

## **Devon and Cornwall Police Authority**

### **Minutes**

A meeting of the **Resources Committee** was held on 22 November 2007 in the Conference Room, Endeavour House, Exeter starting at 10:00hrs.

#### **Present:**

Mr M Bull (R/673 – R/686), Mr B Greenslade, Mrs A Malcolm, Mr D Money, Mr J Smith (R/678 onwards) and Mr W Thomas.

#### **Officers in Attendance**

Chief Superintendent Ian Ansell (R/674 – 678 only), Mr G Cooper (Head of Performance & Reward), Mr J Glasby (Treasurer), Mr C Papworth (Director of Finance and Resources), Mrs E Tanner (Administrator).

#### **R/673 Chairman's Announcements**

The Chairman announced that there was a need to consider item 9 early on the agenda, and that there was an additional part II item on the Staff Handbook.

#### **R/674 Apologies for Absence**

Apologies were received from Mr M Nevitt and Mr B Preston.

#### **R/675 Declarations Of Interest**

No declarations of interest were received.

#### **R/676 Resources Committee Minutes**

**RESOLVED** that the minutes of the meeting held on 13 September 2007 be confirmed as a correct record.

#### **R/677 Business Benefits Measurement and Monitoring Force Development Programme**

Members considered the report which outlined the current situation regarding the delivery of Business Benefits. The new programme of work appended to the report commenced on 2 November. The new organisational structure which showed the allocation of programmes to Chief Officers was highlighted.

Details of business benefits achieved through programmes would be brought to a future meeting.

A Programme Director post had been advertised and interviews were being held in December.

**RESOLVED** to note the report.

### **R/678 Delegated Powers**

The Police Authority had previously agreed the Terms of Reference for the Committee and these were proposed as appropriate items for the Resources Committee to approve with delegated powers. However, there was a need to reconcile such delegated powers with urgency procedures and responsibilities of other parts of the Police Authority.

Issues discussed during consideration of this item included:

- It was not necessary to discuss delegated powers with District Audit.
- Delegated powers would be written into the Police Authority's Constitution in due course. The Constitution would balance the delegation with the other responsibilities / decisions falling to other parts of the Authority.

**RESOLVED** to recommend to the Police Authority that

- (i) Resources Committee delegated powers are as listed in the Resources Committee Terms of Reference;
- (ii) the Authority determine the issues around urgency procedures and potential duplication of responsibilities.

### **R/679 Financial Monitoring**

Members considered the report which included the capital and revenue expenditure statement for the 2007/08 financial year and the police officer funded post profile. Part of this item was considered in closed session as indicated in the minute.

Issues discussed during consideration of this item included:

- The revenue budget was on target and a balanced budget was forecast at year-end.
- A saving of £628,000 had been made against the Budget Management Fund. The Budget Management fund represented ongoing commitments and savings from 2006-07. The surplus could be used towards savings for 2008-09 or for unforeseen commitments.
- The Major Operations budget was over-heating.
- Additional work required on communications had funding implications.
- Capital programme – most major projects were nearing completion. An underspend was forecast for the year-end however delivery against the capital programme had improved this year over last.
- The vehicle replacement programme had been subject to review and a reduction in fleet size was planned. This would result in one-off savings due to non-replacement and a need for re-distribution of assets.
- A new appendix showing the Force Establishment was included which showed front-line policing resource. This would prove useful to monitor deployments against the baseline and the number of officers on restricted and recuperative duties.
- Sponsored secondments were not included in the Force establishment figures.

**Closed Items** (Items considered by the Committee with only Members of the Police Authority, appropriate Officers and expert advisors present, on the grounds that exempt / confidential information may be discussed)

**RESOLVED** that the item detailed in the table below be considered as a closed item.

Resources Committee  
22 November 2007

Agenda No	Minute No	Report Title	Relevant Act	Relevant Section
6	R/679	Financial Monitoring – Police Staff Handbook	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, Paragraph 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Two papers in relation to the National Police Staff Handbook negotiations were tabled. The Police Authority's Human Resources Committee had considered the first of these papers on 21 November and the resolutions made at that meeting were made available to Members. The second report provided further background to the issue and financial implications.

Issues discussed during consideration of this item included:

- The Human Resources Committee had resolved that delegated authority be given to the Chairmen's Group to approve the terms to be put to Trade Union members in the ballot on the Staff Handbook. This group would meet on 19 December.
- It was suggested that the Police Authority request the Chief Constable to identify the source of funding, and in doing so there was a need to identify further savings in addition to those already planned.
- The estimated cost of implementation of the Staff Handbook. Some final analysis was required to verify the sums involved.
- The difficulties experienced in verifying costs.
- Issues identified around working patterns and structures, and matching to business requirements.
- Corporacy versus devolution. A review of supporting arrangements was ongoing towards achieving a central framework for the deployment of human resources.
- Trade Union negotiations were ongoing.
- Pay protection and associated issues and implications.
- Timing and the need to implement before the year end.

**RESOLVED**

- (i) That the latest financial projections for 2007/08 be noted;
- (ii) That the planned budget saving of £150k for communications be reduced to £50k in order to progress external and internal communication arrangements to help deliver the organisational change programme in 2007/08.
- (iii) That the Police Authority be recommended to request the Chief Constable to bring proposals to the Chair's Group on 19<sup>th</sup> December as to how the additional costs arising from the Police Staff Handbook can be met from existing resources.
- (iv) To welcome the initiatives being made towards fleet management.

**R/680 RESOLVED** to re-admit the press and public.

**R/681 Budget Working Party**

Members considered the report.

