



Agenda

13 February 2009

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



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

Ms C Atkins MBE, Mr T Brown, Mr S Choudhry, Mr P Conniff, Reverend L Denny
Mrs P Fletcher, Mrs S Gillard, Mrs K Johnson, Mrs L Hockey, Mrs E Horrocks,
Mr M Farooq, Mr P Hollick, Mr V Lee, Mr M Pantling, Mr R Saleem, Mr B Spurr, and Mr R
Younger).

A meeting of the **BEDFORDSHIRE POLICE AUTHORITY** will be held at Bridgebury House, Woburn Road, Kempston on **Friday 13th February 2009, 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. Public Question Time – To receive any questions

2. Minutes

To confirm the minutes* of the meeting of the Police Authority held on 12 December 2008

3. Matters Arising from the Minutes

By Chairman

4. Declarations of Interest

To receive any personal or prejudicial interests from Members

5. Communications/Chairman's Correspondence

Oral report by Chair and Clerk to the Police Authority

MATTERS FOR DEBATE

6. Inspection Update

Presentation by Jane Stichbury – HM Inspector of Constabulary (South of England Region)

7. Finance Committee

Minutes* of the meeting held on 28 January 2009 - Committee Chair

8. The Local Strategic Plan 2009 – 2012 and Policing Plan 2009/10

Oral Report of the Chief Constable and Chief Executive/Treasurer

9.. Revenue Budget, Budget Requirement, Precept and Council Tax 2009/2010

Report* of the Chief Executive/Treasurer

10. Collaboration and Partnership Arrangements

(a) Oral report by the Deputy Chief Constable

(b) Minutes of the Meeting of the Bedfordshire and Hertfordshire Police Authorities Joint Working Group held on 12^h January 2009

(c) Approval of Collaborative Service Agreements (To Follow)

11. Police Authority Inspections

Report* Chief Executive/Treasurer

12 Youth Issues Group

Minutes* from the Meeting held on 12 December 2008 – Panel Chair

MATTERS FOR NOTING

13. Complaints and Professional Standards Committee

Minutes* of the meeting held on 20 January 2009– Committee Chair

14. Performance Committee

Minutes from the Meeting held on 3 February 2009 – Committee Chair (To Follow)

15. Human Resources Committee

Oral report on the issues arising from the Meeting held on 10 February 2009 – Committee Chair

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

17. Animal Welfare Lay Visitors

Report* of the Chair

18. Action Following Consultation with the Chairman

Report* of the Chief Executive/Treasurer

19. Status Report

Monitoring Report* of the Clerk on the action taken to implement earlier decisions of the Authority and its Committees.

BEDFORDSHIRE POLICE AUTHORITY

12 December 2008

PRESENT

Mr P Conniff (Chairman)

Mr T Brown, Ms C Atkins (MBE), Mr S Choudhry, Reverend L Denny, Mr M Farooq, Mrs S Gillard, Mrs L Hockey, Mr P Hollick, Mrs E Horrocks, Mrs K Johnson, Mr V Lee, Mr M Pantling and Mr B Spurr

Apologies for absence were received from Mr R Saleem and Mr R Younger

08/qp/77 PUBLIC QUESTION TIME

No questions were received.

08/qp/78 MINUTES

The minutes of the meetings of the Authority held on 24 October and 18 November 2008 were confirmed.

08/qp/79 MATTERS ARISING

There were no matters arising.

08/qp/80 COMMUNICATIONS/CHAIRMAN'S CORRESPONDENCE

There were no communications to report.

08/qp/81 DECLARATIONS OF INTEREST

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

08/qp/82 COLLABORATION AND PARTNERSHIP WORKING ARRANGEMENTS

The Deputy Chief Constable gave an oral update on the progress of the collaboration programme.

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He mentioned that following Bedfordshire and Hertfordshire Police Authorities endorsement of the business cases for a collaborative venture in respect of dogs, professional standards, and scientific support detailed implementation plans had been prepared to ensure that the key issues relating to policy, practice HR, ICT, finance and effective governance were in place. Discussions would also be taking place with Unison and the Federation on compensatory arrangements, posting policy and recruitment selection and where necessary de-selection. Formal consultation with staff affected by the changes had already started which provided the opportunity for the proposals to be challenged and seek clarity on the impact for them personally. Any issues would need to be addressed prior to the formal Section 23 Agreements being approved by the Authority at its meeting in February 2009. With regard to funding he was grateful for the Authority's support in potentially utilising the projected £400K under-spends in the corporate budget to fund the set up costs for these projects.

He also reported upon the progress of the establishment of joint Bedfordshire and Hertfordshire capability in the following areas:

- Firearms,
- Counter Terrorism and Domestic Extremism
- Civil Contingencies and Public Order Planning
- Strategic Road Policing
- Search capabilities
- Command and Control System

Members noted that the business case for the collaboration on firearms would be submitted to the Authority in the new year. In terms of new work the Team would be looking at ICT and Procurement together with Cambridgeshire who had indicated their willingness to engage in these areas.

As mentioned at the last meeting the Joint Collaboration Team had invited all Police Authorities and Forces to an open day on 25th November 2008. Twenty-three Forces had attended the event and the feedback had been positive.

The Deputy Chief Constable also reported that he was still awaiting confirmation from the Minister of State about the increased grant support to the joint collaboration programme.

He also mentioned that the HMIC were currently undertaking a stock take of existing collaborative effort and that the Head of the Joint Collaboration Programme, Chief Superintendent Steve Ottaway, was preparing the response. He was confident that the progress made so far would be seen in a positive light.

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With regard to regional collaboration opportunities the Regional Collaboration Team was continuing to progress the areas of Serious and Organised Crime and Disaster Victim Identification.

During the discussion on the progress being made Members were given assurance that the consultation process being undertaken was meaningful. By way of example the Deputy Chief Constable referred to the discussion currently taking place with the dog handlers around the need to alter their 4 day on 4 day off shift patterns to improve service delivery and bring conditions of service in line with other Forces. He also confirmed that the dedicated HR Team would ensure that the selection processes were fair. Given the current thinking around workforce modernisation the Deputy Chief Constable assured Members that this key priority was borne in mind when reviewing working practices.

Members asked if collaboration was a step towards merger plans. In response the Deputy Chief Constable advised that the principle of collaboration ventures was to ensure that they were fit for purpose regardless of whether or not a future merger was to be considered.

(b) Minutes of the meeting of the Bedfordshire and Hertfordshire Police Authorities Joint Working Group held on 17th November

The Chair presented the minutes of the meeting of the Bedfordshire and Hertfordshire Police Authorities Joint Working Group. The main business had been the consideration of the business cases for the proposed collaborations which were due to start on 1st April 2009.

08/qp/83 REVENUE BUDGET 2009/10

The Authority considered a joint report by the Chief Executive/Treasurer and Chief Constable which advised that on 26 November 2008, the Minister of State for Local Government announced the proposed Local Government Finance Settlement for the remaining two years of the 2008/09 Three-Year Settlement. The announcement confirmed that the level of grant included in the Three-Year settlement for 2009/10 continued to be at the level of grant Bedfordshire expected to receive. The report provided an assessment of the settlement together with the impact on the Authority's Budget.

For 2009/10 the settlement for Bedfordshire was an actual increase of 3.3% compared to the 2008/09 settlement increasing Police Grant from £68.508M to £70.754M, an overall increase of £2.246M.

In addition to this, the announcement also confirmed that the following specific grants would continue:

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- Rule 2 Grants - £1.937M (Special Priority Payments, South East Allowance, Rural Policing, probationer learning development programme and DNA)
- Crime Fighting Fund - £2.71M
- BCU Fund - £0.42M
- Neighbourhood Policing - £2.69M.

Whilst not yet confirmed, as part of the settlement, it was anticipated that the specific grants associated with Prevent, Manpads and Security Grant would continue at similar levels to 2008/09.

The announcement also confirmed that the level of capital grant would be £1.297M which had been in line with assumptions used in the preparation of to three year capital programme.

The settlement would provide funding for an approximate additional 11 police officers which would be added to the budgeted police officer establishment bringing the number up 1,285. This would increase the number of police officers and police staff funded by external grant to 155 police officers and 152 police staff including 128 PCSOs.

In making his announcement on the proposed settlement the Minister expressed that keeping Council Tax under control remained a priority for the Government and that the average council tax increase in England should be substantially lower than 5%.

Whilst no decisions have been made on the capping principle for 2009/10 it was clear from the announcement that capping powers would be exercised in protecting Council Tax Payers from excessive increases as had been the case for 2008/09. The Chief Executive/Treasurer orally reported that this approach had now been confirmed by the Home Office.

Based upon this settlement and the pressures and assumptions for the 2009/10 budget the potential budget requirement was £100.395M which represented a 4.5% increase on the 2008/09 revenue budget of £96.056M and an increase of 4.8% on the notional budget figure of £95.790M, against which the budget increase would be measured for capping purposes. The impact on the Council Tax in funding the potential budget requirement would be an increase of approximately 7.3% from £135.28 to £145.12 Band D equivalent.

In order to fulfil the requirements of the three-year strategic plan, sustain performance improvement over the Comprehensive Spending Review (CSR)

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period and beyond and focusing on the two key areas for the Authority, these being Protective Services and Neighbourhood Management, there would be cost implications. The areas where additional resources were required were in the areas of Serious and Organised Crime capability, communications and marketing, forensic sampling in custody and volume crime (resources for the dedicated team).

When incorporating this growth, the actual potential budget requirement increased from £100.395M to £101.260M, producing a Council Tax increase of 10.3% or a Band D equivalent of £149.25.

The Finance Committee at its meeting on 2 December recognised that this was not an acceptable level of budget or Council Tax increase and agreed that the Authority should consider budget options based upon 3%, 4% and 5% Council Tax increases and a 4% budget increase option. The Authority supported this approach for the 2009/10 budget. When presenting the proposals for Members consideration the Chief Executive/Treasurer confirmed that each budget option would incorporate details of the growth and savings that would be required.

It was noted that consultation with the public around the budget would be through the 'Blue Light' survey in January. Given the extensive consultation undertaken last year and the commitment made to Council Tax Payers that last year's precept increase was a one-off investment this approach to consultation was robust and provided value for money.

The results of the consultation exercise would be made available to Members at the Authority's seminar on 28 January 2009.

With regard to the use of reserves Members were reminded that to realise the full effect of savings, such as those arising from collaboration, there would be the need to utilise reserves in funding the one-off set up costs, as well as considering other one-off pump priming issues.

RESOLVED

That budget proposals based upon 3%, 4% and 5% increase in Council Tax and a 4% budget option be prepared for consideration at the Authority's seminar on 28 January 2009.

08/qp/84

OUTLINE DRAFT 2009/20123 YEAR STRATEGY AND 2009/10 POLICING PLAN

The Authority considered the outline draft of the 2009-12 Three-Year Strategy and the 2009-10 Annual Policing Plan (APP).

The plans had been developed based upon the principle to build upon recent

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improvements in key delivery areas. In particular the development of Neighbourhood Management and the provision of Protective Services.

Both documents contained areas that required further development and these were indicated in the draft documents

The Chief Constable orally reported that the Force Strategy Board had reviewed the draft versions of the plan and agreed that the plans should include emphasis on:

- the aim to sustain and improve performance
- diversity and equality Issues
- efficiency and productivity savings

The Strategy Board had also considered that the aspirations of the Policing Pledge should be seen as complementary to the force strategic aims rather than as a stand-alone initiative. It underpinned what the force was already trying to achieve.

Members supported the Chief Constable's approach in all these areas and in addition agreed that the plans should incorporate reference to:

- the implications of the Green paper proposals
- the high priority to be given to improvements in the areas of Neighbourhood Policing and Protective Services.
- commitment to the actions being taken to close the disparity of satisfaction between white and BME victims of crime and the
- commitment to deliver environmental improvements

The Strategic Plan made reference to the publication in October 2009 of the first set of the Comprehensive Area Assessments results. Members considered that this was a major change for partnership working and the public needed to be aware of how the new partnership arrangements would help to deliver better outcomes and it was agreed that this was a matter for determination by the Community Engagement Committee.

The Chief Executive/Treasurer reported that a number of Members had indicated that the Working Group established in the previous year to progress the plans had worked well and would wish to see a similar approach being taken for the 2009/10 plans. The Chief Executive/Treasurer would therefore be writing to Members to confirm representation on the Group.

A further draft of the Strategy and APP would be presented for discussion to the Force Strategy Board on 19th January 2009 and the Police Authority Budget and APP Seminar on 28th January 2009.

RESOLVED

1. That subject to the incorporation of the issues identified above the framework for the three year Strategy and 2009/2010 Annual Policing Plan documents be approved for further development.
2. That the establishment of a working group of Members to work with the Officers progress the plan in readiness for publication on 1st April 2009.

08/qp/85

ANNUAL REPORT ON FORCE EQUALITY SCHEMES AND PROPOSED NEW EQUALITY STANDARD

The report of the Chief Constable was submitted which advised on the progress being made in respect of the Force Equality Schemes and the Equality Standard for policing

Members were reminded that the Force had published three equality schemes covering the areas of Race, Disability and Gender in accordance with legislation. As a police service there was legal duty to promote equal opportunities across the three subject areas and to eliminate unlawful discrimination.

The report provided details of the core priority areas for each scheme and how those priorities were helping to improve the overall performance of Bedfordshire Police. There were however some areas within each scheme where further analysis and improvement was required and the risk and actions being taken were appended to the report.

The introduction of the Equality Standard for Policing from April 2009 was expected to provide a framework from which performance improvements could be evidenced. The Equality Standard was based on the five APACS domains (Confidence & Satisfaction, Promoting Safety, Tackling Crime, Serious Crime and Protection, Organisational Management). The Standard has been sponsored by ACPO and the project was to be delivered by the National Policing Improvement Agency (NPIA). The introduction of the Standard would take the form of a controlled pilot phase commencing in April 2009. It was anticipated that the final version of the Standard would be ready for use by all Forces from September 2009. The HMIC would then use the Standard to assess progress against equality and diversity from 2010.

Taken together the use of equality schemes and the Equality Standard for Policing were expected to make a significant difference to overall performance, helping to raise confidence and trust and making people and communities safe from crime.

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Mr Choudhry, the Lead Member for equality and diversity issues raised a number of questions around the progress of the single equality scheme, monitoring exit interviews, positive action for disabled people and equality impact assessments. He also suggested that consideration might wish to be given to merging all five staff diversity groups into one.

The Chief Constable agreed that a gap analysis would be undertaken and a report on the equality standard would be brought back to a future meeting.

Mr Choudhry also sought confirmation that the Authority's publications were made available to the public in an alternative format and in response the Authority's Media and Communications Consultants explained that upon request documents could be translated, made available in large print, Braille or on audio tape and this was clearly stated on all the Authority's publications.

There was a general discussion around the demise of the Authority's Race and Diversity Panel and the need to disseminate monitoring information to Members. The Chief Executive/Treasurer advised that once the post of Policy and Research Officer had been filled a reporting mechanism would be established. In the mean time it was agreed that all Members would receive a copy of the Minutes of the last meeting of the Force Equality Programme Board.

RESOLVED

1. That the progress on the implementation of the Force Equality schemes be noted and associated improvement plan be endorsed.
2. That the progress being made towards the implementation of the Equality Standard for policing be noted.
3. That the Minutes of the last meeting of the Force Equality Programme Board be circulated to all Members.
4. That a gap analysis be undertaken and a report on the equality standard would be brought back to a future meeting

08/qp/86 UPDATE – PROPOSALS FOR POLICE REFORM

Dr Julie Wymer, the Authority's Head of Strategic and Policy Development gave a presentation on the Government's response to the Green Paper consultation together with a timetable for implementation. A brief overview was also provided on the Home Office Select Committee's report on 'Policing in 21st Century'.

Members were reminded that the Green Paper was structured around three themes:

(1) Strengthening the link between the Public and the Police

To include implementation of the Policing Pledge, Direct Elections to Police Authorities and Councillor Call For Action and Improving Neighbourhood Policing.

(2) Strengthening the role of Police Authorities

To include a greater role for Authorities in Efficiency and Productivity Target Setting and the Chief Constable's Performance Development Reviews

(3) Improving Capacity and Performance

To include an assessment through Police Authority Inspections and Strengthening Collaboration:

Dr Wymer had circulated a briefing paper prior to the meeting which set out the Governments proposals in each of the components of the Green Paper.

The Association of Police Authorities had prepared a draft position statement on the Green Paper proposals and this had been circulated prior to the meeting.

The Queen's Speech on the 3rd December 2008 outlined the Government's legislative programme for the forthcoming Parliament and provision had been made within the next parliamentary session for the progression of the 'Policing and Crime Bill'. Royal Assent for the Bill is expected in July 2009. The White Paper was expected sometime in December 2008.

The Authority considered that the key issues arising from the Green Paper centred on the direct elections to Police Authorities, Police Inspections and collaboration and agreed the following action in each area.

Direct Elections

A position statement to be considered at the Authority's seminar on 28th January 2008 and forwarded to the Association of Police Authorities and local MP's.

Police Authority Inspections

The Chief Executive/Treasurer agreed to submit a report to the next meeting of the Authority on 13th February outlining the steps to be taken in readiness

for the Inspections in 2009.

Collaboration

The working group established to progress the 3 year strategic and annual policing plan would as part of their discussions assess the risks and strategic needs facing the Force and the Authority and then consider whether collaboration opportunities or a merger with another Force or Forces would minimise those risks. To assist Members in their debate around a merger the Chair considered that the Group should revisit the issues identified in the 2006 business case..

08/qp/87 CALENDAR OF MEETINGS 2009/10

RESOLVED

That the Calendar of meetings for 2009/10 be approved.

08/qp/88 AUDIT AND BUSINESS ASSURANCE COMMITTEE

The Authority considered the recommendations and decisions from the meeting of the Audit and Business Assurance Committee held on 11 November 2008.

Annual Audit Letter

RESOLVED

That the conclusions of the District Auditor as set out in the Draft Annual Audit Letter be endorsed and the key issues to which attention needs to be given be noted for action.

Generally

RESOLVED

That the minutes be received.

08/qp/89 FREEDOM OF INFORMATION – PUBLICATION SCHEME

The report of the Chief Executive/Treasurer was considered which advised that the Freedom of Information Act (2000) required all for public authorities to adopt and maintain a publication scheme. The Information Commissioner had recently reviewed the effectiveness of the current publication scheme and as a result revisions had been made to the list of classes of information. A new model publication scheme had therefore been developed to take

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effect from 1 January 2009, which all public bodies bound by the Freedom of Information Act would need to adopt on or before 31 December 2008. The Association of Police Authorities had developed a model based on the revised model scheme but tailored to meet the needs of Police Authorities and this had been approved by the Information Commissioner as being suitable for use in Police Authorities. This model had been used to revise Bedfordshire Police Authority's previous publication scheme and this was appended to the report for consideration.

Members noted that any Authority who did not wish to adopt this model would require separate approval from the Commissioner. The new model scheme would replace the existing scheme in place for Police Authorities.

RESOLVED

That the Authority adopts the model publication scheme as now submitted.

08/qp/90

FINANCE COMMITTEE

The Authority considered the recommendations and decisions of the meeting of the Finance Committee held on 2 December 2008.

Members' Allowance Scheme

Members declared a personal and prejudicial interest in this item .

RESOLVED

1. That the Authority approves the proposal to make no increases to the Members' Allowances for the year from 1st January 2008.
2. That subject to reference being made for an appropriate rate to be given for carers/dependants of adults the Members' Allowances Scheme for the year from 1st January 2009, as now submitted be approved.
3. That the Authority approves the proposal to link the Members' Allowances to the Police Staff Council cost of living increases so that the rates are automatically updated with effect from 1st January each year.
4. That the Authority reviews the Members' Allowance Scheme annually for any necessary alterations and that a full review (to include Schedule 1) be conducted in 2012.

Revenue Budget and Capital Programme 2008/09

RESOLVED

That, subject to approval of the Section 23 Agreements, the Authority approves, in principle, the utilisation of 2008/09 corporate under-spending to fund the start up cost for the joint Bedfordshire and Hertfordshire collaborative ventures identified for progression by the Authority on 18th November 2008.

Generally

RESOLVED

That the minutes be received

08/qp/91

HUMAN RESOURCES COMMITTEE

The Authority considered the recommendations and decisions of the meeting of the Human Resources Committee held on 18 November 2008.

Police Authority Health and Safety Policy and Procedure

RESOLVED

That Bedfordshire Police Authority Health and Safety Procedure and Guidance be approved.

Generally

RESOLVED

That the minutes be received

08/qp/92

YOUTH ISSUES GROUP

The Minutes of the meeting of the Youth Issues Group held 6 November 2008 were considered.

RESOLVED

That the Minutes of the meeting be received.

08/qp/93 **PERFORMANCE COMMITTEE**

The Minutes of the meeting of the Performance Committee held 4 November 2008 were considered.

RESOLVED

That the Minutes of the meeting be received.

08/qp/94 **COMPLAINTS AND PROFESSIONAL STANDARDS COMMITTEE**

Mr Hollick presented the Minutes of the meeting of the Complaints and Professional Standards Committee held 26 November 2008.

There was concern among some Members about the increase in the number of conduct matters being recorded. The Chief Constable outlined the work being with undertaken new recruits around this area. Mr Hollick mentioned that Members of the Committee also attended that part of the training session for new recruits which dealt with professional standards issues and that the Committee was satisfied that robust procedures were in place minimise the risk of complaints.

RESOLVED

That the Minutes of the meeting be received.

08/qp/95 **STANDARDS COMMITTEE**

The Minutes of the meeting of the Standards Committee held 28 November 2008 were considered.

RESOLVED

That the Minutes of the meeting be received

08/qp/96 **COMMUNITY ENGAGEMENT COMMITTEE**

The Minutes of the meeting of the Community Engagement Committee held on 3 December 2008 were considered.

In presenting the minutes the Chair of the Committee did not consider that the minute on the partnership report accurately reflected the Authority's proposed membership on the local strategic partnership and CDRPs and this would be amended accordingly .

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There was also a discussion concerning the extension of powers of PCSOs to enable them to issue parking tickets. Whilst the Chief Constable expressed a number of reservations about this Members asked that this be revisited at an appropriate stage of the current Home Office evaluation of PCSO powers.

RESOLVED

The Minutes of the meeting be received.

08/qp/97 **STATUS REPORT**

It was noted that there were no outstanding issues to report upon.

FINANCE COMMITTEE

28 January 2009

PRESENT

Mr R Younger (In the Chair)

Mr T Brown, Mr P Conniff, Mrs P Fletcher, Mr M Farooq, Mrs L Hockey,
Mr M Pantling and Mr B Spurr

An apology for absence was received from Mrs E Horrocks and Mr R Saleem

09/QF/1

DRAFT CAPITAL PROGRAMME 2009/10 – 20011/12

The Committee considered a joint report of the Chief Executive /Treasurer and the Chief Constable which appended a revised Draft Capital Programme for the period 2009/10 – 2011/12

The report highlighted that the Home Office had now confirmed the Capital Resources for 2008/09 to 2010/11 and therefore provided the Authority with a relatively firm commitment to the level of capital grant it could expect for the period covered by this programme.

Since reported to the last meeting of the Committee the Capital Programme had been updated to include the set up costs for the collaboration projects and the upgrade of the financial system

A Programme that was based on the 2008/09 to 20010/11 programme, rolled forward one year to 2011/12 was then considered by the Committee.

Continuing to be the main area of expenditure within the programme was the relocation of Greyfriars Police Station arising from Bedford Town Centre Redevelopment.

As previously agreed the design for a replacement facility on the Police Headquarters site was being progressed to a planning application only, at this stage. Whilst the economic recession may have an impact on the level of custody capacity to meet forecast growth in the area, a need to improve the effectiveness of the existing custody suite remained. Furthermore, it was recognised that the existing facility should be maintained to acceptable levels, to meet the recommendations for the

safer detention and handling of persons in police custody.

As had been mentioned earlier in the meeting a 'gap analysis' had been produced of custody suites across the force to compare current sites with the recommended standards. A list of costs had been produced showing the levels of works required and these would be prioritized by the Estates Department. Presently the total value of identified works totalled £0.636M. However some areas, due to their low level risks were not required, but would be considered as part of the longer term estates strategy. Based upon a risk assessment of the work an amount of £0.100M has been included within the programme to provide for the high risk improvement works.

Following on from the last report to the Committee it was decided that the various options were not realistic in the short term due to the level of expenditure involved. The alternative option of using prefabricated custody modules had also been investigated but it had been decided that this option would not be suitable for the Force's needs.

The Chief Executive/Treasurer stated that various pieces of work concerning Greyfriars Police Station had now been undertaken and requested that a report focussed on the strategic risks relevant to Greyfriars and to the custody provision in the county be prepared for the Audit and Business Assurance Committee in March. It was suggested that the matter also be discussed at a future Seminar to inform all Members.

With regard to the collaboration programme Members considered that the benefits of the collaboration regarding the Professional Standards Department needed clarifying and Chief Executive/Treasurer agreed to discuss this with the Programme Director and ensure that it was included in report accompanying the Section 23 Agreement due before Police Authority on 13th February for approval.

Reports had also been requested regarding collaboration and serious and organised crime. The Firearms Collaboration set up costs were also discussed and it was noted that the Business Case had yet to be approved but it was expected that the expenditure of £0.335M would be driven down.

Members also discussed the use of video conferencing discussed and the pros and cons debated. It was agreed that an update updated on the benefits of video conferencing would be provided.

Also considered to be significant areas of expenditure in the Capital Programme were the cost of the vehicle replacement and the CASU aircraft .With regard to the aircraft it was hoped that a bid to the Home Office would secure 60% of the funding for the aircraft. If the bid was

unsuccessful a report would be made to a future meeting on the options available.

The draft capital programme for 2009/10 to 2011/12 totalled £28.381M and how this would be financed was detailed in the report.

RECOMMENDED

That the Committee recommend to the Police Authority that the Capital Programme for 2009/10 to 2011/12 be approved.

It was also

RESOLVED

That the Audit and Business Assurance Committee consider a report at its next meeting on all the matters relating to the relocation of the Greyfriars Police Station.

09/QF/2 REVENUE BUDGET 2009/10

The Chief Executive/Treasurer and Chief Constable presented a joint report which provided all the relevant information to assist the Committee in considering the Revenue Budget for 2009/2010 and making recommendation to the Police Authority at its meeting on 13 February 2009.

Members were reminded that at its meeting on 12 December 2008 the Police Authority, in considering the implications of the provisional finance settlement and the decision it made in setting the 2008/09 budget that the Council Tax increase for 2009/10 would not be higher than 5%, recommended that budget options based upon 3%, 4%, 4.5% (equivalent to a 4% budget increase) and 5% Council Tax increases be considered at the Police Authority Seminar and Finance Committee on 28 January 2009.

Since the report was written the final Finance Settlement had been received and no changes had been made to the provisional settlement. .

Based upon the current priorities for the Authority the report set out the implications of Council Tax increases of 3%, 4% 4.5% and 5%. Included within all the options were number of savings that would have no, or limited, impact on force performance, as well as items that were deemed essential growth from the force perspective. The savings and

essential growth items were detailed as Appendices to the report.

A list of the current level of reserves was also appended to the report. Members were reminded that the level of earmarked reserves were mostly associated with the capital programme and the need to improve areas of the estate, particularly Greyfriars Police Station. Whilst there were a few other minor earmarked reserves, due to them being mainly capital related, it was considered to be imprudent for them to be used in the short-term.

As previously reported to the Committee, it was anticipated, that the force would have corporate underspendings of some £0.600M at the year end. When this and the savings arising from the release of expenditure on collaboration set up costs with the receipt of a grant contributing to these costs of £0.110M were added to the level of general reserves, held by the Authority of £2.659M, it equates to 3.4% of the net revenue budget.

Members were also reminded that in approving the policy on general reserves in July 2008, the Committee stated that general reserves should not be lower than 2% and that due to the contingent liability around Yarls Wood set a level of 2.6%. The liability associated with Yarls Wood was now less likely to transpire and therefore this level should be reviewed when the final outturn for 2008/09 is known.

Members were advised that the utilisation of reserves in support of the revenue budget, should only be used to fund one-off costs rather than ongoing annual costs and therefore only £0.625M of existing reserves would be used to fund the collaboration set-up costs. Any use of reserves to fund ongoing costs would result on a financial pressure in future years that would need to be funded from reductions in service or an increase in council tax.

Prior to the Committee the Chairman of the Authority held informal discussions with all Members on the Draft Budget and on the initial results of a telephone budget survey undertaken in Bedfordshire were presented. Members noted that at this stage the results suggested that 58% of respondents were prepared to support a 3-5% Council Tax increase. The final results would be presented to the meeting of the Authority on 13th February.

It has not been possible to formally take into account the views of representatives of the new unitary authorities as the arrangements for the transitional period have not yet been resolved

Having taken into account the views of those Members attending the Budget seminar it was

RECOMMENDED

That a Budget requirement for 2009/10 arising from an increase in Council Tax of 3.9% be recommended to the Police Authority at its meeting on 13 February 2009.

09/QF/3

TREASURY STATEMENT 2009/2010

The Committee considered a draft Treasury Statement incorporating the strategy for 2009/10.

External advice had been sought in developing the strategy for the year ahead. A meeting was arranged with the Audit Commission as part of a survey conducted across local government sectors and any recommendations resulting would be renewed, as well as the CIPFA guidance. In view of the current economic climate it was agreed that the Strategy be reviewed at each of the Committee.

RECOMMENDED

That the Treasury Strategy Statement for 2008/2009 be approved.

It was also

RESOLVED

That given the current economic climate the Strategy be reviewed at each meeting of the Committee.

09/OF/4

REVENUE BUDGET AND CAPITAL PROGRAMME 2008/2009

The Committee considered reports by the Chief Constable on the implementation and management of the 2008/2009 Revenue Budget and the Capital Programme.

Revenue Budget

Members were advised that at this stage there was a forecast overall underspending of £1.217M. This comprised underspends of £0.587M in the devolved budgets, £0.600M in the corporate budgets and £30K in the Police Authority Budget.

The report indicated a significantly greater underspend than that reported in December mainly due to the level of funding from Neighbourhood Policing Fund which would exceed the costs of the PCSO's by over £200k, the estimated underspend of the Major Crime

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Unite for Bedfordshire had increased since December by £180k and the forecast overspend for the County Division had reduced due to ongoing efforts to reduce overtime costs. There was also a general increase in underspending on staffing due to staff vacancies.

In addition to this, the Home Office had granted both Hertfordshire and Bedfordshire an additional sum of £0.338M to support the work on collaboration. Of this additional grant Bedfordshire would be entitled to £0.112M, which would further increase the current underspend, but this would be utilised to support funding the one-off set-up costs of those collaborations where business cases and Section 23 agreements have been approved.

With regard to level of vacancies the Chair expressed concern about the number of long standing vacancies within Luton. The Chief Constable reassured Members that work was currently underway and the situation was improving. Linda Hockey, the Chair of the Human Resources Committee, stated that the Human Resources Committee was monitoring the situation and was pleased to see an improvement. All the Safer Neighbourhood Policing Teams in Luton were at full complement

With regard to expenditure on Medical Fees Member were advised that the contract with Essex Medical Consortium was due for renewal on 1st April 2010. Since the contact was entered into there had been a change in legislation which meant that demand levels for the service had increased and therefore levels rose

Based on the level of predicted underspending there would be an increase in reserve levels by £0.600K and its utilisation would need to be considered in more detail when the actual outturn figure was known at the end of the financial year .

Appended to the report was a brief analysis of the current forecasted outturn for each Division.

Also reported upon were the known levels and scope of grants and reimbursements to be received from the Home Office in 2008/09. Members were assured that the risks relating to the withdrawal of grant funding were identified in the Medium Term Plan and the Risk Register

The report also set a comparison of the levels of overtime costs since 2006/07 which continued to indicate a downward trend. However the level of overtime forecasted for 2008/09 was higher than previous years which in the main was due to a reduction in government grants. The expected increase in overtime within Protective Services was mainly due to the need to cover vacancies within priority areas

Appended to the report was an update in terms of estimated outturn against the efficiency/productivity plan. This showed that the likely outturn against the planned level was an over achievement totalling £0.435M, and providing efficiency/productivity savings of some 3.9% in the current year. These savings continued to be as a result of more effective use of mobile data terminals resulting in more time spent out of station and the impact of the Major Crime Unit on BCU abstractions.

Capital Programme

With regard to the Capital Programme the latest estimate of total costs indicated a decrease in total costs of £0.191M from £26.762M to £26.571M. This variance mainly related to variations in the Estates programme and reduced spend on Identity and Access Management arising from the number of licenses to be issued and other variations in the IS/IT Strategy.

The latest forecast of payments in 2008/09 showed a large reduction of expenditure of £3.408M which mainly related to the delay in the Greyfriars replacement programme, slippage on the expenditure of CCTV in the Professionalising Criminal Justice Project and slippage in the IS/IT Strategy.

In noting the slippage in the Estates Strategy, particularly in relation to Greyfriars Police Station Members agreed that once the new Unitary Authorities had been set up a letter be sent from the Police Authority to the Mayor requesting clarification of the town centre development. Members noted that the revised capital programme for 2008/09 carried the caveat that it needed to be looked at for the next three years to include the future of Greyfriars.

Full details of the progression of the Impact/ MOPI PND/IAM, telephony, Server upgrades and mobile data projects in the IS/IT Strategy were appended to the report.

Members were informed that a recent bid for ANPR had been successful providing funding for 65% of the costs. The Committee's approval was sought to fund the £0.039M costs for the ANPR Scheme, thereby forming part of the Capital Programme.

RECOMMENDED

That £0.039M be included in the Capital Programme for the ANPR Scheme

RESOLVED

That the report be noted in respect of the latest estimate of payments

and resources.

09/QF/5 **MINUTES**

The minutes of the meeting of the Committee held on 2 December 2008 were confirmed subject to the following amendment to Minute No 08/qf/39

The Chief Constable clarified that a business case in relation to the new HR system would be submitted to the next meeting of the Human Resources Committee.

Fourth paragraph, last sentence should read “The Assistant Chief Constable (Territorial Policing)

09/QF/6 **DECLARATION OF INTERESTS**

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

09/QF/7 **MATTERS ARISING**

Draft Capital Programme – 2009/2010 -2011/2012

The Assistant Chief Constable (Territorial Policing) advised that a ‘gap analysis’ had been produced of custody suites across the Force to compare current sites with the recommended standards. A list of costs had been produced showing the levels of work required and these had been prioritised by the Estates Department.

The Assistant Chief Constable (TP) agreed to provide an Executive Summary of the analysis to the Chief Executive/Treasurer.

09/QF/8 **TREASURY MANAGEMENT – OPERATIONS REPORT**

The Chief Constable submitted a report which summarised the Treasury Management Operations that had taken place since the last report to the Committee in December 2008.

RESOLVED

That the current position be noted

09/OF/9 **PRECEPT DATES**

The Chief Executive/Treasurer submitted a report which outlined the dates on which precept payments would be received by the Police Authority in 2009/2010.

RESOLVED

That the report be noted.

09/QF/10 **REVIEW OF INTERNAL CONTROLS AND RISK MANAGEMENT AND COMMITTEE EFFECTIVENESS**

The report of the Chief Executive/Treasurer was submitted which advised that as part requirement to produce an Annual Governance Statement the Force and the Authority were required to undertake an annual review of its overall internal framework and governance procedures.

As part of this annual review each of the Authority's Committee's would review its performance. Some areas for consideration were highlighted in the report. In addition to those areas highlighted Members considered that it should review its performance around monitoring the impact of economic climate. The Committee was satisfied with its performance in each area, although it recognised the lack of progress with regard to the Estate Strategy development. There are strategic risks associated with this therefore it would be the focus for the coming year.

In addition to this each Committee was required to review the major risks attributed to it. An extract from the Risk Register detailing those risks associated with the Committee's objectives were appended to the report. Having reflected on the current risks Members were of the view that the risk rating for the Estates Strategy be increased from 2 to 3 and risk 0172 to be reworded to 'Not having a suitable policing presence including provision of a custody suite in Bedford.' A risk that needed to be considered was how much further can efficiency and productivity savings be taken without adversely impacting on performance.

The Committee was also reminded that at the Meeting of the Authority on 24 October 2008 it had been agreed that each Committee review its terms of reference and its specific role with regard to value for money to ensure they remained fit for purpose. A copy of the current Terms of Reference was appended to the report for consideration. Members

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considered that the Committee had a role in monitoring the 3 year Strategy Plan and this should be reflected in the Terms of Reference. Also to be reflected in the Terms of Reference would be a generic reference to the implications of the Human Rights which the Authority had a statutory duty to monitor.

RESOLVED

1. That subject to the inclusion of the risks identified above the Committee is assured that all the major risks attributed to it are appropriate.
2. That the Committee confirms it has undertaken a self-assessment of its own performance and that there are no areas that require improvement.
3. That the changes to the Terms of Reference identified above be submitted to the Authority's AGM for approval.

BEDFORDSHIRE POLICE AUTHORITY

Committee:	Police Authority
Date:	13 February 2009
Agenda Item:	9
Report Author:	Chief Executive/Treasurer and Chief Constable
Lead Officer:	Chief Executive/Treasurer
Subject:	Revenue Budget 2009/2010
Purpose:	To provide the relevant information to assist the Police Authority in determining the Revenue Budget, Budget Requirement, Precept and Council Tax for 2009/2010.
Background Papers:	Contact Phil Wells (01234 842334)

1. Introduction

- 1.1 The Police Authority is required by the Local Government Finance Act 1992, to set a Budget Requirement for the following year and issue a Precept prior to 1 March in the preceding financial year. In setting a Budget Requirement the Authority must calculate and agree the aggregate of revenue expenditure, contingency provision and level of reserves.
- 1.2 The Precept is the total of the Budget Requirement (including any addition to or subtraction from Reserves) less the sum of revenue support grant, specific police grant and business rates.
- 1.3 At meetings on 2 December 2008 and 12 December 2008, the Finance Committee and then the Police Authority received information on the Draft Budget for 2009/10 following the Provisional Finance Settlement for the Police Service.
- 1.4 In consideration of the funding settlement, which was later confirmed to be the final settlement, the Authority recommended that budget options based upon 3%, 4%, 4.5% (equivalent to a 4% budget increase) and 5% Council Tax increases be considered at the Police Authority Seminar and Finance Committee on 28 January 2009
- 1.5 The four options were considered by Members at their annual budget seminar on 28 January 2009 along with the three year strategic plan, annual policing plan and findings of the consultation with the local taxpayers.
- 1.6 The findings from the budget seminar were further discussed at the Finance Committee, also on 28 January 2009, where it was recommended that the Police Authority consider a Precept based on a 3.9% increase in Council Tax.

- 1.7 This Report now provides all of the relevant information to assist the Police Authority in confirming the Revenue Budget, Budget Requirement, Precept and Council Tax for 2009/10.
- 1.8 Members are reminded that a budget decision complies with the Police and Magistrates Courts Act 1994 if the Members approving it constitute at least half of the Local Authority Members (i.e. 5) at the time of the decision.

2. **Finance Settlement – 2009/2010 for Bedfordshire**

- 2.1 A provisional finance settlement was announced on 26 November 2008 and was confirmed as the final settlement on 21 January 2009. The settlement provided for the following resources.

	2009/2010	2008/2009
	£000	£000
Total Formula Grant	70,754	68,508
Funded by:		
Business Rates	23,879	24,924
Revenue Support Grant	5,511	3,470
Police Grant	41,364	40,114
Total	70,754	68,508

- 2.2 In addition to this the announcement also confirmed that the following specific grants would continue but either at a reduced level or remain cash limited (i.e. not increased for inflation):

- Crime Fighting Fund - £2.71M;
- BCU Fund - £0.42M;
- Neighbourhood Policing - £2.69M;
- Rule 2 Grants - £1.937M

(Rule 2 grants include amounts for rural policing, special priority payments, south east allowance, probationer learning development programme and DNA grant)

- 2.3 At this stage no announcement has been made in relation to the actual level of funding for Dedicated Security Posts (DSPs) or for the funding of Luton Airport. The budget assumes that these grants will continue to be provided at consistent levels with previous years.

3. **Draft Budget – 2009/2010**

Draft Budget

- 3.1 The Draft Budget, prior to the inclusion of contingency detailed below, of £98.168M can be summarised as:

	£000
Draft Budget (November 2008 prices):	
Force	97,314
Authority	854
Draft Budget (November 2008 prices)	98,168

- 3.2 In addition to the Draft Budget there is a need to make allowance, by a Contingency Provision, for pay/price increases which will arise between November 2008 and March 2010. The level of contingency included in the draft budget, is as follows:

Pay:			Effect in 2009/2010 £000	Effect in Full year £000
	Regular Force	2.65%	795	1,363
	Other staff	2.6%	436	748
	Pensions	2.65%	179	307
Prices:				
	Non-pay Items	2.5%	469	469
Total			1,879	2,887

Draft Budget Summary

- 3.3 Appendix A to A (ii) provides a line by line breakdown of the draft budget between the Force and Authority, this is summarised below:

	£000
Draft Budget (November 2008 prices)	98,168
Contingency Provision	1,879
Total	100,047

Staffing

- 3.4 The Draft Budget would provide for the following strength at 1st April 2009:

Police Officers	1,286
Police Staff	978
	2,264

4. Capping

- 4.1 In making his announcement on the Proposed Settlement the Minister expressed that keeping Council Tax under control remained a priority for the Government and that the average council tax increase in England should be substantially lower than 5%.
- 4.2 Whilst no decisions have been made on the capping principle for 2009/10 it is clear from the announcement that capping powers will be exercised in protecting council tax payers from excessive increases.
- 4.3 Any capping is likely to be based upon exceeding a specified percentage increase in both Council Tax and budget requirement, with the budget requirement increase being based upon the notional budget for 2008/09 of £95.790M, not the actual budget of £96.056M.

- 4.4 Capping involves the Government forcing an Authority to reset its council tax at a lower level, determined by the Government, part way through the year. If this happens, savings would have to be found to meet this lower level of Council Tax, not just to balance the budget but to also meet the additional costs of rebilling. In addition to this, capping is likely to increase non payment of Council Tax which will have implications on future years' budgets.
- 4.5 Since the Finance Committee on 28th February all Authorities that were designated last year have received a letter from Department of Communities and Local Government to remind them of the notional budget that any increase will be calculated against and to confirm that as in previous years in determining the capping principles both a council tax principle as well as a budget principle will apply.
- 4.6 The principles applied to Authorities last year in determining whether they would be designated was that an Authority had to have increased its budget by over 5% as well as increasing its council tax by over 5%. If the same principles as last year are applied by DCLG with regard to designation this year then based on a 3.9% increase in Council Tax the Police Authority will increase its budget by 4.3% against the notional budget set for last year and its council tax by 4.9% against a notional Band D council tax.

5. Reserves

- 5.1 As members will be aware, the level of earmarked reserves are mostly associated with the capital programme and the need to improve areas of the estate, particularly Greyfriars Police Station. Whilst there are a few other minor earmarked reserves, due to them being mainly capital related it would be imprudent for them to be used in the short-term.
- 5.2 As reported to the Finance Committee, at its meeting in December 2008, it is anticipated, that the force will have corporate underspendings of some £0.600M at the year end. When this and the aforementioned grant of £0.110M is added to the level of general reserves, held by the Authority of £2.659M, it equates to 3.4% of the net revenue budget.
- 5.3 The Authority must hold a minimum level of general reserves, although neither the Audit Commission or CIPFA, feel it is appropriate to stipulate what a minimum level should be, and therefore it is for the Chief Finance Officer to advise. The level of general reserves should be based on the level of anticipated risk (i.e. the likelihood of a Soham type incident, flooding, terrorist activity etc.). In approving the policy on general reserves in July 2008, the Finance Committee stated that general reserves should not be lower than 2% and that due to the contingent liability around Yarls Wood set a level of 2.6%. The liability associated with Yarls Wood is less likely to transpire now and in essence therefore the general reserves could revert to the minimum 2% level. In doing this the Authority could release up to £1.4M of resources that could be used to support the 2009/10 revenue budget.
- 5.4 The utilisation of reserves however, in support of the revenue budget, should only be used to fund one-off costs rather than ongoing annual costs and therefore of the £1.4M that could be used, only £0.625M of existing reserves would be used to fund the collaboration set-up costs. Any use of reserves to fund ongoing costs will result on a financial pressure in future years that would need to be funded from reductions in service or an increase in council tax.

6. Robustness of Estimates

- 6.1 The requirements of the Local Government Act 2003 are such that to coincide with the proposals above the Chief Constable is to report on the robustness of the estimates included within the proposals above.

Reliability and Accuracy

- 6.2 The estimates included within this report have been compiled by qualified financial staff in consultation with the BCU staff and have been reviewed by the Chief Executive/Treasurer.

Consultation and Scrutiny

- 6.3 The budgetary process is such that it starts in July of the current financial year with the Medium Term Plan. The BCU commanders are fully consulted at regular meetings throughout the process to ensure proposals are linked to local need. The Force Executive also ensure that both local and strategic objectives are being met through the budget proposals and throughout the process this Committee and the Police Authority receive reports to specifically consider the budgetary proposals.
- 6.4 The consultation with BCU commanders this year has been rigorous in terms of balancing the requirement to maintain Council Tax levels at a minimum with the need to improve performance and provide the resilience to sustain this performance over the mid to long term. The use of the Force's zero based budgeting process has been advantageous in this regard and allowed the Force to review various options and their subsequent impacts on service delivery.
- 6.5 As previously mentioned the Authority also undertake consultation with both the local Council Taxpayers and local Business Ratepayers. An analysis of this will be provided at the meeting.

Acheivability and Risks

- 6.6 Members will be aware, as mentioned above, whilst the reserve position for the forthcoming year is favourable, the capital expenditure reserve will be fully utilised by assisting with the financing of replacing Greyfriars police station. There is a need therefore to look to replenish reserves and this budget provides the ability to do this and thus reduces the longer term impact of financing future years capital programmes.
- 6.7 In addition, as highlighted at paragraph 5.1, the Authority needs to be aware of the potential financial risks associated with the continuing legal claim with regards to Group 4 and the required level of financing at London Luton Airport.

7. Budget Variations

- 7.1 A Council Tax increase of 3.9% has the impact of reducing the draft budget of £100.047M to £99.507M, a reduction of £0.540M
- 7.2 The reduction of £0.540M is analysed as follows with details of specific growth and reductions detailed at Appendix B1 and B2.

	£000
Growth	595
Collaboration Setup	625
Reductions	(1,135)

Use of Reserves	(625)
Total Variations	540

- 7.3 Overall staffing levels (including those funded by specific grant) will increase, as a result of the above reductions/growth, to the following levels:

	2009/10	2008/09
Police Officers	1,274	1,274
Police Staff	990	970
	2,264	2,244

- 7.4 It should be noted that the staffing numbers include 298 staff (145 police officers, 128 PCSOs and 25 police staff) that are funded by specific Government Grants.

- 7.5 This Budget represents a 3.88% cash increase on the 2008/2009 Notional Revenue Budget and will facilitate the delivery of the three year strategic plan.

8. Taxbase, Precept and Council Tax

Taxbase

- 8.1 The Council Tax is primarily a tax on the relative market value of property in an area based on eight valuation bands (A to H). The Council Tax base is defined in terms of the number of Band D equivalents (the "average" Band). The Unitary Councils have notified the Authority that the number of Band D equivalents for 2008/2009 is:

Taxbase – Band D Equivalents

Borough/District/Unitary Councils	Band D Equivalents
Bedford Borough	54,841.10
Luton Borough	55,220.00
Central Bedfordshire	94,040.00
Total	204,101.10

This represents an increase in Band D equivalents of 0.4% over 2008/2009.

Precept

- 8.2 The arrangements for financing the Police Service provide for the Authority to receive specific police grant, revenue support grant and business rates. The amounts are fixed and do not vary with expenditure. The following table shows the level of the Precept based on a Budget Requirement of £99.507M. The apportionment to each of the Borough/District/Unitary Councils is also shown.

	£000
Budget Requirement	99,507
Police Grant	(41,364)
Revenue Support Grant	(5,512)
Business Rates	(23,878)
	28,753
Surplus on 2007/2008 Council Tax Collection Funds	(65)
Precept	28,688

Apportionment Between Unitary Councils	
Bedford Borough	7,708
Luton Borough	7,762
Central Bedfordshire	13,218
Precept	28,688

Council Tax

8.3 Using the Tax Base data supplied by the Unitary Councils, a Budget Requirement of £99.507M would result in an average Council Tax at Band D of £140.56. This compares to a Council Tax at Band D of £135.28 in 2008/2009, a rise of £5.28p.a. (44p per month / 10p per week) or 3.9%.

8.4 The following Table shows the Council Tax for all Bands based on a Budget Requirement of £99.507M

Valuation Bands and Council Tax		
Valuation Band	Tax Payable Compared to Band D (Expressed in fractions)	Council Tax £
A	2/3	93.71
B	7/9	109.32
C	8/9	124.94
D	1	140.56
E	1 2/9	171.80
F	1 4/9	203.03
G	1 2/3	234.27
H	2	281.12

9. Recommendation

9.1 The Authority is requested to consider the Report having regard to the recommendations of the Finance Committee of 28 January 2009 and subject to any amendment, approve that:

- a) The Estimated Revenue Expenditure be set at **£100.132M**, including a Contingency Provision for pay and price inflation of **£1.879M**.
- b) The use of Reserves totaling **£0.625M** be agreed to reduce the Estimated Revenue Expenditure in a) to give a Budget Requirement of **£99.507M**. This consequential Budget Requirement of **£99.507M** be met through:

Specific Police Grant **£41.364M**

Revenue Support Grant **£5.512M**

Business Rate Income **£23.878M**

and that, subject to adjustments at c) below the Police Authority Precept Requirement be determined at **£28.753M**.

- c) The Precept in b) be reduced by **£0.065M**, being the Police Authority's share of the estimated deficits on Council Tax Collection Funds for 2007/2008 for each of the Unitary Councils, to **£28.688M**.
- 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 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 deficits on the Council Tax Collection Funds for 2007/2008, in ten equal instalments on the agreed dates, of the sum indicated in Column 3.

Unitary Councils (1)	£000 (2)	£000 (3)
Bedford Borough	7,708	116
Luton Borough	7,762	(58)
Central Bedfordshire	13,218	(4)
Total	28,688	54

- 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	93.71
B	109.32
C	124.94
D	140.56
E	171.80
F	203.03
G	234.27
H	281.12

Steph McMenamy
Chief Executive/Treasurer

Gillian Parker
Chief Constable

BEDFORDSHIRE POLICE AUTHORITY DRAFT BUDGET SUMMARY - 2009/10

2008-2009 Budget £000	SUMMARY	2009-2010 Budget £000
850	Authority Budget	854
93,829	Force Budget	97,314
94,679	Net Expenditure at November Prices	98,168
1,377	Contingency for Pay/Prices	1,879
<hr/> 96,056	NET EXPENDITURE AT OUTTURN PRICES	<hr/> 100,047

BEDFORDSHIRE POLICE AUTHORITY AUTHORITY DRAFT BUDGET - 2009/10

2008-2009 Budget £000		2009-2010 Budget £000
	EXPENDITURE	
242	Employees	268
21	Premises	10
12	Transport	12
	Supplies and Services	
220	Members Expenses	225
27	Office Expenses	28
10	Advertising	10
75	Consultation & Publicity	76
30	Grants & Subscriptions	31
35	Youth Action Initiatives	36
30	Other	31
	Agency and Contracted Services	
78	Contracted Services	55
70	External Audit	72
<hr style="border-top: 1px solid black;"/>	NET EXPENDITURE AT NOVEMBER PRICES	<hr style="border-top: 1px solid black;"/>
850		854
16	Contingency for Pay/Prices	20
<hr style="border-top: 1px solid black;"/>	NET EXPENDITURE AT OUTTURN PRICES	<hr style="border-top: 1px solid black;"/>
866		874

BEDFORDSHIRE POLICE AUTHORITY FORCE DRAFT BUDGET - 2009/10

2008-2009 Force Budget £000	EXPENDITURE	2009-2010 Force Budget £000
	Employees	
	Regular Officers	
46,701	Pay and NI	48,314
1,961	Overtime	2,040
2,491	Allowances	2,435
10,579	Police Pension Scheme	10,819
26,802	Civilian Staff Pay, NI & Superannuation	29,004
835	Training	666
348	Employee Liability Insurances	357
704	Other Employee Expenses	740
<u>90,421</u>		<u>94,375</u>
	Premises	
434	Energy and Water Costs	585
1,215	Rent and Rates	1,265
640	Repair and Maintenance	660
182	Other	192
	Transport	
1,760	Vehicle Fleet	1,555
561	Car User Allowances	529
	Supplies and Services	
1,689	Equipment and Uniforms	1,762
286	Printing and Stationery	293
3,301	Information Technology/Communications	3,205
1,921	General Services	1,982
808	Other	821
	Agency and Contracted Services	
488	Legal & Financial Services	548
1,410	Forensic Services	1,425
101	NAFIS	103
662	Other	685
808	Capital Financing	849
<u>106,687</u>		<u>110,834</u>
	INCOME	
2,713	Special Grant - Crime Fighting Fund	2,713
1,699	Special Grant - Dedicated Security Grant	1,699
2,620	Special Grant - PCSO's	2,620
2,762	Other Grants	3,564
769	Interest on Investments	788
2,295	Other Income	2,136
<u>12,858</u>		<u>13,520</u>
<u>93,829</u>	NET EXPENDITURE AT NOVEMBER PRICES	<u>97,314</u>
1,361	Contingency for Pay/Prices	1,859
<u>95,190</u>	NET EXPENDITURE AT OUTTURN PRICES	<u>99,173</u>

**BEDFORDSHIRE POLICE AUTHORITY
BUDGET VARIATIONS 2009/10**

SCHEDULE OF GROWTH

Divisions / Function	Staffing Impact		2009/10 £000	Full Year £000	Description	Service Delivery Implications
	Police Officers FTE	Police Staff FTE				
Protective Services – Deputy Director of Intelligence	1	-	75	75	The creation of a Chief Inspector post within Protective Services to act as the Deputy Director of Intelligence	Provision of greater resilience and enhanced serious and organised crime capability as well as enhancing force efforts around proceeds of crime.
Protective Services – Principal Analyst	-	1	45	60	The creation of a Principal Analyst role to ensure that analytical capability across the force is undertaken consistently and effectively, as recommended by the HMIC	Provision of a more robust strategic assessment for the force around resource allocation and the strategic plan as well as linking intelligence with performance information to provide a more rounded approach to workforce deployment.
Protective Services – Serious and Organised Crime Unit	4	-	145	190	An investment of resources into Serious and organised crime.	Whilst this investment into SaOC will provide a greater capability it will not provide for the minimum level of investment to create the capacity to be proactive, investigate and prepare cases and therefore 1 post will need to be found from within the existing establishment to supplement this investment. This could potentially impact on the delivery of Neighbourhood Policing.

**BEDFORDSHIRE POLICE AUTHORITY
BUDGET VARIATIONS 2009/10**

SCHEDULE OF GROWTH

Divisions / Function	Staffing Impact		2009/10 £000	Full Year £000	Description	Service Delivery Implications
	Police Officers FTE	Police Staff FTE				
Accommodation – Serious and Organised Crime	-	-	40	40	In order to release accommodation for other activity and to allow for the brigading of the SaOC capability in a separate premise within the County	Allows both Level 1 and Level 2 SaOC capability to work in same premises and provides for ease of common practices
CBRN	-	-	20	20	Minimal level of investment to meet national CBRN standards.	Provision to meet national standards
Witness Intermediaries	-	-	20	20	Minimal investment to provide for the use of witness intermediaries in specific cases, mainly vulnerable people	Provision to meet national standards
Communications and Marketing	-	-	50	50	Investment into effective communication to further embed Neighbourhood Policing and Neighbourhood Management and to fulfill the requirements of the policing pledge.	A key area for Neighbourhood Management is the need to communicate effectively with the public and meet the requirements of the Policing Pledge.

**BEDFORDSHIRE POLICE AUTHORITY
BUDGET VARIATIONS 2009/10**

SCHEDULE OF GROWTH

Divisions / Function	Staffing Impact		2009/10 £000	Full Year £000	Description	Service Delivery Implications
	Police Officers FTE	Police Staff FTE				
Detention Officers	-	7	200	200	7 additional Detention Officers to both support the forensic sampling within custody and to release police officers from undertaking this role	Providing a greater level of specialism and continuity within the area of forensic sampling within custody thus increasing the numbers of offenders brought to justice. Also assists Neighbourhood Policing as police officers are back on duty a lot quicker. This only provides for a minimal investment within this area so will not eliminate police officer activity within custody.
Collaboration Set-up Costs	-	-	625	-	Set-up costs, both revenue and capital, associated with the collaborations with Hertfordshire on Scientific Services, Dogs, Professional Standards and Firearms.	These reflect the one-off set up costs required to provide for greater collaboration in the areas highlighted.
Total Growth	4	1	1,220	655		

**BEDFORDSHIRE POLICE AUTHORITY
BUDGET VARIATIONS 2009/10**

SCHEDULE OF REDUCTIONS

Divisions / Function	Staffing Impact		2009/10 £000	Full Year £000	Description	Service Delivery Implications
	Police Officers FTE	Police Staff FTE				
Corporate Services	-	(1)	(325)	(325)	Rationalisation of non-staff budgets within the Corporate Services function. Mainly linked to Fleet, IT, Procurement and Corporate Development. Also includes reduction of 1 post following a restructure of the Transactional Services area of Finance	The impacts on the majority of the Corporate Services functions are nil, mainly due to efficiencies around purchasing and additional restructuring. However, there is a big impact on Corporate Development, whereby reductions will hinder the level of reviews that can be undertaken thus reducing the force's ability to deliver against the Green Paper and deliver longer term development and sustainability
Interpreters	-	-	(50)	(50)	Reduction in the interpreters budget across the force.	Impact is negligible, except in exceptional circumstances, as this will mainly come from general housekeeping on the use of interpreters across the force.
Removal of Support Staff Vacancies	-	(4)	(105)	(105)	Removal of 4 vacant posts within territorial policing	Impact is limited due to the vacant posts being over and above the required establishment following restructures within the Prisoner Handling Unit and Citizen Focus

**BEDFORDSHIRE POLICE AUTHORITY
BUDGET VARIATIONS 2009/10**

SCHEDULE OF REDUCTIONS

Divisions / Function	Staffing Impact		2009/10 £000	Full Year £000	Description	Service Delivery Implications
	Police Officers FTE	Police Staff FTE				
Civilianisation	(9)	9	(105)	(105)	The civilianisation of 9 police officers within Protective Services and Territorial Policing. These support staff will replace the police officers that currently undertake these roles thus reducing the overall police establishment. The roles being civilianised are non-frontline operational roles.	Performance will not be impacted upon greatly by the civilianisation of these roles. The greater impact will be around police officer resilience. The use of support staff in these roles limits the ability the Force has to home recuperative officers. It would also reduce the areas of the Force from where officers can be abstracted, in exceptional circumstances.
Economic Crime Unit	-	-	(50)	(50)	Rationalisation of processes within the Economic Crime Unit	Limited impact following a process review of the Economic Crime Unit activity, whereby a number of processes and specialist costs can be removed from the process without impacting on overall performance.
Major Crime Unit	-	-	(50)	(50)	Greater efficiency in the delivery of major crime investigation across Bedfordshire and Hertfordshire.	Following the inception of the major crime collaboration, different practices have been adopted which have provided for greater efficiency and productivity for the unit as well as the ability to align remits for both forces.

**BEDFORDSHIRE POLICE AUTHORITY
BUDGET VARIATIONS 2008/09**

SCHEDULE OF REDUCTIONS

Divisions / Function	Staffing Impact		2009/10 £000	Full Year £000	Description	Service Delivery Implications
	Police Officers FTE	Police Staff FTE				
Collaboration	(8)	-	(450)	(630)	Rationalisation of resources resulting from collaboration with Hertfordshire in the areas of Scientific Services, Dogs, Firearms and Professional Standards	As the collaboration business cases have highlighted, the reductions shown are achieved whilst improving the level of service and providing for resilience for both Bedfordshire and Hertfordshire in the areas shown
Total Reductions	(17)	4	(1,135)	(1,315)		

**BEDFORDSHIRE & HERTFORDSHIRE
POLICE AUTHORITIES JOINT WORKING GROUP
MONDAY 12th JANUARY 2009
HARPENDEN POLICE STATION**

PRESENT:

PETER CONNIFF	BEDFORDSHIRE POLICE AUTHORITY
ROBIN YOUNGER	BEDFORDSHIRE POLICE AUTHORITY
MARTIN PANTLING	BEDFORDSHIRE POLICE AUTHORITY
ELAINE HORROCKS	BEDFORDSHIRE POLICE AUTHORITY
STUART NAGLER	HERTFORDSHIRE POLICE AUTHORITY
RICHARD SMITH	HERTFORDSHIRE POLICE AUTHORITY
KEVIN MCGETRICK	HERTFORDSHIRE POLICE AUTHORITY
DAVID LLOYD	HERTFORDSHIRE POLICE AUTHORITY
STEPHANIE MCMENAMY	BEDFORDSHIRE POLICE AUTHORITY
BRIDGET MURPHY	BEDFORDSHIRE POLICE AUTHORITY
MARTIN STUART	BEDFORDSHIRE POLICE
JULIA HARRIES	HERTFORDSHIRE POLICE AUTHORITY
HEATHER VALENTINE	HERTFORDSHIRE CONSTABULARY
STEVE OTTAWAY	HERTFORDSHIRE CONSTABULARY

Apologies for absence:

ANDREW WHITE	HERTFORDSHIRE POLICE AUTHORITY
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1. WELCOME

Peter Conniff, Chairman, welcomed everyone to the meeting. He thanked Chief Superintendent Steve Ottaway for the excellent reports produced by the Joint Collaboration Team to support this meeting.

2. MINUTES OF THE LAST MEETING HELD ON 17TH NOVEMBER 2008

Amendment (Minute 8, page 7)

Should read "... charge rate of £50 per hour"

Following the above amendment the minutes of the meeting were confirmed.

3. MATTERS ARISING

There were no matters arising from the minutes of the meeting held on 17th November 2008.

4. **HOME OFFICE SUPPORT**

Deputy Chief Constable Martin Stuart informed the meeting of the increased grant support from the Home Office. The additional grant, for the current financial year had been raised from £100k to £438k, which now brought us more in line with the other Demonstration Sites in the Protective Services Collaboration Programme.

The Finance Directors from both Forces would now work together to prepare proposals for the Chief Constables to consider at their meeting next Friday, this would be based on a split between Hertfordshire and Bedfordshire of 67/33. This reflected the split of the current spend on the Joint Collaboration Team based in Harpenden.

5. **DOGS – UPDATE ON IMPLEMENTATION INCLUDING DRAFT SECTION 23 AGREEMENT**

Chief Superintendent Ottaway reported that the consultation period had concluded on 10th January 2009. The findings would be reviewed this week and any relevant revisions would be made. Bedfordshire & Hertfordshire Joint Dog Unit (B&HDU) was on target for the agreed implementation date of 1st April 2009, subject to the agreement of both the full Police Authorities in February.

The total reduction in headcount for the unit was 9 Officers against establishment, however through vacancies and retirements the actual reduction was likely to be three current post holders.

The Draft Section 23 Agreement was discussed in detail. Both Chief Executives from each of the Authorities would also be reviewing the Agreements prior to presentation to the Police Authorities Meetings scheduled for February 2009. Members requested that some amendments were made to include:

- Inclusion of the Animal Welfare Scheme
- Under the “Review of Agreement” (Item 4) – state a period of at least annually near to the end of the calendar year.
- “The Board” (Item 13 terms of reference) – final paragraph add “annually” to the specific performance reports required as part of routine performance scrutiny regimes.
- “Audit” (Item 20) – Collaborative work needed to be included in each Authority’s Internal Audit Plan.
- The risks identified by the Board or the Joint Collaboration Working Group needed to be reflected in the Authorities own Risk Registers

With the exception of the first bullet point the other amendments identified should be reflected across all the Section 23 Agreements for consideration by the two Authorities.

A discussion followed regarding whether this Group should be used to make recommendations to Police Authorities regarding collaboration working and ensure it is included in the Policing Plans together with details of the overall budget needs. It was agreed that each Authority was relying upon this Group to guide them regarding Section 23 Agreements and therefore recommendations to each Authority would be made in the future regarding budgets and the Policing Plans.

6. PROFESSIONAL STANDARDS – UPDATE ON IMPLEMENTATION INCLUDING DRAFT SECTION 23 AGREEMENT

Chief Superintendent Ottaway reported that the consultation period had concluded on 10th January 2009. Any further counter proposals would be reviewed this week. Bedfordshire and Hertfordshire Professional Standards Department (B&HPSD) was on target to commence 1st April 2009.

Superintendent Martin Darlow from Bedfordshire Police had been appointed Head of the new Unit and a meeting was planned for 19th January with all staff.

Deputy Chief Constable Martin Stuart explained that the Independent Police Complaints Commission (IPCC) had been consulted and were comfortable with the new arrangements regarding the use of Cambridgeshire in supervised or managed investigations and that the B&HPSD would reciprocate this arrangement with Cambridgeshire.

Some refurbishment of premises was included in this collaboration and it was agreed that no building work beyond the main office refurbishment would take place prior to full Police Authorities approval of the Section 23 Agreement in February 2009. If approval was given a tender process for the work to construct a new hearing room would be entered into in early March 2009.

7. SCIENTIFIC SERVICES – UPDATE ON IMPLEMENTATION INCLUDING DRAFT SECTION 23 AGREEMENT

Chief Superintendent Ottaway reported that the consultation period had concluded on 10th January 2009. Any further counter proposals would be reviewed this week. Bedfordshire and Hertfordshire Scientific Services Unit (B&HSSU) was on target to commence 1st April 2009.

Mr Richard Johnson from Bedfordshire Police had been appointed Head of the new Unit and a management team was in post temporarily.

Members requested the following amendments were made to the Section 23 Agreement.

- Under the “Review of Agreement” (Item 4) – state a period of once a year.
- “The Board” (Item 11 terms of reference) – final paragraph add “at least once per annum” to the specific performance reports required as part of routine performance scrutiny regimes.
- “Audit” (Item 20) – Needs to be included in the annual Audit Report and placed on the Risk Register for monitoring

8. FIREARMS – BUSINESS CASE

Chief Superintendent Ottaway outlined a draft Report and Business Case that was due to be presented to both Police Authorities in February 2009. After discussion it was agreed that the report needed more detailed information, particularly paragraph 3.3, 3.6, 4.2 and an amendment in 9.1. It also required inclusion of diversity implications.

It was agreed by Members that given the high media and public profile of the Firearms collaboration it should be added to the risk register in order that suitable action could be taken to mitigate/manage the associated risks.

It was also agreed that, because of the significant risks attached to getting this area of work wrong, the Police Authorities would want to be assured that all the work set out as Phase 1 had been successfully completed before any consideration of a Section 23 Agreement. This would result in the discussions regarding the Section 23 Agreement would not take place until after April 2009.

9. UPDATE ON MAJOR CRIME UNIT (MCU)

Temporary Deputy Chief Constable Heather Valentine gave a verbal update to the meeting regarding the MCU. Final stages of the harmonised working remit were underway.

T/DCC Heather Valentine was due to meet with Assistant Chief Constable John Fletcher later this week. A full report, including financial details, would be available to Members at the next meeting. Budget arrangement for 2009/10 would be incorporated as part of the Authority’s budget process.

10. UPDATE ON OTHER CURRENT “PREFERRED PARTNER” PROJECTS

Chief Superintendent Ottaway updated Members on the following:

Scientific Services

Discussions with the NPIA had continued re: the technical aspect of the joint Tenprint Centre.

Legal Services

Creation of a Bedfordshire Unit in hand at the planning stage

Vehicle Recovery

Tender process needed and on track with desired go-live of 1st April 2009.

Civil Contingencies

A Business Case will be available to the Programme Board in February 2009 for consideration

Search

A Business Case will be available to the Programme Board in February 2009 for consideration.

Serious and Organised Crime

Pre-scoping work complete, to be taken to ACPO meeting the Friday.

11. PROGRAMME RISK LOG

Members were given the opportunity to discuss the Programme Risk Log and they were particularly keen to receive feedback at future meetings regarding staff morale (ref HR/R/01).

12. DVI PAPER FOR REGIONAL JOINT STATUTORY COMMITTEE (15th January 2009)

Chief Superintendent Ottaway presented the report in order to keep Members informed of development regarding the Disaster Victim Identification (DVI) Procedures.

1. The report has been prepared to inform the Joint Statutory Committee on the progress being made for the development of a regional DVI collaboration business case.
2. The development of the business case will be overseen by a newly formed Eastern Region DVI Executive Committee chaired by DCC Cheer from Suffolk Constabulary.
3. The business case will demonstrate potential financial savings and propose new regional structures to provide a leaner and more efficient regional DVI response.

4. Financial issues including set up costs and financial investments will be detailed in the business case.
5. There are no significant risks identified at this time.

The Report contained two recommendations for the Regional Joint Statutory Committee to consider:

1 The Joint Statutory Committee agrees to support the continued development of a regional DVI business case due to report back to the Joint Statutory Committee in July 2009.

2 The Joint Statutory Committee agrees to fund equitably, the current role of Chief Inspector Weston of the Hertfordshire Constabulary who will continue to work on behalf of the Eastern region to prepare the DVI business case and an implementation plan (if required).

13. SUBSIDIARITY PAPER FOR REGIONAL JOINT STATUTORY COMMITTEE (15th January 2009)

Stephanie McMenemy, Chief Executive/Treasurer, Bedfordshire Police Authority presented this report for Members information.

It aimed to facilitate a report by the Chief Constables in the region and inform the debate on the preparedness of Eastern Regional Forces and Authorities for the forthcoming Subsidiarity scoping exercise, particularly around Serious and Organised Crime.

Members noted the content.

14. COLLABORATION WITH CAMBRIDGESHIRE

Cambridgeshire had expressed an interest in joining collaboration scoping for ICT, Procurement and Serious and Organised Crime.

No firm commitment in respect of financial or staff contribution had yet been received and Cambridgeshire are exploring collaborative arrangements elsewhere in the Region too.

15. DATE AND TIME OF FUTURE MEETINGS

The meeting scheduled for 19th February 2009 was cancelled as both Authorities had Police Authority meetings to consider the Section 23 Agreements reviewed at today's meeting.

Friday 13th March 2009, 10.00am
Thursday 23rd April 2009, 2.00pm
Monday 18th May 2009, 2.00pm
Friday 19th June 2009, 10.00am

REPORT OWNER: Chief Executive/Treasurer

REPORT AUTHOR: Dr Julie Wymer

SUBJECT: Police Authority Inspection

BACKGROUND PAPERS: APA Draft Police Authority Assessment Framework

PURPOSE: To outline the preparation process in readiness for Police Authority Inspection.

RECOMMENDATIONS: That Members approve the process, including adopting a 'light touch' approach, outlined in this paper in readiness for Police Authority Inspection.

That a Lead Member is selected to oversee the process.

1. INTRODUCTION

- 1.1 Following the provision made in the Police and Justice Bill for the inspection of Police Authorities, it is now known that these inspections will be implemented from July 2009.
- 1.2 The inspection will be conducted by the HMIC, Audit Commission and Police Authority Peer Review. As yet individual Police Authorities have not been given a date for when inspection will take place.
- 1.3 In preparation for the inspection it is being proposed that Bedfordshire Police Authority adopt a two-stage approach as outlined in this paper.

2 BACKGROUND

- 2.1 To prepare for inspection the APA recommend that Authorities carry out a self-assessment exercise to identify areas where the Authority is performing well and areas that require improvement.
- 2.2 The outcome of the self-assessment, a gap analysis, will allow us to produce an action plan that can be incorporated into the Business Plan.

2.3 Initially a decision is required as to whether we undertake a 'light' touch to the self-assessment or go for something more in-depth.

2.4 Taking into account that the Authority has already undertaken a rigorous self-assessment in 2006 it is proposed that we adopt, at least initially, a 'light' touch approach.

3. THE TWO-STAGE APPROACH – STAGE ONE

3.1 The first stage will comprise a self-assessment exercise.

A number of Police Authorities are pilot sites for the future inspection process and any learning arising from these pilot sites will be considered and acted upon.

3.2 Proposed Methodology – Self Assessment

The previous self-assessment undertaken by the Authority was conducted against an early framework developed by the APA. The original framework was structured around four key themes; Leadership; Performance; Community Engagement and, Risk. The new APA framework is structured using the six core principles of good governance, outlined below:-

- **Organisational Purpose:** Being clear on the organisation's purpose and its intended outcomes for citizens and service users. Making sure that users receive a high quality service and that taxpayers receive value for money.
- **Defined Functions and Roles:** Being clear about the functions of police authorities as a governing body and the responsibilities of non-executives and the executive and ensuring that these are carried out. Being clear about the relationships between police authorities and the public.
- **Promoting and Demonstrating Values:** Putting the organisation's values into practice and ensuring that police authority officers and members behave in way that uphold and exemplify effective governance.
- **Informed, Transparent Decisions and Managing Risk:** Having and using good quality information, advice and support and being rigorous and transparent about how decisions are made. Making sure that an effective risk management system is in operation.
- **Capacity and Capability of the Authority and its Executive Team:** Making sure that appointed and elected members have the skills, knowledge and experience they need to carry out their duties and developing their capability. Evaluating their performance, as individuals and as a group and ensuring that a balance between continuity and renewal is kept within the police authority membership.
- **Engaging Stakeholders and Making Accountability Real:**

Understanding the formal and informal accountability relationships and taking an active and planned approach to dialogue with and accountability to the public. Taking an active and planned approach to responsibility to staff and engaging effectively with institutional stakeholders.

3.3 Although the new framework is structured differently to the previous one, almost all of the original indicators can be mapped across to the six core good governance principles.

3.4 It is proposed in the first instance to undertake a piece of desk-top research followed by two further pieces of work:

1. Hold a number of workshops with Members to:

- Test and challenge the evidence
- Form a judgement as whether we meet the standard

2. Conduct a number of interviews with key stakeholders and partners to gain their perception of Police Authority effectiveness within the partnership arena.

3.5 Although the most obvious source for evidence lie in plans, reports and committee minutes the success of a governance function often lies in more subtle factors such as influence and persuasion. Member knowledge and experience will be important as will taking oral evidence from our partners, including the Force.

3.6 It is hoped that through this process of collecting oral evidence we can collect a body of evidence that demonstrates how the Police Authority adds value to policing in Bedfordshire and Luton.

3.7 Validation of the self-assessment exercise will be undertaken by an external consultant.

3.8 The last stage will be to develop an action-plan and incorporate this into the Authority's Business Plan. The activity will be prioritised according to 'risk'.

4 STAGE TWO - Police Authority Inspection

4.1 The only indication we have about when Inspections will commence is early July 2009. Once the Authority has an inspection date a further phase of work will begin.

4.2 We will complete and return the necessary documentation relating to the key lines of enquiry and identify named partners and stakeholders to be interviewed by the inspectorate.

4.3 We will also fully brief Members, officers and our partners.

5 INTERMEDIATE STAGE

- 5.1** It is anticipated that we will need to undertake training and other developmental work between stage one and stage two.

6 GOVERNANCE

- 6.1** A Lead Member will be appointed for the purpose of quality assurance and will also be actively involved in facilitating the workshops.
- 6.2** It is proposed that progress be reported to Audit and Business Assurance and to the Chairs' of Committee meetings if decisions are required in the interim.

7 RESOURCES

- 7.1** In the first instance all members of the secretariat will be involved in the self-assessment exercise. Additional capacity may be sought from the Corporate Development department within the Force.
- 7.2** There will be a cost associated with the external validation process.

8 RISKS

- 8.1** In order to deliver the gap analysis there will be implications for the Police Authority in terms of delivering many of the priorities, identified within the current Business Plan, in the first quarter of next year. Additional resources and working practices are being reviewed. It is hoped that new staff appointments will be made within the next few weeks.

9 TIMELINES

- 9.1** The plan is to complete the self-assessment exercise, Stage one, by end of April 2009.

10 RECOMMENDATIONS

- 10.1** That Members' approve the process, including adopting a 'light touch' approach, outlined in this paper in readiness for Police Authority Inspection.
- 10.2** That a Lead Member is selected to oversee the process.

Report Author: Dr Julie Wymer – February 2009

**BEDFORDSHIRE POLICE AUTHORITY
YOUTH ISSUES GROUP**

12th December 2008

MINUTES

PRESENT:

Mr. Martin Pantling - Chair

Mr Shahzad Choudhry

Mr. Peter Conniff

Mr. Brian Spurr

Also in attendance:

Mrs. Stephanie McMenemy

Dr. Julie Wymer

Miss Janet Wardell

1. APOLOGIES

Apologies were received from Mrs Linda Hockey, Mrs. Sylvia Gillard and Mr. Peter Hollick and Mr Raja Saleem.

2. COMMUNICATIONS FROM THE CHAIR

The main purpose of the meeting was to consider the eight applications which had been received for a grant to be awarded from the youth fund

The Chair advised that prior to the meeting he had received comments and views on the applications from a number of Members who were unable to be present and on that basis, and after consultation with the Chief Executive/Treasurer, he considered that allocation of the grants could be determined.

3. FUTURE OF THE YOUTH PROJECT FUND

The Chair of the Police Authority attended the meeting to report on the outcome of the discussions that he had had with the Brian Pickett, the Director of the Bedfordshire Police Partnership on the future administration of the youth fund.

The Chair was pleased to say that Mr Prickett had given his support to administering the Youth Fund and gave his assurance on the following matters

1. That the money be ring-fenced for use only on youth projects.

2. That Police Authority continue to hold two presentation events each year.
3. That two members of Youth Issues Group sit on the Police Partnership Trust to effect funding decisions.

He had however expressed reservations around the practicalities of renaming and badging of Police Partnership Trust to include the Bedfordshire Police Authority. He considered this to be a significant piece of work for an organisation which was now well known nationally. Having considered the views made Members accepted the difficulties that this proposal would present.

On the possibility of using a designated portion of the fund to support the post of a part time youth worker for the Police Authority there was a view among those present that the Authority would benefit from a post with a wider role than just youth. The Authority had other responsibilities to meet around engaging with hard to reach groups and it was agreed that the Group should explore this aspect further at its next meeting.

Given the number of Members present it was

RESOLVED

That the transfer of the administration of the fund be agreed in principle with the acceptance that the practicalities of renaming the Partnership Trust to incorporate the Bedfordshire Police Authority be accepted and that the matter be further discussed at the next meeting.

4. YOUTH FUND APPLICATIONS

The distribution of the Youth Fund was agreed as follows

Project	Amount Awarded £
Harrowden School Anti Bullying Project	up to 3,000
Heath and Reach Youth Shelter Project	5,000
Art Shop Youth Club	2,500
Park Town 'Brickie' Project	1,500
Total	12,000

The usual terms of payment apply to all of the above.

APPOINTMENT OF COMMUNITY ENGAGEMENT AND PARTICIPATION OFFICER

As this group was not due to meet until after the next full Police Authority meeting approval to take the appointment of a part time Community Engagement and Participation Officer matter forward could not be given until Friday 26th June. This would mean that by the time the recruitment process is completed it is unlikely that the post would be filled before October.

The Chief Executive in consultation with the Chair had therefore agreed that the views of other Members be sought on establishing a post with a more generic community engagement role to enable the Authority to make a decision on this matter at February meeting of the Authority. By taking this approach it was hoped that the post could be filled at the beginning of the new financial year.

There has been a unanimous positive response that a post with a more generic community role and enable the Authority in meeting its' statutory obligations in this area albeit that the immediate priority for the new position was to be youth related.

The community engagement and consultation work carried out by this part-time post would feed into the policy work of the Project and Policy Officer who also has youth issues as an element of their remit. It is this Project and Policy Officer who would monitor Force actions against the Youth Strategy and the Every Child Matters agenda.

RECOMMENDED

The Authority is therefore asked to approve the establishment of a part time Community Engagement and Participation officer post.

COMPLAINTS AND PROFESSIONAL STANDARDS COMMITTEE

20 January 2009

PRESENT

Mrs P Fletcher (In the Chair)

Mrs S Gillard Mr L Denny Mr P Hollick Mrs L Hockey and Mrs K Johnson

An apology for absence was received from Mr R Saleem

09/qz/1 MINUTES

The minutes of the meeting held on 26 November 2008 were confirmed subject to an amendment to Minute No 08/qz/29 first sentence of sub paragraph headed Neglect of Duty being amended to read:

The Assistant Chief Constable (Protective Services) advised that a bespoke analysis was to be undertaken to get a better understanding of the reasons for the increases in allegations of incivility issues.

09/qz/2 MATTERS ARISING

08/qz/29 Professional Standards Case and issues

Neglect of Duty

The Head of Professional Standards advised that the bespoke analysis to get a better understanding of the reasons for the increases in allegations of incivility issues had now been undertaken. The analysis had identified that the profile of subjects of complaints were most likely to be white, male with 6 to 10 years of service based in the County Division. In depth analysis also identified a particular work group that had been particularly susceptible to such complaints. Lack of consistent supervision would appear to be a major factor with this particular group. Divisional Commanders and relevant first line supervisors had been informed of the outcome of the analysis, appropriate training has been delivered and conduct will be monitored. The Head of Professional Standards considered that this approach to identifying trends had proved useful and would continue.

Social Network sites

Members noted that the policy on the misuse of social network sites would be introduced from 1st April 2009.

09/qz/3 **DECLARATIONS OF INTEREST**

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

09/qz/4 **PROGRESS ON COLLABORATION OF PROFESSIONAL STANDARDS**

The Assistant Chief Constable (Protective Services) circulated a brief update on the progress being made by the Bedfordshire and Hertfordshire Forces in the collaboration of Professional Standards.

He opened his address to Members by congratulating Superintendent Martin Darlow on his appointment as Head of the Joint Professional Standards Department. Superintendent Darlow was now leading on the implementation Plan for collaboration of the two Departments. To maintain the day to day running of Bedfordshire's Professional Standards Department (PSD) Detective Chief Inspector Dave Green had been appointed as Temporary Head until the commencement of new arrangements on 1st April 2009.

Members noted that work was currently being undertaken on the Section 23 Agreement required by legislation to allow for the collaboration to take place and it was expected that the Bedfordshire Police Authority at its meeting on 13th February and the Hertfordshire Police Authority at its meeting on 20th would formally approve the Agreement.

Other key areas being progressed were the harmonisation of policies and processes, ICT, equipment and accommodation. . With regard to accommodation staff would be located at either Biggleswade or Letchworth, the majority of Staff being based in Biggleswade.

The Assistant Chief Constable emphasised that the collaboration had provided the opportunity for both forces to bring together working practices into a single resilient operating structure.

In terms of the Committee's scrutiny role under the new arrangements the Committee agreed that it would need to consider the format and content of the monitoring reports. The Chief Executive advised that that this would be developed into the Committee work plan for the forthcoming year and would discuss this further with the Chair.

The Chief Executive/Treasurer agreed to ensure that the Chair of the Committee was kept informed of the progress of the collaboration and reports would be submitted to the Committee as and when necessary.

09/qz/5 **IPCC –CURRENT ISSUES**

David Petch the IPCC Commissioner for the South East Region and his Assistant Nicola Heley attended the meeting to update Members on current IPCC issues.

Mr Petch mentioned that as reported to Members at their meeting in May of last year the IPCC were to be restructured as from 1st April 2009. He confirmed that he would be retiring from his position on 31st March and a new IPCC Commissioner for the region had recently been appointed.

He was pleased to say that that there were no areas of concern that he wished to raise with Members. He was also pleased to report that Bedfordshire's performance was above the national average in the areas of timeliness, completion of cases, comprehension of legislation and guidance, and the number of cases dealt with by local resolution. No cases were currently being independently investigated or managed by the IPCC which was an unusual position to be in for any Force.

Comparative data with Forces in Bedfordshire's Group of Most similar Forces for 2007/08 was circulated, which despite, not being the most up to date still indicated a good performance by Bedfordshire. Mr Petch particularly highlighted good performance in respect of complaint cases recorded, proportion of allegations recorded in each category, number of allegations completed by means of investigation and number substantiated.

Members thanked Mr Petch and Ms Heley for attending the meeting

09/qz/6 **POLICING PLEDGE**

The report of the Chief Constable was considered which informed Members of the implications of the Policing Pledge for the Professional Standards Department.

Members were reminded the Policing Pledge was part of the Government's new programme of reform. Made up of ten core commitments the Policing Pledge aimed to ensure that the public understood the minimum service standards that the police Service aimed to provide. Two of these commitments had the potential to increase the level of complaints about conduct and dissatisfaction with the service. Members were advised that whilst the Professional Standards had robust procedures in place there were gaps around meeting the 24 hour response commitment to the dissatisfaction of service complaints and solutions were actively being explored. In line with the principles of the Taylor review most complaints were expected to be dealt with by Local Resolution.

There was a general discussion on the implications of the Policing Pledge for the Authority and the Force particularly around the commitment to deliver a more personalised service and the public's expectations of this. There was also

disappointment that the pledge had not been well publicised or clearly stated what the Force would be striving to achieve. It was acknowledged that the Complaints and Professional Standards and the Community Engagement Committee's both had a role in ensuring that the commitments in the pledge were met and the Chair of the Committee would discuss how each role was to be addressed with the appropriate Members and Officers.

In relation to the receipt of complaints the Head of Professional Standards agreed to incorporate details of breaches of the pledge in future monitoring reports.

RESOLVED

1. That the processes in place for dealing with complaints be noted and that data on the complaints received about breaches of the pledge be incorporated into future monitoring reports.
2. That the roles of the Complaints and Professional Standards and the Community Engagement Committee in ensuring that the commitments in the pledge are met be determined.

09/qz/7

PROFESSIONAL STANDARDS CASES AND ISSUES

The Committee considered the Chief Constable's report on the current position with regard to Professional Standards issues for the reporting period 1 April to 30 December 2008 and provided comparative data from the years 2006/07 and 2007/08.

Data had been categorised into the following areas:

- Professional Standards Department – Workload
- Analysis of Complaint cases
- Analysis of Complaint allegations
- Analysis of Social factors relating to complainant characteristics
- Analysis of Social factors relating to subjects characteristics
- Complaint allegations finalised
- Investigation Times
- IPCC Appeals
- Conduct Matters
- Criminal Prosecutions
- Direction and Control
- Benchmarking

Highlights from the report are detailed below:

(a) Workload Management

In relation to the number of allegations received current data indicated that in comparison to the previous 2 years the overall workload had increased by 84% compared to 2007/08 and 60% on the year before. This increase continued to be a result of the Department's pro activity.

(b) Analysis of Complaint Cases

The number of complaints cases and allegations received during the reporting period had significantly decreased.

Measuring complaint cases against per 1000 population had seen a decrease of 20%, allegations continued to remain stable.

Since 1st April 2008 232 complaint cases have been recorded and 279 closed.

(c) Analysis of Complaint Allegations

The number of complaint allegations recorded in the reporting period had seen an 8% decrease compared to last year and a 6% increase on the year before.

The top two allegations recorded continued to be other neglect or failure of duty and incivility. Neglect of duty had however decreased by 16% on the previous year.

Categories with the biggest increases this year compared to last continued to be breach of Code B PACE (entry into a property and searches) Irregularity in evidence/perjury and other.

Categories with the biggest decreases when compared to the previous year were other assault, oppressive conduct or harassment and irregularity in procedure

The Department continued to undertake work on identifying the causal factors for these increases. Particularly highlighted was the work undertaken in respect of neglect or failure of duty whereby the main issue identified was not keeping people informed. The Service Improvement Group was managing improvements in this area and one of the initiatives being explored was the development of a database that would enable the public to view the progression of their case.

A breakdown of the total allegations per staff type indicated a significant decrease compared to last year.

Complaint allegations per all personnel at Luton Division had decreased during the period under review whilst the County Division continued to increase. Data was provided for the first time on the new Directorates which indicated that allegations per staff were highest in Protective Services particularly in the Uniformed Protective Service unit.

Breaking this data down into the categories of Police Officers and Police Staff indicated that complaints for both categories were highest in the County Division. For Police Officers complaints were highest in the Protective Services Directorate and for Police Staff complaints were highest in Citizen Focus. The number of complaint allegations per force headcount had however remained stable.

For Special Constables the complaint allegations per Special Constables in the force had increased slightly since last year.

The number of complaints received in relation to Police Community Support Officers continued to decrease in comparison to the previous year.

(d) Analysis of Social factors relating to complainants and subjects characteristics

The age of complainants continued to fluctuate over the last three years, although during the reporting period there had been an increase in complaints from the 60 plus age group.

Complaints from the ethnic community were continuing to increase which gave a clear indication that there was a growing confidence in the complaints system.

The main allegation made by complainants was neglect of duty but it was difficult to identify patterns particularly around previous conviction data and unemployment and steps were now being made to secure data recording in these areas.

Data on the gender, age, ethnicity and length of service of staff that had a recorded complaint against him or her indicated that in comparison to the previous two years police officers as subjects of a complaint had decreased. The majority of subjects were aged between 20 and 39 and the majority were white. With regard to the length of service complaints against those in the probationary period were at an all time lowest. Of concern was the increase seen in complaints against those with 6 to 10 years service and the results of the bespoke analysis be undertaken were reported earlier in the meeting.

(e) Complaint Allegations Finalised and Investigation Times

Under the period of review the number of complaint allegations finalised in comparison to last year had decreased by 21 % and increased by 17% against 2005/06.

Locally resolved allegations had increased year on year but in comparison to the 2007/08 had decreased by 15%. Despite this the percentage of local resolutions was above the MSF average and IPCC national average.

The number of substantiated allegations continued to rise but was still below the MSF average and the IPCC national average.

At this stage of the year Ethnicity Data on the result of 395 finalised allegations involving 277 indicated that the majority related to the white community. Of the ethnic minority complainants' 7% of the finalised allegations were substantiated and 47 % were locally resolved .For those of a white background 3% of complaints were substantiated and 60% locally resolved.

This reporting period had seen a slight decrease both in the overall number of cases closed and those closed within the same period as they were recorded. The number of cases finalised within the 120-day target continued to improve significantly when compared with the past three years and stood at 108% for the current reporting period.

The reporting period had also shown a significant increase in the number of cases that had proceeded to a full investigation and again there was a significant improvement upon the previous 2 years in meeting the 120-day target.

For local resolutions there had been a slight decrease in the number of cases locally resolved and a slight increase in those completed within the 120 working day target.

In accordance with IPCC statutory guidance the timescale for local resolutions was an average of 28 days and the number of cases meeting the target was steadily increasing.

The number of appeals to the IPCC continued to show an upward trend. The number of appeals upheld was below the 28% IPCC 2007/08 national average. The number of appeals made for a non recording of complaints when recorded as a direction and control matter was increasing and would be monitored.

(f) Conduct Matters

The number of conduct matters recorded continued to show an increase which was in part due to the increase in the use of the confidential reporting process in place. No one allegation had been consistently the highest over the past three years.

The Categories with the biggest increases so far this year compared to last year were 'General Conduct' and confidentiality.

The number of misconduct matters finalised had decreased when compared to the previous year. Of the matters finalised two conduct hearings had been completed. Members were advised that the low conversion rate from misconduct case to hearing was due to the approach that had been adopted which gave the ability for an Officer to resign whilst under investigation for misconduct.

(g) Benchmarking

In comparison to the regional data Bedfordshire was better than the regional average in number of allegations, percentage of cases completed in the 120 day timescale and allegations per staff and the best performer for recorded complaints, local resolutions., cases finalised within the target time and percentage of substantiated complaints.

(h) Direction and Control

The number of Direction and Control cases had increased during the reporting, and 'General Policing Standards' remained the top allegation.

The IPCC stated a 28 working day timescale for Direction and Control matters to be dealt with. The percentage of finalising in that time was increasing and currently stood at 66%.

The main issues arising from the report were as follows

(a) Increase in Breach Code B PACE Allegations

In response to the continued increase in Breach Code B PACE allegations it was agreed that this would be the subject of the dip sampling process at the next meeting of the Committee. The dip sampling would also include cases of breaches of codes A, C, D and E of PACE which would cover issues around Stop and Search and Custody.

(b) Strategic Analysis

Incivility and neglect of duty continued to be the top two allegations recorded and it was considered that this was an appropriate area for a strategic analysis to be undertaken over the next 12 months. Given that these issues were around citizen focus it was agreed that the best approach to seeing service improvement in this area was to require the attendance of the Head of Citizen Focus at each meeting to discuss the emerging concerns and take them forward for discussion and appropriate action by the Force Service Improvement Group.

(c) Visit to the Accommodation for the Joint Professional Standards Department.

Arrangements would be made for members to visit the accommodation for the new Joint Professional Standards Department at Biggleswade and Letchworth.

RESOLVED

That the report be noted and the actions identified above be progressed.

09/qz/8

REVIEW OF INTERNAL CONTROLS AND RISK MANAGEMENT AND COMMITTEE EFFECTIVENESS

The report of the Chief Executive/Treasurer was submitted which advised that as part requirement to produce an Annual Governance Statement the Force and the Authority were required to undertake an annual review of its overall internal framework and governance procedures.

As part of this annual review each of the Authority's Committee's would review its performance. Some areas for consideration were highlighted in the report. The Chief Executive/Treasurer orally reported that Members should also consider its performance around the monitoring of the implementation of the Taylor Review. The Committee was satisfied with its performance in each area.

In addition to this each Committee was required to review the major risks attributed to it. An extract from the Risk Register detailing those risks associated with the Committee's objectives were appended to the report. Having reflected on the current risks Members were of the view that should the Committee fail to deal with the most serious of cases in an effective manner this could lead to a loss in public confidence in the force and its complaints system. Also considered to be a risk was the Committee's failure to deliver the commitments set out in the policing pledge in respect of complaints.

The Committee was also reminded that at the Meeting of the Authority on 24 October 2008 it had been agreed that each Committee review its terms of reference and its specific role with regard to value for money to ensure they remained fit for purpose. A copy of the current Terms of Reference was appended to the report for consideration. Members considered that the Committee had a role in monitoring the effectiveness of the Joint Professional Standards Department and this should be reflected in the Terms of Reference. Also to be reflected in the Terms of Reference was monitoring of the public's confidence in the complaints process arising from the Government new confidence measure .

RESOLVED

1. That subject to the inclusion of the risks identified above the Committee is assured that all the major risks attributed to it are appropriate .
2. That the Committee confirms it has undertaken a self-assessment of its own performance and that there are no areas that require improvement.
3. That the changes to the Terms of Reference identified above be submitted to

the Authority's AGM for approval.

09/qz/9 **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.

09/qz/10 **SUMMARIES OF COMPLAINTS AND DISCIPLINE CASES (In Private)**

A report of the Chief Constable was submitted which summarised those cases of complaints and civil claims which had been completed during the period 1 April–31 December 2008.

Members also received a report from the Chief Constable providing details about those Police Officers that had received a criminal prosecution, those on restricted duties or suspended. The report also included the current position with regard to civil claims.

The Chair confirmed that under the pilot dip sampling process to review complaints that were a risk area for the Authority Members had dip-sampled those complaints relating to incivility, impoliteness and intolerance . There were no major issues arising from the dip sampling process.

RESOLVED

That the report be noted.

REPORT AUTHOR: CHAIRMAN

**SUBJECT: ANIMAL WELFARE LAY VISITORS
PANEL**

BACKGROUND PAPERS: NONE

RECOMMENDED: THAT THE REPORT BE NOTED.

- 1 The Animal Welfare Scheme continues to work effectively although the number of Lay Visitors has reduced to three. Originally seven Visitors were appointed but for personal reasons four have been unable to continue. In the short term the scheme can manage with only three visitors but longer term this will not be sustainable. In view of the current collaboration proposals being considered with Hertfordshire it has been decided to await the outcome of these proposals before advertising for more Visitors which will be both time consuming and expensive. Hertfordshire operates a Welfare Scheme somewhat different to that in Bedfordshire so if collaboration were to go ahead the two systems would need to be reviewed.
- 2 The Lay Visitors carry out visits to dog handlers and vehicles on a regular basis and complete reports after each visit. The Chairman meets with the Visitors formally three times each year and has access to the reports submitted. Informal meetings also take place at the dog trial competition. In the past year there have been very few queries raised and the standards of animal welfare in Bedfordshire is very high. All vehicles are fit for purpose and all are now fitted with air conditioning which is better for both the dogs and the handlers.
- 3 Bedfordshire has an establishment of one Sergeant and fourteen constables to work with twenty three dogs. Of these fourteen are general purpose dogs and nine are Specialist search dogs.
- 4 There has been a lot of effort during the past year to arrest drug dealers. A particular success in Bedford resulted in a dealer being sentenced to 4 ½ years in prison. Other dog searches have resulted in a significant amount of Class "A" Drugs being found and one haul was estimated to have a value around £50k.

- 5 Dangerous dogs are becoming an increasing problem particularly where dogs are being trained to fight each other. Three handlers have been trained to give expert evidence in court. In excess of fifty dangerous dog cases have been dealt with in the past year and a policy and procedure guideline has been written by Sergeant Norman which is in use by other Forces. The Bedfordshire policy is one of four shortly to be cited by DEFRA as best practice.
- 6 Dog trials and competitions are held at Bedfordshire HQ at various times throughout the year and members are welcome to attend any of these events. A request has been made for the dates of these to be made available so that Members may attend if they wish.

**PETER F CONNIFF
CHAIRMAN**

For Publication

**Bedfordshire Police Authority
13 February 2009
Agenda Item No 18**

REPORT AUTHORS: CHIEF EXECUTIVE/TREASURER

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.

Since the last meeting of the Authority, Officers have after consultation with the Chairman, approved a payment of £23,081.50 to the defendants accused of killing 28 swans . The settlement was made in respect of the Wasted Costs Order made against the CPS for which the Bedfordshire Police was liable.

**STEPHANIE MCMENAMY
CHIEF EXECUTIVE/TREASURER**

BEDFORDSHIRE POLICE AUTHORITY
STATUS REPORT –ITEM No 19

	ITEM	DECISION	ACTIONED BY	CURRENT POSITION
1	Outline Draft 2009/12 3 year Strategy and 2009/10 APP	<ul style="list-style-type: none">• Small group of Members to be appointed to work with the Officers to progress the plans in readiness for publication on 1st April 2009.	Chief Executive/Treasurer	Linda Hockey, Penny Fletcher and Brian Spurr Peter Hollick and Peter Conniff appointed.
2.	Annual report on Force Equality Schemes and proposed New Equality Standard	A gap analysis to be undertaken on the Force Equality schemes and a further report on the equality standard to made to a future meeting.	Chief Constable	To be completed
3.	Update – Proposals for Police Reform	<ul style="list-style-type: none">• Report on Police Authority Inspections	Chief Executive/Treasurer	See Item 11

