on behalf of the Authority the Chairman expressed Member's appreciation for his work with the Authority and wished him a long and happy retirement.

Retirement of Grahame Bullock ACC

The Chair announced that this was the last meeting of the Authority that ACC Grahame Bullock would be attending. Mr Bullock would be retiring from the Police Service in April to take up a new position within the private sector. On behalf of the Authority the Chair thanked Mr Bullock

for his contribution to Bedfordshire Police and wished him well in his future career

07/qp/5 **DECLARATIONS OF INTEREST**

Colleen Atkins declared a personal interest in that part of the consideration of the Budget which dealt with the relocation of Greyfriars Police Station

All Members declared a personal interest in the consideration of the Members Allowance Scheme set out in the Minutes of the Finance Committee.

07/qp/6 **ANNUAL POLICING PLAN 2007/08**

The Authority considered the final draft of the 2007/08 Policing Plan which incorporated Members comments made at the last meeting of the Authority and the Policing Plan Budget Seminar held on 1st February 2007. The Plan required approval by 1st April.

Members noted the progress being made to finalise the targets for 2007/08 and the action plans to manage the activities of the Policing Plan.

Members also noted whilst the Plan had to be approved by 1st April 2007, full publication was not required until June 2007. Once the Plan had been adopted it would be adapted for publication and published on both the Authority and Force websites, with a limited print run for distribution to police bases, public libraries and appropriate partner organisations. Easy to read versions would be produced in parallel to the main version.

The Deputy Chief Constable orally reported that recent guidance from the Home Office had referred to the inclusion within the Policing Plan of a statement on procurement. Clarification would be sought as to whether this had been covered adequately in the Plan. In noting the final draft one final amendment was made to the useful contacts list.

Mrs Alexander advised that the Professional Standards Committee had to publish an Annual report which provided an analysis of the statistics and trends in relation to Professional Standards issues and therefore asked that this be taken into consideration in the production of the next Annual Plan

RESOLVED

1. That the main body of the Annual Policing Plan 2007-08 be approved in readiness for publication on 1st April 2007.
2. That the sign off of final performance measures and targets to be included

in the Plan be delegated to the Chair of the Police Authority.

07/qp/7

FINANCE COMMITTEE

The Authority considered the recommendations and decisions from the meeting of the Finance Committee held on 1 February 2007.

During the presentation of the Minutes the Director of Finance advised that approval had now been given by the Mid Bedfordshire District Council for the Police Helicopter site to be based at RAF Henlow.

Draft Capital Programme 2008/09– 20010/11

RESOLVED

That the Capital Programme for 2008/09 to 20010/11 be approved

Revenue Budget 2007/08

RESOLVED

That a Budget requirement for 2007/08 of £91.229M with a consequential increase in Council Tax of 5% be approved based upon the growth and reduction items set out in Option 1 of the budget paper.

Draft Efficiency Plan 2007/08

RESOLVED

That the proposals for inclusion in the Draft Efficiency Plan be endorsed.

Treasury Strategy Statement 2007/2008

RESOLVED

That the Treasury Strategy Statement for 2007/2008 be approved.

Members Allowance Scheme

That, subject to inclusion of an amendment to incorporate a comprehensive regulation in relation to absenteeism, the Members Allowance Scheme for 2007 be approved.

Generally

RESOLVED

That the minutes of the Finance Committee held on 1 February 2007 be received.

07/qp/8

REVENUE BUDGET, BUDGET REQUIREMENT, PRECEPT AND COUNCIL TAX 2007/2008

The Authority considered all the relevant information to enable the Revenue Budget, Precept and Council Tax for 2006/07 to be determined.

Members were reminded that in consideration of the funding settlement, which was later confirmed to be the final settlement, the Police Authority resolved that budget proposals equating to a Council Tax increase of 5% be prepared. The following two options resulting in Council Tax increases of 5% were consulted upon with the general public, through three focus Groups:

- Option 1 – Align Grant Funded Activities to specific Grant levels.
- Option 2 - Reduce the number of PCSO's

It was evident from the consultation that option 1 was the more favoured option. The Treasurer understood that all Members had now received the final report on the consultation exercise. Given that this was the first time that Budget consultation had been undertaken in this format he considered that the lessons learnt from this process should be reviewed by the Community Engagement Committee and this was agreed by the Chair of that Committee.

The results of this consultation had then been considered at Members Policing Plan and Budget seminar and then at the Finance Committee both of which had taken place on 1st February and where it had been recommended that option 1 should be used as the basis for the 2007/08 budget

The Treasurer reported that at the Finance Committee he had advised that the draft budget requirement had been reduced from that previously reported by £1,523M which was as a result of the final tax base figures and collection funds surpluses/deficits required from the Borough/District Councils. The Budget requirement was now £91.229M.

Following that meeting, the grant notification for Dedicated Security Posts (DSP) was received which, due to an increase in DSP posts nationally, was less than expected by approximately £80K. As a consequence budget proposals had been revisited and savings of £160K per annum had been identified in terms of lower costs in implementing the Volume Crime Model and ongoing savings from Airwave.

These additional resources had therefore allowed the Force to both maintain its Special Branch capability as well as revisiting the issue of reverse civilianisation, raised at the Members seminar. This had resulted in the number of posts affected by the flexible use of police officers/support staff being reduced from 5 to 2 and would be monitored, as previously suggested, via the Human Resources Committee.

The Treasurer amended his report to advise that the reduction of £1.523M, including the recent change now meant overall Police staff levels could be increased by 8 from 921 to 929 The Police Officer establishment would remain at 1,250

This Budget represented a 4.4% cash increase on the 2006/2007 Revenue Budget and would facilitate the delivery of the 2007/08 Policing Plan.

Appended to the report were details of the specific growth and reductions that would result from the implementation of the budget proposal set out above.

The Treasurer confirmed that the revised budget requirement of £91.229M meant an average Council Tax at Band D of £123.43. This compared to a Council Tax at Band D of £117.55 in 2006/2007, a rise of £5.88p.a. (£0.49 per month/ 11p per week)

The Chair thanked the Officers involved for their exemplary hard work in the preparation of the budget.

RESOLVED

1. In the light of its considerations the Authority approved that

- a) The Estimated Revenue Expenditure be set at **£91.229M**, including a Contingency Provision for pay and price inflation of **£1.860M**.
- b) The Budget Requirement of **£91.229M** be met through:

Bedfordshire Police Authority
16 February 2007

Specific Police Grant -	£39.322M
Revenue Support Grant -	£3.887M
Business Rate Income -	£23.163M

and that, subject to adjustments at (c) below the Police Authority Precept Requirement be determined at **£24.857M**

- c) The Precept in (b) be reduced by **£0.109M**, being the Police Authority's share of the estimated surpluses on Council Tax Collection Funds for 2006/2007 for each of the Borough/District/Unitary Councils, to **£24.748M**.
- d) That pursuant to the provisions of the Local Government Finance Acts 1992 and 1999 and all other relevant statutory powers, the Clerk of the Authority issue Precepts in the necessary form to each of the Borough/District/Unitary Councils indicated in Column 1, requiring those Authorities to make payments of the sum indicated in Column 2 in 11 equal instalments and payments for the Authority's share of the estimated surpluses on the Council Tax Collection Funds for 2007/2008, in ten equal instalments on the agreed dates, of the sum indicated in Column 3

Borough/ District /Unitary Councils (1)	£000 (2)	£000 (3)
Bedford Borough	6,648	95
Luton Borough	6,723	(31)
Mid Bedfordshire District	6,112	45
South Bedfordshire District	5,265	0
Total	24,748	109

- e.) That the amount of Council Tax calculated, in accordance with the Local Government Finance Act 1992, to be payable in respect of each category of dwelling be confirmed as follows:

Valuation Band	Council Tax for Band £
A	82.29
B	96.00
C	109.72
D	123.43
E	150.86
F	178.29
G	205.72
H	246.86

07/qp/9

COLLABORATION AND PARTNERSHIP WORKING ARRANGEMENTS

The Chief Constable informed Members that for future meetings she would provide the Authority with the update on the progress of the collaboration or partnership arrangements for the provision of effective protective services and support services.

She mentioned that business cases were still being developed in the areas suitable for collaboration namely : serious and organised crime, counter terrorism, call handling, scientific services, IT, fleet, procurement, legal services and elements of HR and training. Final submissions were to be submitted to the Eastern Region Chairs and Chief Constables on 25th April. Prior to this a Quality assurance Workshop had been arranged to which Chief Officer and Police Authority member from each force had been invited.

In addition to this Bedfordshire and Hertfordshire were still to exploring the potential to combine major crime and transport.

In relation to Major crime two options were being looked at as to how to join the Major incidents teams. A project team was looking at the viability of these options particularly the HR issues. The findings were due to be presented to the Collaboration Project Board on 21 February.

In relation to transport arrangements the Director of Finance circulated a proposal that had been put to Hertfordshire for that Force to join Chiltern Transport Consortium which comprised the forces of Bedfordshire and Thames Valley. With the inclusion of Hertfordshire savings beyond the first year would amount to approximately £875Kpa (approximately £130Kpa for Bedfordshire). The current position seemed to be an acceptance from the Hertfordshire Force that this was the best option but they needed more time to consider the financial implications and to consult their Police Authority. It was unlikely that they would be in position to join on 1st April and had therefore asked if the consortium would consider part year joining. The Director of Finance advised that the Transport Consortium Board had considered that to do this would be complicated and Hertfordshire Police had been advised accordingly. It was therefore unlikely that Hertfordshire would not join the Consortium until April 2008. However the Civil Nuclear Constabulary had recently indicated that they would like to join the consortium and this was to be pursued with them. Given that a proposal might need to be agreed prior to the next meeting Members agreed that to delegate the finalisation of any proposals to the Chairman of the Authority.

The Chief Constable also mentioned that Tony McNulty, the Minister of State, had sent a letter to all Chief Constables and Chairs of Police Authorities setting out further guidance on the Government's vision for policing which focused primarily on protective services. The timetable for delivering to the public the right level of protection they need was also detailed in his letter. Members noted that by 2009 plans had to be in place to reduce risk significantly areas of greatest need and that by 2011 deliver acceptable standards in others. The Chief Constable considered that the Eastern Region was in a good position to meet the government's timetable. The letter also sought models arising from the joint working to be demonstrators of collaborative practice and the Government would offer a seed corn grant for this, the maximum would be £ 500,000 per proposal. At this stage the Chief Constable considered that the collaboration with Hertfordshire of the Major investigation Teams might be suitable to put forward

RESOLVED

1. That the current position be noted
2. That the Chair of the Authority be authorised to approve the finalised proposal for the Hertfordshire Police Force and or the Civil nuclear Constabulary to join the Chiltern Transport Consortium from 1st April 2007.

07/qp/10 **MEMBERS PERSONAL DEVELOPMENT SCHEME**

The report of the Clerk was submitted which set out details of a Personal Development review Scheme for members.

By way of background the Clerk reported that following the APA Self-Assessment exercise undertaken by the Authority in 2006 a decision was taken to review Members' development.

A small working group of Members had then met during November and December 2006 to consider the development of a Members' Personal Development Review Scheme.

The Scheme which was appended to the report proposed different levels of review for the Chair and Vice-Chair of the Authority, Chairs of Committees and Members without portfolio.

It would be piloted during 2007/8 and then evaluated in light of experience.

RESOLVED

That the Members' Annual Personal Development Review Scheme was detailed in the report now submitted be approved and piloted from 1st April

07/qp/11 **COMPLAINTS AND PROFESSIONAL STANDARDS COMMITTEE**

The Minutes of the meeting of the Complaints and Professional Standards Committee held on 26 January 2007 were considered.

In presenting the Minutes the Chair of the Committee again expressed

her appreciation for the advice and support that Superintendent Liz Coulson had given the Committee in her position as Head of Professional Standards. She informed Members that Superintendent Martin Darlow would be taking over from Superintendent Coulson upon her retirement in March

The Vice Chair of the Authority also updated Members on the recruitment process for Independent custody Visitors.

RESOLVED

That the Minutes be received.

07/qp/12 **PERFORMANCE COMMITTEE**

The Authority considered the minutes from the meeting of the Performance Committee held on 7 February 2007.

During the presentation of the Minutes there was further discussion around the need to change public perception about the fear of crime through good news stories. Ms Atkins mentioned that following an adverse article in a local newspaper about the level of drug crime in parts of Bedford Town she could evidence the fact that over the past year there had been a significant reduction in drug crime in Bedford and it was facts such as this that the public needed to be aware of. The Deputy Chief acknowledged this and reassured her that every effort was made to publish good new stories. He also mentioned to promote reassurance he would be reinstating the recording of letters of appreciation for communication to public. It was suggested that Police Authority Members also be included in this.

RESOLVED

That the minutes be received.

07/qp/13 **RACE DIVERSITY AND EQUALITY ADVISORY PANEL**

The Authority considered the minutes from the meeting of the Race Diversity And Equality Advisory Panel held on 4 January 2007

RESOLVED

That the report be noted .

07/qp/14 **COMMENTS MADE AT RECENT MEETINGS OF THE COUNTY
COUNCIL AND LUTON BOROUGH COUNCIL ON POLICE
AUTHORITY MATTERS**

Mr Pantling informed Members that the main focus of the comments from the Members of the Luton Borough Council had been funding of the policing at Luton Airport and the implications of the Government's reduction in the number of PCSO's to be recruited by 2008.

Mr Hollick reported that the main issues of concern for the Bedfordshire County Council also related to the funding of Luton Airport. Other issues related to enforcement of traffic regulations for HGV's and the guidance followed by Call Handling Centre Staff when determining what can and cannot be recorded as a crime.

07/qp/15 **STATUS REPORT**

RESOLVED

That the monitoring report on the action taken to implement earlier decisions of the Authority and its Committee's be noted.

In accordance with 100B4(b) of the Local Government Act 1972 the Chairman agreed to allow consideration of the following urgent item of business in view of the need to progress the appointment of a new Assistant Chief Constable

07/qp/16 **RELOCATION COSTS – DEPUTY CHIEF AND ASSISTANT CHIEF
CONSTABLES**

The joint report of the Treasurer and Clerk was submitted which set out the options in respect of the reimbursement of relocation costs to the Deputy Chief and Assistant Chief Constables.

Members were reminded that at its meeting on 15 February 2005, the Authority agreed a relocation allowance package for the position of the Chief Constable of up to a maximum of £40K (subject to annual increases in line with national pay awards) including any tax liability to enable him/her to move to Bedfordshire.

At that time the Authority had agreed that relocation allowances for the remaining ACPO positions be reviewed at a future date as and when the positions became vacant.

The Assistant Chief Constable had recently given notice that he intended to retire from the service in April and arrangements were now in place to recruit a new Assistant Chief Constable

The report set out the current relocation scheme for the Chief Constable. and it was proposed that the principles of that scheme around the tax liability being met by the force and the repayment of relocation expenses if leaving after three years be retained in a Scheme for both the Deputy Chief Constable and the Assistant Chief Constable posts. In relation to the level of the relocation allowance the Authority's views were sought on either applying the same limit as currently set for the Chief Constable to both these posts or determining a ceiling and the options available for consideration were set out in the report.

Some comparative information on allowances paid by neighbouring authorities were reported at the meeting.

RESOLVED

That a relocation allowance of up to a maximum of £42.4k (subject to annual increases in line with the national pay award) including any tax liability be payable to the position of Deputy Chief and Assistant Chief Constable on appointment in order to enable him/her to move to Bedfordshire.

In accordance with 100B4(b) of the Local Government Act 1972 the Chairman agreed to allow consideration of the following urgent item of business in view of the need to reach an out of Court Settlement prior to the start of an Employment Tribunal.

07/qp/17

EXCLUSION OF PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting during the discussion of the following items on the grounds that they are confidential and may involve the disclosure of exempt information as defined in paragraph 12 of part 1 of Schedule 12A to the Local Government Act 1972.

07/qp/18 EMPLOYMENT TRIBUNAL

The Clerk orally reported details of an Employment Tribunal that was due to commence shortly and involved a member of Police Staff. Advice from Counsel had led to seeking an out of Court Settlement and the implications of this were reported upon.

RESOLVED

That the Clerk was authorised to settle the claim.

REPORT AUTHOR : CHIEF EXECUTIVE

SUBJECT : REPRESENTATION ON OUTSIDE BODIES

PURPOSE / RECOMMENDATIONS :

The Authority is requested to appoint representatives to the organisations named below.

1. Following the canvass of Members on representation on outside bodies set out below are Members preferences:

ORGANISATION	REPRESENTATIVE(S)
Association of Police Authorities (APA)	Chairman and Vice Chairman (substitute)
Association of Police Authority Policy Groups:	
<i>Race & Diversity</i>	Mr M Dolling
<i>Human Resources</i>	Mr P Hollick (sub Mrs E Horrocks)
<i>Science & Technology</i>	Ms C Atkins
<i>Neighbourhood Policing</i>	Mrs P Fletcher (sub Ms C Atkins)
<i>Financial Resources</i>	Mrs E Horrocks (Sub Mr M Pantling)
<i>Performance Management</i>	Mr P Conniff
Association of Police Authority Member Liaison Network Groups	
<i>Professional Standards</i>	Mrs S Alexander

<i>Health & Safety</i>	Mr P Hollick
<i>Training</i>	Vacancy (Sub Mr P Hollick)
<i>Black and Minority Member Network</i>	Mr M Farooq
<i>Children and Youth Issues</i>	Sylvia Gillard
<i>Criminal Justice Task Group- lead Member</i>	Mrs R Gutteridge (Sub Mrs S Alexander)
Independent Custody Visiting Association	Mrs P Fletcher, Ms C Atkins Mrs S Gillard
Bedfordshire and Luton Branch of The Local Government Association	Chair/Vice Chair
Countywide Partnership	Chair/Vice Chair
Luton LAA	Chair/Vice Chair
Bedfordshire CDRP	Vice Chair and Mr P Hollick
Luton RAG	Mr M Pantling

2. A vacancy exists on the APA's Training Liaison Network Group and Members are asked to consider making an appointment.
3. The Authority is asked to confirm the appointment of the above Members to the bodies listed above.

STEPHANIE McMENAMY
CHIEF EXECUTIVE

For publication

Bedfordshire Police Authority
Full Police Authority
23rd May 2007
Agenda Item No 11(b)

REPORT AUTHOR: CHIEF CONSTABLE

LEAD OFFICER: DEPUTY CHIEF CONSTABLE

SUBJECT: FORCE COLLABORATION:
BUSINESS CASE FOR A JOINT
BEDFORDSHIRE AND HERTFORDSHIRE
MAJOR CRIME TASK FORCE

BACKGROUND PAPERS: None

PURPOSE: To seek agreement in principle for a joint
Bedfordshire and Hertfordshire Major Crime
Task Force

RECOMMENDATIONS: Members are asked to give in principle
approval to the establishment of a joint
Bedfordshire and Hertfordshire Major Crime
Task Force, subject to the costs being
contained as set out in Section 4.2, and the
establishment of satisfactory governance
arrangements, and that final approval be
delegated to the Chair of the Authority and
the Chief Executive/Treasurer.

1.0 INTRODUCTION

- 1.1 In the October 2006 Her Majesty's Inspectorate of Constabularies (HMIC) baseline assessment, which dealt with Major Crime, Hertfordshire was graded 'Good' and 'Improved'. Bedfordshire was graded 'Fair' and 'Stable'. Hertfordshire have a dedicated Major Crime capability, which has been operating since May 2005. In that time it has provided efficiencies and flexibility in the field of major investigation which, as well as releasing resource back to local policing has also provided resilience and expertise that has led to an expansion in its working remit and savings in police overtime, forensic procurement and transport costs. Bedfordshire Police established a dedicated capacity in April 2007. In due course this new unit will deliver many of the same advantages experienced in Hertfordshire.
- 1.2 Notwithstanding the benefits that each police force experiences from its current arrangements, plans to merge the two existing units into one collaborative unit have been drawn up in the expectation that improvements can be achieved in this key Protective Service.
- 1.3 The Police Act 1996: s23 (1) states 'If it appears to the chief officers of police of two or more police forces that any police function can more efficiently or

effectively be discharged by members of those forces acting jointly, they may, with the approval of police authorities...make an agreement for that purpose. In line with this act, this paper outlines the case for combining the two teams into a joint Bedfordshire and Hertfordshire Major Crime Task Force.

2.0 BUSINESS CASE

- 2.1 A full Business Case for a joint Major Crime Task Force has been developed by the Joint Hertfordshire and Bedfordshire Major Crime Project Team. There will be a number of start up costs associated with this joint venture outlined in section 4 and some cashable savings outlined in section 5, however, the principle benefits are not in the first instance financial but relate to non-cashable efficiencies and effectiveness outlined in section 7.

3.0 PROPOSED REMIT AND STRUCTURE

- 3.1 The proposed enhanced major crime unit will comprise 145 officers and staff operating in four teams each headed by a Detective Chief Inspector (DCI) who will be both Senior Investigating Officer (SIO) and team leader. These four teams will be supported by a fifth team also led by a DCI. This fifth team will provide the intelligence, cold case and live time review capacity, HOLMES (computer) support, typing, analysis and training support.
- 3.2 These teams will operate from Hertfordshire Constabulary Police HQ at Welwyn Garden City, where suitable accommodation has been identified. The proposed team based structure will provide qualified staff seven days a week over an extended span of hours. It will be self sufficient, thereby releasing staff to local policing through not having to abstract BCU detectives. These teams will provide expert control and management of major crime scenes in the golden hours of a breaking enquiry and will reduce the excessive call out costs of staff on overtime particularly at weekends.
- 3.3 The combining of two teams and their workload into one collaborative unit will iron out the peaks and troughs of major crime workloads that can throw resource management off track in smaller policing units. In the past six years Bedfordshire has experienced a six fold difference in its annually recorded murder numbers (two low to twelve high) and Hertfordshire a two fold difference (six low to eleven high).
- 3.4 The proposed unit will deal with all murders within the two counties and will also handle a number of other enquiries. The non murder enquiries taken on will differ between the two counties. This difference in remit has been arrived at taking into account the historic crime data of the two counties and the relative resources going into the unit. This will add a layer of complexity to the running of the unit but with appropriate governance, well publicised terms of reference and a structured review of progress this difference is manageable.
- 3.5 The proposed structure of the unit is a pragmatic amalgam of what is desirable and what is deliverable given the posts and people currently working in major crime. There will be no forced redundancies of police staff, although it may be that some Bedfordshire staff may regard the extra travelling that comes with working in Hertfordshire as too onerous and decide not to transfer location.

4.0 COSTS OF COMBINED UNIT

- 4.1 The on-going annual costs of the joint unit are estimated at £9.124m which would be split 67% Hertfordshire and 33% Bedfordshire. The funding split reflects the number of major crime enquiries that each force will expect the unit to deal with, based on a detailed review of major crime investigations over the last six years. As set in Section 5 this will enable both forces to make a small saving when compared to the current annual budget for major crime.
- 4.2 There will be a number of one off costs, which relate to IT infrastructure improvement, accommodation amelioration, removal, HR costs and contingency. These total between £400k and £600k and they will be borne in a ratio of two thirds / one third by Hertfordshire / Bedfordshire (i.e. Bedfordshire share would be between £130K and £200K).
- 4.3 In addition Bedfordshire Police will need to pay Hertfordshire Constabulary an ongoing, annual sum of £54,700 for the accommodation that their staff will occupy in the unit in Welwyn Garden City. Hertfordshire will utilise this funding to pay for additional accommodation for some of its own staff (from other units), who would otherwise have been accommodated at its Headquarters.

5.0 PROJECTED SAVINGS

- 5.1 Alongside the operational benefits set out in Section 7, establishment of the Joint Unit will also deliver on-going savings of £152k per annum, which in the initial years would be re-invested in part funding the one-off costs. The savings are achieved by realigning of some ranks and grades of the new proposed structure, the reduction of the two posts, and by efficiencies through pooling non-pay budgets.

6.0 DEMONSTRATOR FUNDING APPLICATION

- 6.1 There is a £4.5m fund available to meet joint working start up costs which has been made available by the Home Office. These funds are available in sums of approximately £500k per project. Each project must put up 25% matched funding. It is considered that creation of a joint unit will clearly meet the criteria for Home Office Demonstrator Site funding. It is intended that the 2 forces will apply for £300k for this project and that the results of the bid will be available in late June. At this stage it is assumed that the Joint MIT will receive funding of £300k, leaving a funding balance of between £100k - £300k (of which the Bedfordshire share would be between £30k and £100k), which could largely be met from on-going savings in the first two years.
- 6.2 Securing Demonstrator funding is crucial in enabling the MIT to be established. If the forces were unsuccessful in their application for funding, this may delay implementation until 2008/09 when the implementation costs could be considered as part of the overall budget proposals.
- 6.3 The demonstrator site bid will be assisted by an agreement made at the last 6 Counties meeting to invite the other four Forces in the Eastern Region to sit on an Advisory Board that will seek to learn wider lessons from this project, with a view to standardising major crime working across the 6 Forces.

7.0 BENEFITS OF A JOINT MAJOR CRIME CAPABILITY

- 7.1 A joint major crime capability would bring a number of benefits, including:
- Greater resilience;
 - Local resources freed up for neighbourhood policing and volume crime;

- Greater efficiency in specialist training;
- Improved intelligence links across the two counties;
- Improved understanding of serious crime patterns across the two counties;
- Improved skills in specialist areas;
- Improved capability to respond to high profile Category A murders;
- Increased opportunities to develop skills in policing more diverse communities;
- Scope to share good practice and lessons learnt, potentially through establishing an Eastern Region Major Crime Advisory Group;
- Assisting recruitment and retention by the creation of one of the largest specialist major crime units nationally, which should (after initial implementation issues) help to reduce the loss of specialist staff to other Forces and help attract such staff from other Forces;
- Being large enough to collaborate on equal terms with other large Force major crime units (e.g. Essex or Thames Valley) in undertaking independent reviews of ongoing enquiries, etc.

7.2 The creation of this unit will also go a long way to demonstrate that Bedfordshire and Hertfordshire are serious in tackling the Protective Services gap in a creative and practical way. The success factors for the unit will hinge around the achievement of cashable savings, as mentioned at paragraph 5, a reduction in the level of abstractions from BCUs and ultimately an increased HMIC baseline score.

8.0 APPROACH TO IMPLEMENTATION

8.1 In order for this collaborative venture to be successful there needs to be a high degree of consent among both police officers and police staff. To this end the project coordinator has had a number of consultation meetings with the Police Federation and Unison to discuss and deal with emerging issues. To date these meetings have been constructive and purposeful.

8.2 A written offer has been made to both the Police Federation and Unison which seeks to compensate staff fairly for any disadvantage that this proposal causes them. The Project Board is concerned to retain the skill and experience of existing staff while at the same time keeping the proposals financially viable.

8.3 If approval is given by both Police Authorities, this would be followed by commencing a formal consultation period with the relevant staff. It is the Project Boards intention for the unit to begin operations in September 2007.

9.0 GOVERNANCE AND MANAGEMENT ARRANGEMENTS

9.1 As a wholly new venture the Police Authority Governance arrangements for this proposal will need some further development. The Eastern Region Six Counties Group has proposed to establish a Joint Committee to oversee collaborative arrangements. Where decisions need to be taken within this group, only those Authorities affected by the particular arrangement would have decision making capacity. It is envisaged that governance arrangements based on a Joint Committee model will be developed over the coming months

9.2 As for management arrangements a likely workable solution is for the head of the unit to report to a board made up of nominated ACPO from each county. This is similar to the arrangement adopted for the Chiltern Air Support Consortium (CASU) and the Chiltern Transport Consortium (CTC). A

Consortium Agreement, again similar to the CTC and CASU, is also being produced that will determine how disputes, terminations and other governance issues will be dealt with.

- 9.3 Clearly there is still work to be done in fine tuning this important aspect of the project.

10.0 HERTFORDSHIRE POLICE AUTHORITY

- 10.1 A paper has been submitted to Hertfordshire Police Authority who are meeting on 25th May 2007 to give formal approval to this project. The Hertfordshire paper will need modifying to reflect that a paper will be going to Bedfordshire Police Authority on 23rd May and the results will be known by the time of the Hertfordshire Police Authority meeting.

11.0 EXTRAORDINARY DISPROPORTIONATE SPEND AND FUTURE BUDGET CONTRIBUTIONS

- 11.1 A Soham or an Ipswich type enquiry is likely to cause the unit to overspend and use disproportionate resources in one county at the expense of the other. Authority Members will want to be assured that local resources are not being excessively used outside of the county. However, it is in the nature of low volume, high impact incidents such as murder that considerable variations in demand can occur. One of the main advantages of this project is to enable each county to share some of the risk associated with large scale enquiries while at the same time benefiting from a larger pool of available skilled resources. Taking these factors into account we need to develop a process for ensuring that appropriate reimbursement is considered in exceptional cases without over burdening the joint unit with excessive financial monitoring. It is also anticipated that in such exceptional cases, Home Office *Special Grant* would become available to assist with these costs.
- 11.2 It is envisaged that the on-going budget contribution from each force will be determined by the long-term average (4 years) level of demand by each force.

12.0 RECOMMENDATIONS

- 12.1 Members are asked to give in principle approval to the establishment of a joint Bedfordshire and Hertfordshire Major Crime Task Force, subject to the costs being contained as set out in Section 4.2, and the establishment of satisfactory governance arrangements, and that final approval be delegated to the Chair of the Authority and Chief Executive/Treasurer

Report prepared by:

Detective Chief Superintendent Chris Miller
GILLIAN PARKER
CHIEF CONSTABLE

RACE DIVERSITY AND EQUALITY ADVISORY PANEL

17th April 2007 at 3pm

MINUTES

PRESENT:

Mr. Michael Dolling – Chair

Mrs. Elaine Horrocks

Mrs. Rosie Gutteridge

Mr. Robin Younger

Mr. Vic Lee

Mr. Peter Hollick

1. APOLOGIES

Apologies received from Penny Fletcher and John Wells.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held by the Advisory Panel on 4th January 2006 were confirmed.

3. MATTERS ARISING

Page 2.3

Stop and Search Monitoring Arrangements

Mr Younger enquired how long it takes a Police Officer to fill out a Stop and Search form.

The Chief Constable stated that it took between ten to twenty minutes. Sir Ronnie Flannagan, HMI Chief Inspector of Constabulary, on behalf of the Home Office, is to conduct a review of bureaucracy within the Police Service.

Page 2.4

Report on Police Authority Equality Impact Assessment on Publications

A draft Publications Policy will be presented to the to the Community Engagement Committee Meeting in June for discussion and approval.

4. FUTURE OF THE POLICE AUTHORITY RACE, DIVERSITY AND EQUALITY ADVISORY PANEL

The Head of Strategic and Policy Development presented a report on behalf of The Chair of Police Authority to reconsider the future of the panel. A copy of this report had been issued to Members prior to the meeting.

Recommendations for this item were:

1. The Race, Diversity and Equality Panel should cease.
2. The 'Golden Thread' approach is taken with all Committees having a statement included on all relevant reports/new policies to demonstrate they have been impact assessed; any adverse impact would need to be highlighted.
3. Current Member and Officer representation on the Force EDPB and EDDBs continue and any consequential issues arising that require the Authority's attention are reported through officers' papers to the appropriate committee depending on the nature of the issue.
4. Performance targets/Action plans for the Force Equality Schemes are developed and monitored by the Performance Committee
5. Implementation of the Authority's Equality Schemes is also target based and monitored by the Performance Committee on an annual basis.
6. A suggested way forward is taken to the Authority's June seminar for consideration within the wider debate on the review of committee structures.

Mrs Horrocks stated that she had understood that the panel had agreed at a previous meeting the future of the Race, Diversity and Equality Advisory Panel. The decision at that time was to continue with the panel and focus on external issues as stated in the amended Terms of Reference.

The Chief Constable advised that the Force Equality and Diversity Programme Board (EDPB) looks at internal and external diversity issues. There is a need to separate what is monitored and reported at Force EDPB and what is reported to Police Authority to avoid duplication. It is, however, extremely important that the function of monitoring and scrutiny of the Force equality and diversity issues is carried out by the Police Authority.

The Head of Strategic and Policy Development advised that it is currently difficult to look at the impact of policing in diverse communities due to limited resources within the Authority.

After further discussion the panel reached the following decision;

The Panel agreed that the matter should be taken to the Police Authority Seminar in June and further discussed.

The Panel recommended that the preferred alternative option of the report is Option 2 – Community Engagement, provided that: -

- a) All other committees had their Terms of Reference modified to reflect a commitment to Equality and Diversity issues.
- b) All relevant performance data in relation to diversity would be identified and, if necessary enhanced and incorporated into existing performance monitoring reports
- c) Statutory obligations were to be met on Equality and Diversity matters

Members were unable to resolve all the recommendations of the report.

RECOMMENDED

- **That the decision as to whether or not the Race, Diversity and Equality Advisory Panel should cease should be taken to the June Seminar of Bedfordshire Police Authority**
- **The Panel recommended that the preferred alternative option of the report is Option 2 – Community Engagement, provided that: -**
 - a) **All other committees had their Terms of Reference modified to reflect a commitment to Equality and Diversity**
 - b) **All relevant performance data in relation to diversity to be identified and, if necessary enhanced and incorporated into existing performance monitoring reports**
 - c) **Statutory obligations to be met on Equality and Diversity matters by Bedfordshire Police Authority**
- **That current Member and Officer representation on the Force EDPB and EDDBs continue and any consequential issues arising that require the Authority's attention are reported through officers' papers to the appropriate committee depending on the nature of the issue.**

5. PRESENTATION ON LOCAL CRIMINAL JUSTICE BOARD – ENGAGEMENT OF THE CRIMINAL JUSTICE SYSTEM WITH BLACK AND MINORITY ETHNIC COMMUNITIES IN BEDFORDSHIRE AND LUTON

The Chief Constable gave a presentation on 'Engagement of the Criminal Justice System with Black and Ethnic Minority Communities in Bedfordshire and Luton' that had been commissioned by the Confidence, Communications and Stakeholder Group of Bedford Criminal Justice Board (BCJB)

7. ORAL REPORT OF FORCE EQUALITY AND DIVERSITY PROGRAMME BOARD.

Mr Dolling gave an oral update on the Force EDPB meetings held on 2nd February 2007 and 30th March 2007. Minutes of these meetings had been issued to Members prior to the meeting.

8. DRAFT GENDER EQUALITY SCHEME

The Head of Strategic and Policy Development presented the draft Gender Equality Scheme to Members for their comments.

Publication date is 30th April 2007.

The scheme will be published on the Police Authority website in standard and easy to read versions.

RECOMMENDED

That the Gender Equality Scheme be approved at the next meeting of The Police Authority.

Meeting closed at 5pm.

COMMUNITY ENGAGEMENT COMMITTEE

7 March 2007

PRESENT

Mrs. Rosie Gutteridge – Chair

Mrs. Colleen Atkins

Mrs. Elaine Horrocks

Mrs. Penny Fletcher

Ms. Helen Mercury

Dr. Sudesh Sangray

Mr. Martin Pantling

07/CE/01 APOLOGIES

Apologies were received from

Mrs. Sue Alexander

07/CE/02 MINUTES

The minutes of the meeting of the Community Engagement Committee held on 1 November 2006 were confirmed.

07/CE/03 MATTERS ARISING

06/CE/01 Joint Community Engagement Strategy

A meeting of the Joint Community Engagement Strategy Working Group took place on Monday 5 March 2007. This group is to develop an action plan for the delivery of the strategy. A performance framework is also to be developed as part of the action plan.

Mrs. Horrocks asked if police community mapping was shared with partners to avoid duplication. The Assistant Chief Constable advised that this work was carried out with our partners at CDRP and LAA level, both in Luton and in Bedfordshire.

06/CE/03 Value for Money Strategy

Mrs. Horrocks asked when would Neighbourhood Policing be evaluated for Value for Money. The Assistant Chief Constable responded that unlike some forces, in which Neighbourhood Policing is regarded as a standalone service, Bedfordshire has integrated it into mainstream policing. It is too early to

evaluate progress as Neighbourhood Policing is still being rolled out in some parts of the county. Suitable performance indicators have already been developed by the Performance Delivery Unit (PDU).

06/CE/09 Quality of Service Commitment

The Deputy Chief Constable advised that the Force had given consideration to e-surveys. At present the Force website does not have the capacity for surveys but they are looking to upgrade the system in the future.

Upgrade of Police Authority Website

Members agreed to update/redesign the website and for the matter to be further researched.

07/CE/04 DECLARATIONS OF INTEREST

There were no declarations of personal or prejudicial interests from Members.

07/CE/05 NEIGHBOURHOOD POLICING

a) Progress Report

The Assistant Chief Constable gave an oral update on the progress of Neighbourhood Policing in Bedfordshire and Luton.

By 1st April 2007 every area in Bedfordshire and Luton would be covered by a Safer Neighbourhood Team (SNT).

There would be 7 Inspector led teams in Bedfordshire and 4 in Luton.

Bedfordshire Police have had PCSO numbers cut to 128 from 199 through changes in Government funding. In order to combat the impact of this reduction they have extended the Volunteer programme and will be using smarter deployment of Special Constables.

Special Constables are to be employed in a three tier system:-

Tier 1 – Deployed to Safer Neighbourhood Team

Tier 2 – NIM based – in support of Safer Neighbourhood Teams

Tier 3 - Protective Services - attached to Criminal Justice network and ongoing operations.

Many Special Constables have specialist skills and experience and this information is to be mapped to make best use of it. Special Constables will be given a choice of which part of policing they want to work in.

Key Elements on Progress of Neighbourhood Policing are:

- Role profiles for all SNT posts signed off by the end of March 2007.
- Abstraction policy agreed to ensure minimal abstraction against certain criteria only.
- NIM and Neighbourhood Policing integration – subject to ongoing review.
- Monthly self-assessment by national team. Bedfordshire results are very positive.

The Chair of the Committee asked for a map of Bedfordshire showing the Safer Neighbourhood teams. The Assistant Chief Constable advised he would provide a map but that staffing of these teams may change so would be under constant review.

Funding of PCSOs and abstraction.

Whenever possible a match-funded PCSO will be deployed in the funding area unless there is an operational need to remove them.

Some PCSOs may be fully funded on contractual arrangements but these would be abstracted in times of operational necessity.

Abstraction

Abstractions outside of Force are a necessary fact of policing and should Bedfordshire experience a major crime or incident it would result in this resource being called upon.

Abstraction to within Force is also necessary and is carried out proportionately.

A strength of Police Forces is the mutual aid system whereby forces are able to mobilize very quickly and support each other at times of need.

b) Income Generation Strategy for Neighbourhood Policing

The Assistant Chief Constable presented a report on Bedfordshire Police Income Generation Strategy to members.

The aim of this strategy is

“To provide resources and support to the implementation of Neighbourhood Policing in Bedfordshire, particularly focusing on the funding shortfall for CSOs deployed in Safer Neighbourhood Teams.”

Bedfordshire Police are in constant negotiation with councils at all levels with regard to the funding of PCSOs. Commercial and inter-authority agreements are going forward and larger organisations are being approached with a view

to funding PCSOs.

The report outlines the success to date of this strategy and how Bedfordshire Police plan to take it forward.

The Income Generation Strategy for Neighbourhood Policing was noted by Members.

RESOLVED

1. That the Progress Report on Neighbourhood Policing be noted.
2. That the Income Generation Strategy for Neighbourhood Policing be noted.

07/CE06

NATIONAL QUALITY OF SERVICE COMMITMENT

The Deputy Chief Constable presented a report on The National Quality of Service Commitment to members.

Bedfordshire Police are operating in compliance with the commitment. A monitoring framework is in place and the data is reviewed six-monthly to ensure that compliance to the commitment is maintained.

There are major changes taking place within Bedfordshire Police that compliment the National Quality of Service Commitment. These are:-

- Territorial Policing of C and J Divisions
- Introduction of a Citizen Focus Commander

A Customer Charter is in production and will be shared with the Police Authority when ready.

The Assistant Chief Constable advised that SNTs are to be issued with mobile data devices that will allow them to access their emails. However, Officers are not obliged to deal with emails and calls when off duty. It was suggested that good discipline was required of those using mobile devices to ensure 'out of office' notifications to customers were used when off duty.

RESOLVED

That compliance to the National Quality of Service Commitment by Bedfordshire Police was noted.

07/CE/07 **JOINT PARTNERSHIP STRATEGY – BLOCK 1 – CREATE SAFER NEIGHBOURHOODS**

The Deputy Chief Constable presented a report to Members on the progress of Block 1 of the strategy – Create Safer Neighbourhoods.

A significant result of information presented is that despite reduction in crime and an increase in victim satisfaction, there is a continuing high level in fear of crime.

This could be because of a lack of marketing ability and skill to promote positive and proactive information into communities.

The Deputy Chief Constable suggested that the Police Authority might consider strategically building a marketing capability to promote Bedfordshire Police to citizens and deliver good news into communities.

The Head of Strategic and Policy development stated that fear of crime was a partnership issue and that our partners also had fear of crime targets set. It was suggested that the matter should be raised with Countywide Partnership LAA and Luton Forum Governance groups and that the Police Authority needs to be proactive with their partners on this issue. CDRPs do have some money available for communication activity.

Parish, Town and other local organizations have offered to promote Police news.

RESOLVED

1. That the Performance Management Framework that had been developed be noted.
2. That this methodology be used for future block-themed assessments was agreed.

07/CE/08 **COMMUNITY ENGAGEMENT IN BEDFORDSHIRE AND LUTON**

The Vice Chair of Bedfordshire Police Authority gave an oral report on Community Engagement in Bedfordshire and Luton.

She stated that good work was being carried out. However there is a need for consistency throughout Bedfordshire and Luton and that some co-ordination was required. The Vice Chair is keen for Community Engagement to be discussed at the next Countywide Assembly meeting.

RESOLVED

That the report on Community Engagement in Bedfordshire and Luton be noted.

07/CE/09 CONSULTATION AND PUBLICATIONS

Consultation

The Head of Strategic and Policy Development and Sallie Blair of Better Times presented a report to Members on Consultation and Publications.

Budget Consultation

In January Budget Consultation took place using focus groups at three locations. A full report had been sent to Members.

Citizens Panel

Bedfordshire Police Authority have joined a new partnership, called 'The Bedfordshire Consultation Group' with Bedfordshire County Council, Mid Bedfordshire District Council, South Bedfordshire District Council and Bedfordshire Fire and Rescue Service. This partnership will form a citizens panel under the name 'BedsVoice'. The panel will consist of 5000 members and be run by an independent marketing research company. Recruitment began in March 2007.

Negotiations have begun with Luton Borough Council to include Bedfordshire Police Authority and Bedfordshire Fire and Rescue Service in their Citizen Panel.

The Chair expressed appreciation for the work that has been done on the Citizens Panel.

Publications

Independent Custody Visitor Recruitment advertising had been successful with a high response of applicants.

Recruitment of a Chief Executive/Treasurer for Police Authority had recently been undertaken and recruitment of an Assistant Chief Constable was in process.

Members were advised that the Spring wraparound was soon to be published and consideration needed to be given to the content of that publication.

Members were asked to decide which time of year the Local Policing Summary should be published. Members agreed to publish in September.

The Council Tax leaflet had been printed and was ready for distribution. It contains a questionnaire and results would be reported at the next

Community Engagement Committee meeting.

RESOLVED

1. That the Local Policing Summary be published in September.
2. That an easy to read version of the Annual Policing Plan be produced.
3. That a limited number of hard copies of the Annual Policing Plan be produced for distribution to public offices, partner organizations, police stations and criminal justice organizations.

07/CE/10 DATE OF NEXT MEETING

The next meeting of the Community Engagement Committee will take place on Tuesday, 19th June 2007 at 10am at Bridgebury House.

Meeting closed at 12.45pm.

STANDARDS COMMITTEE

8 March 2007

PRESENT

Mrs K Johnson (In the Chair)

Mr G Billett, Mr P Conniff, Mr M Dolling Mrs E Collins, ,

Apologies for absence were received from Mrs R Gutteridge and Mr P Hollick

07/st/1

MINUTES

The minutes of the meeting held on 31 October 2006 were confirmed

07/st/2

MATTERS ARISING

06/st/10 Police Restructure

The Chair of the Authority reported that since the last meeting of the Committee the Home Office had upheld its decision to only reimburse the Police Authority £23,430 for the costs associated with the failed police force merger proposals. The Authority's original claim had been for £103,720. The level of the claim represented the additional costs incurred in preparing for the merger (mainly consultancy, honorarium payments to staff and mileage costs) and excludes opportunity costs

He also updated the Committee on the exploration of collaboration opportunities with the other forces within the Eastern region and with the Thames Valley Police Force.

06/st/15 Complaint

The Chair of the Authority reported that since the last meeting the complainant had still made no further contact with either the Clerk or Hertfordshire Police Authority to pursue the Appeal.

07/st/3

DECLARATIONS OF INTEREST

Mr P Conniff and Mr Dolling declared a personal interest in the item relating to the Review of the Members Allowance Scheme.

07/st/4

CONSULTATION ON THE NEW CODE OF CONDUCT

The Committee considered a consultation paper from the Association of Police Authorities on the proposed changes to the code of conduct, which follows recommendations made by the Standards Board for England and an earlier

consultation in December 2005.

The changes proposed would be made through a statutory instrument issued under the Local Government Act 2000. This would amend the current codes issued in 2001, but some proposals, such as making Member's personal as well as professional conduct subject to the code would be introduced through the Local Government Bill that was currently before parliament

Key proposed changes to the code included

- Amalgamating the four separate codes currently applicable for local authorities, parish Councils, police authorities and the national parks and broads authorities into a single code of conduct
- Making aspects of the personal conduct subject to the code, the proposal being that this should only relate to criminal conduct
- Changing some of the rules around defining and declaring personal or prejudicial interests.
- Preventing members sitting on Overview and Scrutiny Committee from scrutinising decisions they were involved in making.

In addition to the general questions set in the consultation paper the APA set out a series of questions which were specifically aimed at Police Authorities.

The Committee raised no major areas of concern about the proposed changes to the code but commented that the current proposal to limit personal conduct matters to those activities that had been found unlawful by the courts was too restrictive and more flexibility was required in the code for Standards Committees to consider other types of personal conduct. In addition to this the Committee endorsed the retention of the current level of £25 for declaring gifts and hospitality.

RESOLVED

That the Committee's views and comments detailed above be forwarded to the Association of Police Authorities for consideration in a corporate response to the Department of Communities and local Government.

07/su5

REVIEW OF THE MEMBERS ALLOWANCE SCHEME

The Committee reviewed the current Members Allowance Scheme which had been adopted by the Authority on 16 February 2007.

RESOLVED

That no changes to the Members Allowance Scheme be put forward for

inclusion in the Annual Review later in the year.

07/st/6

MEMBERS PERSONAL DEVELOPMENT SCHEME

The Committee noted that the Police Authority on 16 February 2007 had approved Members Personal Development scheme . The scheme would be implemented from 1 April 2007 and reviewed after 1 year of operation. A copy of the report that was submitted to the Police Authority was reproduced for the Committee. The Committee noted in the event of a member receiving a critical review and where agreement could not be reached between the Chair and the Member an appeal could be made to the Chair of the Standards Committee in consultation with the Clerk.

The Chair of the Standards Committee welcomed both the constructive and objective approach of the scheme

07/st/7

TERMS OF REFERENCE

At the last meeting Mr Billett had highlighted that his attendance at the Annual Standards Board Conference had revealed that the role and duties of Standards Committees varied in each Authority and it was therefore agreed that the current Terms of Reference be reviewed

The Committee was satisfied that the Terms of Reference still reflected its role. However Members considered that they had had no involvement to date in any training on the Code of Conduct and there was a general discussion on how new and exiting Members could be trained in this area particularly as a new Code was due out shortly. The Committee asked to be kept informed of the arrangements to be made.

07/st/8

GOING LOCAL – INVESTIGATION AND HEARINGS – TRAINING DVD ISSUED BY THE STANDARDS BOARD FOR ENGLAND

Members viewed a training DVD issued by the standards Board which used a *dramatised scenario to illustrate a local investigation and hearing* and highlighted some of the challenges that might arise.

The learning points from the dramatisation were discussed and the Committee considered that overall it was a useful training aid for both Standards Committee Members and Authority Members

AUDIT & BUSINESS ASSURANCE COMMITTEE

20 March 2007

PRESENT

Mrs E Horrocks (In the Chair)

Mr M Farooq, Miss Mercury, Mr V Lee, and Mr M Pantling

Mr P Conniff also attended the meeting

Apologies for absence were received from
Mr B Spurr and Dr S Sangray

07/qu/1

MINUTES

The Minutes of the meeting of the Committee held on 7 November 2006 were confirmed.

07/qu/2

COMMUNICATIONS

The Chair welcomed to the meeting Mr Tony Brown, the interim Chief Executive (and Interim Chief Executive/Treasurer from 1 April 2007). Mr Phil Wells was in attendance in the capacity of the Force's Head of Finance, but would give advice to the Committee in the capacity of the Authority's Deputy Treasurer if that were necessary given Mr Alan Williams, Treasurer had commenced a period of annual leave until his retirement on 31 March 2007.

In the light of changes in both Authority and Force personnel the Committee confirmed that at each meeting attendance would be required by the Authority's Treasurer and the Force's Head of Finance. Attendance by a Member of the ACPO team would be on an as and when required basis.

07/qu/3

MATTERS ARISING

Minute 06/qu/25 – Draft Annual Audit Letter

Kay Storey the Audit Manager reassured Members that arrangements for a better dialogue with the Officers were in hand. She mentioned that in February auditors and police representatives met on the approach to PURE for 2006/07. In

addition a report had been published identifying areas of good practice. One major change is the inclusion of a value for money profile which shows performance plotted against other measures including expenditure

07/qu/4 **DECLARATIONS OF INTEREST**

There were no declarations of personal or prejudicial interests from Members.

07/qu/5 **VALUE FOR MONEY PROGRAMME PHASE 2**

The report of the Chief Constable was submitted on the delivery of a Corporate Services function which was a key element of the recently approved Value for Money Strategy.

Members were reminded that the 'Corporate Services' function would bring together business support services into one directorate to eliminate duplication across the organisation and provide improved 'back office' services. The Committee had been given the responsibility to monitor the merging of the Force's Business Support Services into this new model and progress on that aspect was detailed in the report. The Committee noted that the target date for implementation of the Corporate Services Model was 1st October 2007.

Members were also reminded that at the Police Authority meeting on 15 December 2006 the Authority determined how it governed the Value for Money programme and it was agreed that the three members (Elaine Horrocks, Michael Dolling and Robin Younger) previously agreed as 'liaison points' on restructuring, would continue in a co-ordination role and receive monthly highlight reports and having bi-monthly meetings. The Director of Corporate Services (Designate) sought Members views on how they would like to take this arrangement forward. The Chair of the Committee was satisfied that the Audit Committee would receive progress reports at each meeting and was happy for her involvement to be via the Committee. With regard the involvement of Robin Younger and Michael Dolling it was proposed that they be invited to sit on the Corporate Services Programme Board.

The Director of Corporate Services (Designate) considered that it would be useful for all Members of the Authority to receive a presentation on the Corporate Service function and would seek to do this possibly at the Authority's meeting in May

The Head of Finance mentioned that the delivery of corporate services being a major change for the Force, both in service delivery and culture had identified a new risk around the ability to deliver an adequate level of support services. The Internal

Auditors were to therefore advise on the controls to put into place to reduce the likelihood of the risk coming to fruition. Post implementation an Audit would be undertaken to establish if the structure was fit for purpose.

RESOLVED

1. That the progress and key activities associated with the implementation of the Corporate Service model be noted with a further update being provided to the next Audit and Business Assurance Committee.
2. That the Director of Corporate Services make a presentation to all Members of the Authority on the new Corporate Services Directorate

07/qu/6

REPORTS OF THE DISTRICT AUDITOR

(a) External Audit Plan – 2006/07 – progress

The Committee noted the progress on the completion of the audit areas included in the 2005/06 plan.

(b) External Audit Plan – 2007/08

The Committee considered the External Audit Plan for 2007/08.

As defined in the Audit Commission's Code of Audit Practice a risk based approach in the preparation of the Plan had been taken. The main focus of the plan was the need to draw a positive conclusion regarding the Authority's arrangements for ensuring Value for Money in its use of resources and on the need to obtain a clear direction on overall financial and performance management arrangements. The audit work included in the plan was designed to examine these areas.

Members noted that the section 4 of Police and Justice Act 2006 to be implemented from 31 March no longer required Police Authorities to conduct best value reviews which also removed the requirement for the auditors to audit the best value performance plan and had therefore not been included in the audit plan in anticipation of the section taking effect.

It was also noted that the Home Office had withdrawn its funding for work on police data quality and this would now be included in the fee.

Members were particularly interested to note the inclusion of the

Authority in the Auditors review of effectiveness of the Bedfordshire County Council's partnership working arrangements through the Local Area Agreement.

The audit fee amounted to £70,500 for 2007/2008 which incorporated audit of the financial statements, use of resources, data quality , PURE Assessment , Local Area Agreement, the whole of Government accounts and the National Fraud Initiative.

The Interim Chief Executive considered that it would be useful for Members if the reports from the District Auditor included a recommendation for the Committee to consider. The Audit Manager agreed to this suggestion.

RESOLVED

That the External Audit Plan for 2007/08 be approved at a fee of £70,500

07/qu/7

REPORTS OF THE INTERNAL AUDITOR

(a) INTERNAL AUDIT PLAN – 2006/07 AND UPDATE Audit Plan 20078

Mr Mark Jones from Bentley Jennison, the Authority's Internal Auditors, presented a report on the progress made so far in undertaking the Internal Audit 's planned for 2006/07.

Appended to the report were the Executive Summaries of the Audits completed on

Performance Management
Creditors,
Complaints
Procurement
Cash, banking and Treasury management
Fixed Assets, inventories and Insurance
Governance

There were no limited levels of Assurance or fundamental recommendations issued for these Audits.

Mr Jones orally reported that following further consideration of the recommendations arising from the audit on Governance he intended to withdraw that part of the recommendation which related to quoracy at Police Authority meetings. Members endorsed this amendment.

During the discussion of the audit undertaken on complaints confirmation was sought by Miss Mercury on the extent of public awareness that complaints could be submitted on line. The Head of Finance agreed to pursue this with the Head of Complaints and Professional Standards and report back to her.

The current status of the Auditor's operational plan was also appended to the report.

An updated Audit Plan for 2007/08 was also presented. In discussing the plan the Interim Chief Executive expressed concern that the audit on partnerships had been removed and pointed out that the Government was seeking outcomes from partnership working. He therefore suggested to Members that this audit be placed in the contingency allocation of the plan so that it could remain as a matter for debate a later Audit Meeting and this was agreed. Members were also given assurance that the audit proposed on Communication would cover issues around neighbourhood policing.

THE CIPFA CODE OF PRACTICE FOR INTERNAL AUDIT 2006

Mr Jones circulated a briefing note on how Bentley Jennisons risk based internal audit methodology met the requirements of the revised CIPFA code of Practice for Internal Auditors. Mr Jones assured Members that they were meeting the requirements of the Code and had welcomed the emphasis the code had placed on risk based auditing. The Internal Auditor's had based their assessment on the areas that were solely the responsibility of the Internal audit service and therefore sought Members views on undertaking as self assessment on other areas not covered in their comparison. The role and status of the Audit Committee was an example of the one area that had not been assessed. To assist the Committee in undertaking this he circulated a template for the self-assessment. It was agreed that the Chair, Interim Chief Executive and Head of Finance complete the assessment and report back to the next meeting.

RESOLVED

1. That the report be noted and the updated Audit Plan for 2007/08 as now amended be approved.
2. That the Chair, Interim Chief Executive and Head of Finance complete the self assessment relating to the CIPFA Code of Practice for Internal Audit and report back to the next meeting

INTERNAL AUDIT – PROGRESS ON PREVIOUSLY AGREED RECOMMENDATIONS

The Treasurer submitted a progress report on implementation of the fundamental and significant recommendations arising from the Audits undertaken by Bentley Jennison, the Internal Auditors, during 2006/07.

In addition, one outstanding recommendation on the internal audit of forensics undertaken by the previous internal auditors, Bedfordshire County Council, was also reported on. Members noted that the Committee would receive a presentation from the Head of Scientific Services on the progress of this recommendation once the national procurement work on forensics had been completed.

Bentley Jennison had not issued any reports that include fundamental recommendations however there had been 8 audits, previously reported to this committee, that had had significant recommendations, these being:

- Firearms Licensing;
- Policy Implementation;
- Risk Management 2005/06;
- Risk Management 2006/07;
- Payroll and Pensions;
- Divisional Reviews 2005/06;
- Divisional Reviews 2006/07;
- Health and Safety; and
- Training

The Committee noted that out of the 6 outstanding recommendations excluding training 3 were now complete, 3 remained outstanding and progress would be reported to the next meeting of this Committee. The training and sickness management recommendations would continue to be monitored by the Human Resource Committee and this Committee would be informed of progress made .

It was noted that at the next meeting the Committee would receive an update on the Internal Audit on Sickness Management

and Members asked if they could have a presentation that considered actual performance on sickness at the same time, which if possible should include some benchmarking data against our MSF or other blue light services.

RESOLVED

That the report be noted

07/qu/9

HMIC READINESS REVIEW PROGRESS ON ACTION PLAN

The report of the Interim Chief Executive/ Treasurer was submitted which reviewed the progress on the implementation of the strategic issues arising from the Independent Review of the Authority's readiness for an HMIC inspection. Members noted only two issues remained outstanding and these related to the partnership development process and monitoring of Health and safety issues

RESOLVED

That the report be noted and a further report be made in approximately 9 months time

07/qu/10

REVIEW OF INTERNAL CONTROLS AND RISK MANAGEMENT AND COMMITTEE EFFECTIVENESS

The report of the Chief Constable was considered which reminded Members of the Audit Committee's decision that each Committee annually review its internal controls for inclusion in the Statement of Control required under the Accounts and Audit regulations 2006.

In addition to this the Audit Committee had agreed that each Committee review the major risks attributed to it.

As part of the annual review it was also appropriate for the Committee itself to consider how it feels it was performing. Some areas for consideration were highlighted in the report and whilst the Committee was satisfied with its performance in these areas they gave some consideration to alternative ways in which their performance could be measured. Suggestions for the next annual review included looking at whether or not the Terms of Reference had been achieved, establishing a forward plan of activity to assist with the evaluation and consideration of milestones achieved .

RESOLVED

1. That the Committee confirms that existing arrangements for internal control are adequate or suggest proposals for additional safeguards to be established

2. That the Committee is assured that there are no major strategic risks attributed to this Committee.
3. That the Committee confirms it has undertaken a self-assessment of its own performance and that there are no areas that require improvement.

07/qu/11 RESOLVED

That the press and public be excluded from the meeting during the discussion of the following item on the grounds that it is confidential and may involve the disclosure of exempt information as defined in paragraph 7 of part 1 of Schedule 12A to the Local Government (Access to Information) Variation Order 2006.

07/qu/12 RISK MANAGEMENT

The joint report of the Chief Constable and Clerk was submitted on the implementation and management of the Authority's Risk Management process.

The report highlighted that since the last meeting the registers had been reviewed which had resulted in a change in the ranking of some risks and identification of some new risks

The report included the revised registers for significant strategic risks and both the Force and Authority operational risks.

The Committee noted that the risk rating of the failure to implement changes effectively in the delivery of the Corporate Services function had been reduced to below the de – minimus Members considered that this level was too low given the level of change the Force were due to go through. The Head of Finance explained that the assurances received from previous implementations meant that this risk had reduced, however it would be re-assessed by the Risk Management Board which would include the findings from the advisory work being undertaken by the internal auditors.

RESOLVED

1. That the amendments to the Risk Register be endorsed
2. That the Head of Finance though the Risk Management Board consider the rating of the risk 'failure to implement changes effectively' and incorporate the findings of the Internal Auditors advisory work in the review.

HUMAN RESOURCES COMMITTEE

23 April 2007

Present

Mr P Hollick (In the Chair)

Mrs S Alexander, Mrs P Fletcher, Mrs S Gillard, Mrs R Gutteridge Mrs E Horrocks, Mr V Lee, Mr B Spurr Mr J Wells and Mr R Younger.

Mr Conniff, Mr S Choudhry, Mrs L Hockey and Mr M Panting also attended the meeting

07/h/1 MINUTES

The minutes of the meeting of the Committee held on 22 November 2006 were confirmed.

07/h/2 MATTERS ARISING

06/h/28 Progression of Female Officers Through the ranks

The Recruiting and Career Development Manager updated Members on the progress of proactive initiatives in place to try and improve the progression of female officers through the ranks. She mentioned that the local Women's Group had renamed itself and was to be known as NOW (the Networking Organisation for Women). The Group had organised a development day for Women entitled 'Inspired' in March and 200 Women attended the event. The issues arising from the event were being pursued.

She also mentioned that fourteen women had been involved in the 2006/07 positive leadership programme and this was planned to run again in 2007/08.

The Force Diversity Manager mentioned that the Force Gender Equality Scheme would shortly be finalised which would provide the assurance that issues around gender would be addressed.

Proportion of Police Officer Time Available for Frontline Policing (FLP)

The Director of Corporate Services reported that the Frontline Policing measure for 2006/07 was to be finalised shortly and was expected to exceed the target. The Committee confirmed that it wished to continue monitoring this target as the Committee had a role in prevention of crime.

Level of Probationers Leaving the service

The Recruiting and Career Development Manager updated Members on the local initiatives that were being looked at in the Police Officer recruitment process to improve its robustness and reduce the current rate of resignations.

07/h/3 DECLARATIONS OF INTEREST

There were no declarations of personal or prejudicial interests from Members.

07/h/4 THE ROLE OF THE POLICE FEDERATION IN SUPPORTING POLICE OFFICERS

Sergeant John Price, the Force Police Federation Joint Branch Board Secretary, gave a presentation on the support, information and advice that the Department offered to Police Officers. He briefly outlined the history of the Police Federation and how it operated at National and local levels. He explained that the Federation's main activity of work was in the area of misconduct but queries arising from Equality issues had grown significantly over the past few years. The Federation also ensured that they were represented on the internal groups that assisted in the management of the Force which included training, human resources, diversity and Health and Safety. However there was little representation on the operational side of the business which was an area that the Federation would like to change as it was not seen as best practice.

In response to the presentation the Chair of the Authority mentioned that he held regular meetings with Sergeant Price which had formed a good working relationship with the Federation. The Director of Corporate Services and Sergeant Price have a one-to-one meeting every month.

Members thanked Mr Price for his informative presentation.

07/h/5 **PEOPLE STRATEGY 2007/09**

The Committee considered a report setting out a draft People Strategy for the Force for the next two years. The Director of Corporate Services explained that the basis of Strategy evolved around the need to manage the change flowing from the creation of a three Directorate organisation (Corporate Services, Territorial Policing and Protective Services) and the difficult resource position over the next few years.

The Force's People Strategy aimed to achieve a balance between its difficult resource position and the need to provide pay and employment conditions, and an employment culture, that was capable of recruiting and retaining the quality of workforce needed to deliver the Authority's Vision and the Force's Mission and key priorities.

The report set out the objectives under each of the 9 areas of activities to be covered in the Strategy. The Director of Corporate Services made some minor amendments to areas covering Employee Learning and Development and Performance Management and Members were happy for these to be incorporated. In addition to these amendments it was agreed that the document required more emphasis on the Strategic aims and the inclusion of Some objectives around the delivery of collaboration.

RESOLVED

1. That member's views and comments as set out above be developed for inclusion in the strategy.
2. That, following consultation, a further report which sets out a detailed work programme for the human resource function for 2007/8 together with the outturn position for 2006/7, be submitted to the July meeting of the Committee.

07/h/6 **LEARNING AND DEVELOPMENT BUSINESS PLAN**

The Learning and Development Business Plan for 2007/008 was presented for consideration. Members noted that the document had been produced according to the template and guidance from the Home Office. This year an attempt has been made to simplify the approach.

Members welcomed the new format of the plan and made no amendments to the contents of the Plan. Mrs Gutteridge ,the Chair of the Community Engagement Committee commented that it would be

useful for that Committee be kept informed of matters arising from the placement of Student officers in Community Group and it was agreed that was deemed to be appropriate would be forwarded to the Authority Head of Strategy and Policy Development. She also advised Members that the Community Engagement Committee was currently considering options for introducing a Police Authority awards scheme for both Officers and Staff

RESOLVED

That the Learning and Development Business Plan for 2007/08 be approved.

07/h/7 INTERNAL AUDIT REVIEW OF HR TRAINING

The Committee noted that the Peter Hollick and Elaine Horrocks met with the Director of Corporate Services, the Head of Finance and Chief Inspector Mark Holbourn in February to review the response to the Internal Auditors report on HR training.

Each of the 'Significant' issues was discussed and reassurance sought on the actions taking place to progress them. The summary concluded that there were four areas of work that needed to be the focus of activity to ensure improved performance.

These areas were Quality Assurance, including Evaluation, Use of the National Costing Model - room and resource use, use of the NCALT computer system, and development of a Skills Matrix.

It was agreed at that time that the lead officers for these issues within TADS would attend the meeting on 23rd April 2007 and provide presentation on each of the issues. The focus of the presentations was to provide information on the progress to date/current status, the expected benefits, the future developments and potential gains

Following the presentations the Chair of the Authority advised that whilst it had been considered by the Force and the Authority that Training was a suitable area for collaboration it had not featured as a business case for Forces within the Eastern Region.

07/h/8 **MONITORING DATA**

The Committee considered a report from the Chief Constable which provided data compiled within the first the first nine months of 2006/07 in relation to

Statutory Indicators

Force Strength

Recruitment to Leaving

Abstractions

Grievances and Employment Tribunals

There were no significant issues arising from the report. The Director of Corporate Services however drew Members attention to the following two areas where targets had not been achieved.

(a) Recruitment from Ethnic Minority Backgrounds

There were no intakes from minority ethnic groups in 2006/07 mainly due to the reduced intake. For the next round of recruitment a positive action approach would be adopted to encourage applications from ethnic groups. It was noted that the Government wished to see far more workforces reflect the communities they serve and were currently considering changes to the employment legislation which would lead to priority being given to ethnic minority applicants if the required standards had been met.

(b) Abstractions - Sickness Monitoring

The upward trend in sickness absence seen throughout 2006/07 was expected to improve following the development of an implementation Plan

RESOLVED

That the monitoring report be noted

07/h/9

**REVIEW OF INTERNAL CONTROLS AND RISK MANAGEMENT
AND COMMITTEE EFFECTIVENESS**

The report of the Interim Treasurer and Chief Constable was considered which reminded Members of the Audit Committee's decision that each Committee annually review its internal controls for inclusion in the Statement of Control required under the Accounts and Audit regulations 2006.

In addition to this the Audit Committee had agreed that each Committee review the major risks attributed to it. In addition to risks around sickness absence that had been already identified Members considered that it should also monitor the risks associated with

- the provision of effective management training to Junior supervisors particularly at the rank of Sergeant,
- the process change evolving from the creation of a three Directorate organisation
- the failure to monitor in sufficient depth Health and Safety issues

It was agreed that these risks be forwarded for assessment through the Risk Management Process

In relation to the Terms of Reference and their ability to fulfil the key areas of control it was considered that an amendment was required to provide greater clarity around the Committee's responsibility for Value for Money within the Authorities revised Value For Money Strategy.

As part of the annual review it was also appropriate for the Committee itself to consider how it feels it was performing against its existing responsibilities and Terms Of Reference and the Committee was satisfied with its performance in these areas.

The Vice Chair of the Authority mentioned that it was intended to review the Terms of Reference of the Committee's at the Authority's seminar in June and developmental the matters raised could be taken forward at that time.

RESOLVED

1. That the Committee confirms that existing arrangements for internal control are adequate or suggest proposals for additional safeguards to be established
2. That the terms of reference of the Committee be reviewed and improved to provide greater clarity of its overall responsibility particularly in the area of value for money.
3. That the Committee is assured that all major risks attributed to this Committee are appropriate and that action is being undertaken to minimise the impact or likelihood of the risk being realised and that those additional risks identified above be forwarded for assessment under the Risk Management process
4. That the Committee confirms it has undertaken a self-assessment of its own performance and where appropriate suggested areas for improvement.

07/h/10 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting during the discussion of the following item on the grounds that it is confidential and may involve the disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Local Government Act 1972.

07/h/11 REPORT OF THE GRIEVANCE MONITORING PANEL

The Grievance Monitoring Panel considered the Grievances cases that had been finalised.

The Chair of the Committee reported that the Panel had no significant matters to raise concerning the cases.

RESOLVED

That the report be noted

REPORT AUTHOR: CHAIRMAN
SUBJECT: ANIMAL WELFARE LAY VISITORS

BACKGROUND PAPERS: NONE

RECOMMENDED: THAT THE REPORT BE NOTED.

Over the past year the Scheme has continued to run very effectively and without any problems. Two of the Visitors have moved away, but the five we have left are more than capable to fulfil the duties needed to be carried out. The Visitors appear to have an excellent rapport with the Officers and any issues that do arise are quickly discussed and resolved.

Many of the vehicles have been replaced over the past two years and all now have air conditioning. This is of great benefit to dogs and handlers particularly bearing in mind the length of time spent in the vehicles.

One issue that has not been resolved is the continuing situation where stray dogs are accommodated short term at Police Stations. It was expected that legislation could be passed last year for this responsibility to pass to District Councils but this did not materialise. A letter has been sent to the Home Office seeking clarification on the delay but no decisions are yet forthcoming. Although the Animal Welfare Scheme does not strictly cover this aspect of animal care Visitors have included visits to Police Station animal accommodation to ensure adequate care is being provided until private kennel arrangements can be made (normally no more than 24 hours). Station Officers do find this quite an onerous task and one that can be easily overlooked when the Station is busy. Also some of the dogs may be either sick or vicious and therefore do need skilled handling. Pressure will continue to be exerted to pass on this responsibility as originally suggested.

PETER F CONNIFF
CHAIRMAN

REPORT AUTHORS: CHIEF EXECUTIVE
SUBJECT: ACTION FOLLOWING CONSULTATION WITH THE CHAIRMAN

Background Papers: (Contact Janet Wardell - telephone Bedford 842066)
Correspondence relating to action taken, kept in the Register of Decisions.

PURPOSE: To bring to the attention of the Authority the following decision taken by officers after consultation with the Chairman
RECOMMENDATION: That the report be noted.

Local Government Pension Scheme – Discretionary Compensation Regulations

A revised redundancy policy has been approved with effect from 1st April which takes into account the 2006 changes to the Discretionary Compensation Regulations. Approval was given as the Human Resources Committee did not meet until the 23 April. A copy of the revised policy is attached.

Assistant Chief Constable

Approval has been given to bespoke the relocation costs as set out in the ACPO Officers Scheme for ACC Katherine Govier. Approval has also been given to provide her with the use of the lease car used by the former Director of Finance for the remaining two years of its lease, this will be in place of the car allowance normally payable .

CHIEF EXECUTIVE
STEPANIE McMENAMY

BEDFORDSHIRE POLICE AUTHORITY

Policy Statement on the Exercise of Discretions Required under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006

The following statement summarises the Authority's policy on the undermentioned three areas of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 which came into effect from 1 October 2006. This policy shall be effective from 1 April 2007 and reviewed periodically:

Regulation 5 Power to increase statutory redundancy payments

The Authority uses actual weekly pay when calculating a statutory redundancy payment.

Regulation 6 Discretionary compensation for redundancy

The Authority will award a one off compensation payment for all employees, based upon two times the payment that would otherwise apply under the formula for calculating redundancy payments set out in the Employment Rights Act 1996 (as amended), not exceeding 60 weeks actual weekly pay.

In exceptional circumstances, subject to agreement by both the Director of Corporate Services and the Chief Executive of the Authority, a payment exceeding 60 weeks pay may be granted.

The Authority will not award additional membership under Regulation 52 of the Local Government Pension Scheme Regulations 1997.

The *Management Guidelines – Procedure in the Case of Redundancy* provide detailed information relating to this Policy.

April 2007