Issues discussed during consideration of this item included:

- A paper detailing how the 5-year vision would be delivered was to be included on the Police Authority agenda for 7 December 2007.

**RESOLVED** to note the report.

**R/682 Treasury Management**

The report provided information on fund management performance and implications for the budget.

Issues discussed during consideration of this item included:

- An update following the decision to disinvest from one of the fund managers.
- Forecast of performance for the remaining fund manager.
- Devon and Cornwall Police Authority Investment Fund – a long term investment strategy was being employed.
- Cash management was good.
- Borrowing had been deferred.
- Savings achieved due to purchase of Euros in advance for the purchase of the Force helicopter.
- Data handling.
- Working practices for the handling of data. Information on data handling practices was requested for the next meeting of the committee.
- Use of and auditing of corporate credit cards. A briefing for Members on the outcome of the credit card working practices audit was requested from the Authority's Internal Audit Manager.

**RESOLVED** that the performance of the Fund Managers and the Devon and Cornwall Investment Fund along with the overall functioning of the Treasury Management Strategy be noted.

**R/683 Closed Items** (Items considered by the Committee with only Members of the Police Authority, appropriate Officers and expert advisors present, on the grounds that exempt / confidential information may be discussed)

**RESOLVED** that the items detailed in the table below be considered as closed items.

Agenda No	Minute No	Report Title	Relevant Act	Relevant Section
10	R/684	Banking Contract	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Resources Committee  
22 November 2007

11	R/685	Forensic Services Collaboration Update.	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
12	R/686	Estate Management.	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
13	R/687	Bodmin project – progress report.	Local Government act 1972 as amended by the Local Government (Access to Information Act 1985)	Schedule 12A, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**R/684 Banking Contract**

**RESOLVED to recommend to the Police Authority that**

- (i) Standing orders be suspended to permit a further extension of the banking contract with the existing supplier for 3-5 years.
- (ii) Authority to agree the detailed terms be delegated to the Treasurer in consultation with the Chair of Resources.

**R/685 Forensic Services Collaboration Update**

Members were updated on the current progress being made by the Forensic Services Collaboration project team.

Issues discussed during consideration of this item included:

- Issues discussed and agreed at the recent meeting of Procurement Managers and Scientific Support Managers from the participating Police Authorities.
- Potential savings for Devon and Cornwall should the Authority enter into the collaborative agreement.
- Potential operational benefits.
- Working practices.
- Governance issues needed to be considered and agreed. There was a need to appoint a Police Authority Member with delegated powers to sit on the Consortium Management Committee.
- Financial implications of disengaging from the contract during the 3 year term.
- Timing of the signing of the Consortium Agreement and awarding of the contract.
- A report considering the legal implications would be presented to Members at their meeting on 7 December.

**RESOLVED**

- (i) That members agree in principle to join the Forensics Consortium.
- (ii) That the Police Authority be recommended to appoint one member, and perhaps an alternate, with appropriate delegated powers to act as their representative on the Management Committee.
- (iii) That the Police Authority agree to the appointment of Avon and Somerset as managing agents.
- (iv) That the final decision on whether or not to join up be taken at the next Police Authority meeting if the necessary information is available. Failing that, the Police Authority be recommended to delegate the decision to the Chairs' Group in late December.

**R/686 Estate Management**

Members considered the report.

Issues discussed during consideration of this item included:

- Overall management of the police estate.
- The future of policing and subsequent impact on estate requirements.
- Best use of IT and mobile police stations.
- Funding. A ring fenced fund to start to establish the long-term development values and opportunities was recommended, funded from the existing Force Development Reserve.
- The need for pro-active communication and consultation strategies.
- Making full use of work around the estates strategy undertaken in the past.
- Work already undertaken included revisiting the estates strategy and focus on type II and V buildings. Work to identify properties with development opportunities had been completed. A paper on the work done in-house around the estates strategy would be presented at the next meeting of the Committee.
- Use of consultants.
- Spending against the reserve be delegated to the Police Authority Lead Member for Property and the Chair of Resources Committee to enable decisions to be made in a timely manner.
- It was felt there was a need to work through the detail of progressing this issue and a working group of members be convened to manage this.

An update was given on property projects where the Committee was required to agree funding against the capital programme. The projects concerned were:

- Police Protection Units – purchase of a piece of land for the Poole public protection unit.
- Relocation of MCIT from Seale Hayne to Ashburton.
- Devonport scheme. Further meetings were scheduled to discuss the current situation and identify options. Alternative arrangements may be necessary which may result in financial losses.

**RESOLVED** that the Police Authority be recommended

- (i) to establish an estates reserve of £750,000 from the Force Development Reserve;
- (ii) that decisions on the deployment of this reserve be delegated to the Lead Member of Property and the Chair of Resources in consultation with the Treasurer;

Resources Committee  
22 November 2007

These resolutions to be subject to a property strategy briefing meeting with the Chair and Vice-Chair of Resources and the Lead Member.

- (iii) That the development strategy is led by a pro-active communication strategy to ensure that the objectives of betterment and the enhancement of our service are understood by stakeholders.

It was also **RESOLVED**

- (iv) to purchase the land for a public protection unit in Poole.
- (v) to negotiate heads of terms and price establishment of an identified property in Ashburton for the relocation of MCIT from Seale Hayne.
- (vi) to note the situation in relation to the Devonport project and await the outcome of the scheduled meetings before resolving the way forward.

**R/687 Bodmin Project – progress report**

Members considered the report.

The indication was that the planning application would be supported and it was hoped that building work could commence as early as April 2008.

**RESOLVED** to note the report.

**The meeting closed at 12:45pm**

Signed:
Dated: